

The Insolvency Act 1986

**Statement of administrator's proposals****2.17B**

Name of Company <b>Groundwork Bridgend and Neath Port Talbot</b>	Company number <b>02388397</b>
In the <b>Birmingham District Registry</b> <div style="text-align: right;">[full name of court]</div>	Court case number <b>8424 of 2014</b>

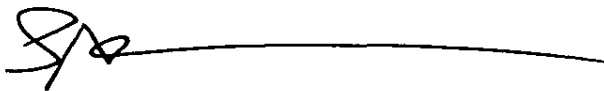
(a) Insert name(s) and address(es) of administrator(s) 1 We (a) Simon Edward Jex Girling of BDO LLP, Bridgewater House, Finzels Reach, Counterslip, Bristol BS1 6BX and Ian James Gould of BDO LLP, 125 Colmore Row, Birmingham, B3 3 5D

\*Delete as applicable attach a copy of ~~\*my~~ / our proposals in respect of the administration of the above company

A copy of these proposals was sent to all known creditors on

(b) Insert date (b) **16 December 2014**

Signed


Dated **16 December 2014****Contact details:**

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

BDO LLP, Bridgewater House, Finzels Reach, Counterslip,	
Bristol, BS1 6BX	
Our Ref <b>242205/C15</b>	Tel <b>0117 930 1591</b>
DX Number	DX Exchange

Then you have completed and signed this form please send it to the Registrar of Companies at  
companies House, Crown Way, Cardiff, CF14 3UZ **DX 33050 Cardiff**



THURSDAY

**Groundwork Bridgend and Neath Port  
Talbot  
In Administration**

Statement to Creditors pursuant to Rule 2.33  
of the Insolvency Rules 1986 and Statement of  
Proposals under Paragraph 49 of Schedule B1  
of the Insolvency Act 1986



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## **GROUNDWORK BRIDGEND AND NEATH PORT TALBOT - IN ADMINISTRATION ("the Trust")**

Registered No 02388397

Registered office now situated at Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX

In the Birmingham District Registry

8424 of 2014

### **1 Introduction**

- 1.1 This report is addressed to the Trust's creditors and incorporates my Proposals. In accordance with Paragraph 52 of Schedule B1 of the Insolvency Act 1986 I do not propose to call a formal meeting of creditors to consider these Proposals because at present I believe there will be insufficient assets to enable me to make any distribution to unsecured creditors other than by virtue of Section 176A(2)(a) (discussed further below at section 4 of this report).
- 1.2 Under Paragraph 52 of Schedule B1 of the Insolvency Act 1986, if at least 10% of creditors in value request a formal meeting they must notify me using form 2.21B (attached) by close of business on 9 January 2015. Please note that before such a meeting can be held I will require a deposit towards the cost of convening the meeting, which may be repaid subject to approval of the other creditors.
- 1.3 If a formal meeting is requisitioned by creditors, that meeting may approve my Proposals with or without modifications subject to the Administrators' agreement to any such modifications. If the creditors reject my Proposals a report will be sent to the Bristol District Registry which may then discharge the Administration and make consequential directions, adjourn the hearing, or make some other Order as it thinks fit.
- 1.4 If the Proposals are agreed at a requisitioned formal meeting or if no meeting is requisitioned and the proposals are deemed to have been approved (in accordance with rule 2.33(5) of the Insolvency Rules 1986), I will continue to control Trust's business and assets to the extent that they have not already been transferred. I would at some later date arrange for Trust's to exit from Administration, as agreed by the creditors. Based on the information presently available and the current situation my Proposal is that the Trust will be dissolved once the Administration is complete, however, if I have not been able to agree the surrender of various lease interests, I may place the Trust in to Liquidation to facilitate the disclaimer of these onerous assets.

### **2 Events leading up to the appointment of the Joint Administrators**

- 2.1 The Board of Trustees became concerned over the Trust's cashflow and sought professional advice from BDO LLP ("BDO") having been referred by the federation of Groundwork Trusts (the national body for Groundwork trusts).
- 2.2 The Trustees had identified falling income levels and increasing losses in the last two years. The Trustees established that the Trust did not have sufficient funds to meet obligations as they arose. Of particular concern was the Trust's inability to pay the wages that were due at the end of October.
- 2.3 A meeting was held on 16 October 2014 between BDO and representatives of the Board of Trustees at which the Trustees were advised of their options and indeed their obligations as Trustees given the apparent insolvency of the Trust.
- 2.4 Accordingly, and in line with their fiduciary obligations, at a subsequent meeting of the Board on 23 October 2014, it was resolved to take steps to place the Trust into administration.
- 2.5 BDO then assisted the Board of Trustees in preparing for administration, primarily consulting with Barclays Bank plc ("the Bank") who are the holders of a Qualifying Floating

Charge and who as such have the right to appoint an administrator or take other steps to enforce their security

- 2.6 A Notice of Intention to Appoint Administrators was sworn by Mr Rees, Chairman of the Board of Trustees, and filed at Birmingham District Registry on 27 October 2014, by which Ian Gould and I were nominated as proposed Joint Administrators pursuant to Paragraph 22 of Schedule B1 of the Insolvency Act 1986
- 2.7 On the 6 November 2014 a Notice of Appointment of Administrators was sworn by Mr Rees and filed at Birmingham District Registry, by which the nominees were appointed Joint Administrators. Under the provisions of Paragraph 100(2) of Schedule B1 of the Insolvency Act 1986 the Administrators carry out their functions jointly and severally.

### **3 Statement of Affairs and statutory information**

- 3.1 I attach at Appendix 10 to this report a copy of the statement of affairs of the Trust at the date of appointment, prepared by a Trustee from the Trust's records and information available. I have reviewed the statement of affairs but have not carried out any audit or detailed verification work at this time.
- 3.2 At Appendix 1 is a statutory information schedule showing the names of the Trust's Trustees and brief summary of historical financial statements

### **4 Prescribed Part**

- 4.1 Under the provisions of Section 176A of the Insolvency Act 1986, where a company has granted a floating charge to a creditor after 15 September 2003, the Joint Administrators must state the amount of funds available to unsecured creditors in respect of the Prescribed Part (being a portion of funds ring fenced for the benefit of unsecured creditors).
- 4.2 The Trust granted fixed and floating charges to the Bank on 1 June 2006. Based on the anticipated realisations as set out in the directors' statement of affairs and the level of preferential claims, I anticipate that the net assets available to the floating charge creditor will be less than £10,000 and as such, in accordance with Section 176A(3) of the Insolvency Act 1986, do not anticipate there being any prescribed part distribution in this administration. However, I will update creditors in my progress reports should this position change.

### **5 Achieving the purpose of the administration**

- 5.1 The statutory purpose of an administration consists of a hierarchy of three objectives, and I now address the progress that has been made in that regard
- 5.2 The first objective is rescuing the Trust as a going concern (i.e. restructuring the Trust's business, resulting in the survival of the corporate entity). This objective was not achievable because the charity ceased to trade on my appointment.
- 5.3 The second objective is to achieve a better result for the Trust's creditors as a whole than would be likely if the Trust were wound up (without first being in administration). At present, it appears very unlikely that this objective will be achievable, also due to the cessation trade on my appointment notwithstanding efforts to facilitate limited ongoing trade as discussed in more detail later in this report.
- 5.4 The final objective is realising property in order to make a distribution to one or more secured or preferential creditors, and this objective should be achieved as set out below.

## 6 Initial actions and asset realisations

6.1 Immediately upon my appointment I arranged a meeting with the Chairman of the Board of Trustees, the manager of the Bettws Centre (a community centre operated by the Trust), and Bridgend County Borough Council ("BCBC") in their capacity as landlord for the Bettws Centre. The purpose of the meeting was to explore the possibility of continuing operations at the centre under a license agreement. Regrettably, despite best efforts from all parties, a license agreement was ultimately not acceptable to BCBC and as such operations at the Bettws Centre ceased on 7 November 2014.

6.2 The remainder of the Trust's operations also ceased to trade on my appointment and all staff were immediately made redundant. My initial actions have since been concentrated on securing the freehold premises, safeguarding the Trust's assets, information gathering, asset realisations and dealing with creditors' and employees' enquiries. I set out below an update as regards the major classes of assets.

### 6.3 Properties

6.3.1 The Trust's primary assets are the Freehold properties, which are subject to fixed charges in favour of the Bank. These comprise;

- The Engine House, Resource Centre and surrounding land located at Parc Tondy, Maesteg Road, Tondy, Bridgend, CF32 9TF.
- The Environment Centre, a converted church building, located to the West of Maesteg Road, Tondy, Bridgend, CF32 9BT.

6.3.2 Specialist property agents Alder King have been instructed to produce a planning appraisal report along with a property option report for the freehold sites. Realisation strategy is to be finalised upon receipt of those reports, although early indications are that work may be undertaken to obtain the release of a number of restrictions on use for the site, allowing the site to be marketed as potential development opportunity.

6.3.3 The Trust also owns a number of pre-fab buildings, used as youth centres, located on leased land. I am investigating the value of the properties and await advice from my agents in this regard.

### 6.4 Debtors and Work In Progress ("WIP")

6.4.1 I have instructed specialist collection agent, Credet, to review and collect the Trust's debtors on a no win no fee basis. On appointment, Credet attended site to extract the current ledger and obtain copy invoices.

6.4.2 Initial reports from Credet advise that of the ledger held on their system totalling £92,000, some £38,000 was paid prior to the insolvency (to be verified upon receipt of bank statements) with a further £17,000 of old and disputed balances. Accordingly, estimated recoveries would be in the region of c£37,000 in a best case scenario.

6.4.3 In order to maximise the potential recovery from book debts it was necessary for me to review the Trust's incomplete projects. Early discussions with the Trust's acting finance manager suggested the potential for up to c £90,000 of work in progress to be invoiced that I am taking steps to realise.

6.4.4 I have agreed an incentive arrangement for one key employee who has compiled reports and other necessary submissions to facilitate invoicing of WIP in respect of one key project, an invoice of £27,901 was raised and paid to date.

6.4.5 I am investigating other possible avenues for recovery of WIP and shall update creditors in my next report.

## 6.5 Chattels

- 6.5.1 Actions were taken immediately upon my appointment to inventorise, insure, and safeguard all chattel assets. The significant majority of chattels located at the various freehold and leasehold locations are low value, poor quality office furniture and miscellaneous equipment used as part of the Trust's projects
- 6.5.2 Vehicles, specifically a mobile catering unit, are anticipated to account for the majority of chattel realisations
- 6.5.3 I have been alerted to a possible claim to ownership of certain assets from BCBC, who may seek to rely on various terms and conditions of previous grant funding to claim an interest in the equipment. However, I am yet to receive any evidence that would support any such a claim

## 7 Creditors' Claims

### 7.1 *Fixed Charge Creditors*

The Bank holds a fixed charge over the freehold premises. On current expectations they are likely to suffer a shortfall under their charge.

### 7.2 *Preferential creditors' claims*

Preferential creditor claims will be submitted by the Redundancy Payments Service in due course. I anticipate that the total value of preferential claims to be c£85,000 although this remains subject to adjudication. Unfortunately at this stage, I do not anticipate there will be sufficient funds to enable a distribution in full to preferential creditors although a partial dividend may be possible.

### 7.3 *Unsecured creditors' claims*

In view of the anticipated shortfall to preferential creditors, there is no prospect for a distribution to unsecured creditors in the administration other than by way of a prescribed part. I will keep creditors updated on the position in my periodic reports. Based on present information, unsecured claims total £252,344.

## 8 Other matters

- 8.1 I am required by Statement of Insolvency Practice two to investigate the business and assets of the Trust, and I am required by the Company Directors Disqualification Act 1986 to investigate the actions and conduct of the Trust and its Trustees prior to the Administration, submitting a return to the Disqualification Unit of the Insolvency Service within six months of my appointment.
- 8.2 If creditors have information which they believe ought to be taken into consideration when compiling my return, or which might give rise to additional asset recoveries into the insolvent estate, I should be grateful if they would kindly write to me at my Bristol office, and I attach at Appendix eight a creditors' questionnaire for this purpose.
- 8.3 I would be happy to discuss any information or concerns creditors may have in that regard.
- 8.4 The Insolvency Service has established a central gateway for considering complaints in respect of Insolvency Practitioners. In the event that you make a complaint to me but are not satisfied with my response then you should visit:

<http://www.bis.gov.uk/insolvency/contact-us/IP-Complaints-Gateway>

where you will find further information on how you may pursue the complaint.

**9 EC Regulations on Insolvency Proceedings**

- 9 1 I am required under the Insolvency Rules 1986 to state whether and if so the extent to which the above regulations apply. In the case of the Trust the EC Regulation will apply and these proceedings will be main proceedings as provided by Article three of the aforesaid Regulation

**10 Pre Administration Costs**

- 10 1 Under Rule 2.67A of the Insolvency Rules 1986, certain costs incurred in preparation and planning for the Administration may be approved for payment as an expense of the Administration. Allowable costs fall into the following categories.-

- (i) the fees charged by the Joint Administrators,
- (ii) the expenses incurred by the Joint Administrators;
- (iii) the fees charged (to the Joint Administrators' knowledge) by any other person qualified to act as an Insolvency Practitioner

- 10 2 The table below summarises the outstanding costs for which approval is sought and also, where relevant, records payments received.

	Costs Incurred	Payments Received	Costs Outstanding
(i)	£10,702.50	Nil	£10,702.50
(ii)	£84.88	Nil	£84.88
(iii)	Nil	Nil	Nil
<b>TOTAL</b>	<b>£10,787.38</b>	<b>Nil</b>	<b>£10,787.38</b>

The facts behind the above will now be explained in more detail.

**10 3 (i) The fees charged by the administrator**

A non-exhaustive summary of the work done is as follows.

- Assisting the Trustees with the formalities of appointing Administrators;
- Advising the Trustees on the conduct of the Trust's affairs between the period of the Board Meeting and the appointment of Administrators, including cessation of trade and redundancy processes;
- Assisting the Trustees in maintaining the value of the Trust's business and assets; and
- Attending the Trust's premises to meet a Trustee and collate information in readiness for an appointment.

These costs are based on time costs using the same rates shown in the BDO Policy on fees document attached to this report. Approval is sought for £6,000 plus VAT with the residual balance of £4,787 to be written off

**10.4 (ii) The expenses incurred by the Joint Administrators**

The Joint Administrators' disbursements are reimbursement of precise costs I have had to meet in the period to the administration.

In preparation for the Administration the following disbursements and expenses have been incurred.

Disbursements and expenses of £85 have been incurred to 5 November 2014 and approval is sought to draw this amount in full. These disbursements relate entirely to mileage (£79.55) and bridge tolls (£5.33). Mileage is calculated at a rate of 45p per mile, in line with Inland Revenue Approved Mileage Rates



- 10.5 (iii) The fees charged (to the Joint Administrators' knowledge) by any other person qualified to act as an insolvency practitioner (and, if more than one, by each separately)

No work has been undertaken by any other Insolvency Practitioner.

- 10.6 If a creditors' meeting is convened (as noted above at paragraph 1.3), approval of the pre-Administration costs will be a matter for the general body of creditors (or by a creditors' committee, if appointed at any such creditors' meeting) and a formal proposal to cater for this is included at the end of this document.
- 10.7 In the absence of a creditors' meeting, the secured creditor, will be responsible for approval of the pre-Administration costs. It will also be necessary to obtain approval from preferential creditors, should a distribution become payable to preferential creditors

## 11 Joint Administrators' Remuneration

- 11.1 If a creditors' meeting is convened (as noted above at paragraph 1.3), approval of the Joint Administrators' remuneration will be a matter for the general body of creditors (or by a creditors' committee is appointed at any such creditors' meeting).
- 11.2 Where no meeting of creditors is being convened because there will be insufficient property to enable a distribution to be made to unsecured creditors other than by reason of prescribed part (which applies in this case, as mentioned above, per Paragraph 52(1) of Schedule B1 of the Insolvency Act 1986), remuneration and any category 2 disbursements will be subject to the approval of the secured and preferential creditors as set out in Rule 2.106(5A)(a)/(b) of the Insolvency Rules 1986.
- 11.3 Rule 2.106(2) of the Insolvency Rules 1986 permits post Administration remuneration to be fixed on one or a combination of any of the following bases:
- as a percentage of the value of the property with which the Joint Administrators have to deal,
  - by reference to the time the Joint Administrators and their staff spend in attending to matters in the Administration,
  - a fixed amount

It is my proposal that the basis of my remuneration be fixed by reference to the time that my staff and I spend in attending to matters in the Administration

- 11.4 At Appendix six is a schedule that summarises the time that has been spent on this Administration from commencement to 5 December 2014. This shows total time costs of £41,262 over 199 hours at an average hourly charge out rate of £207.71. These costs have been incurred primarily, but not exclusively, in dealing with the tasks detailed below
- Day-one planning.
  - Attendance at trading premises and general information gathering
  - Initial steps to safeguard and insure the Trust's assets
  - Meetings, and general liaison, with Credent and MGR Appraisals to agree costs and commence asset realisation strategies in relation to debtors, WIP and chattel assets
  - Liaising with interested parties in relation to the sale of the Trust's assets and considering strategy for freehold properties.
  - Drafting and issuing this report and Proposals.
  - Statutory letters and notices, and other formal duties

- Planning and information gathering in relation to 6.1 above
- Meeting with employees and dealing with redundancies.
- Dealing with employees' and creditors' claims, correspondence and enquiries
- Closedown of the Trust's old bank account, opening an Administration bank account

## **12 Possible outcomes for the Trust and Creditors**

### **12.1 There are a variety of options regarding the possible exit routes for the Trust from the Administration:**

- Company Voluntary Arrangement,
- Liquidation, or
- Dissolution

### **12.2 It is my recommendation and Proposal, as detailed below, that the Trust be dissolved once all assets have been realised and distributed. However, if the Administrators have been unable to agree a surrender of all leasehold land, subject to the level of asset realisations it may become necessary to place the Trust in to Liquidation to facilitate a disclaimer of these assets.**

## **13 Statement of proposals under Paragraph 49 of Schedule B1 of the Insolvency Act 1986**

I make the following Proposals for achieving the purpose of the Administration. These Proposals will be deemed approved if no request for a formal meeting is received by close of business on 9 January 2015.

### **Formal Proposals - the Administrators propose that:**

- a) they continue to realise assets in accordance with objective three of the statutory purpose of the Administration,
- b) they make distribution payments to the secured and preferential creditors as and when funds become available;
- c) they exit Administration by dissolving the Trust under Paragraph 84 of Schedule B1 of the Insolvency Act 1986, or subject to asset realisations and the status of the Trust's leases;

they exit the administration by way of a Creditors' Voluntary Liquidation that Simon Edward Jex Girling & Ian Gould will be Joint Liquidators and will act jointly and severally.

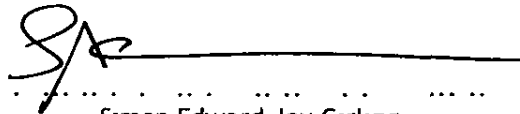
NB Under Paragraph 83(7) of Schedule B1 of the Insolvency Act 1986 and Rule 2.117(3) creditors may nominate different liquidators, but in the absence of such nomination the above named would become the liquidators, or,

they exit the administration by way of a Compulsory Liquidation as appropriate,

- d) creditors approve payment of the Administrators' pre-appointment remuneration of £6,000, plus disbursements of £84.88, plus VAT described in paragraph nine as a first charge from assets realised in the Administration, subject to the approval of the secured and preferential creditors
- e) if no committee of creditors is formed, the basis of the Administrators' post appointment remuneration (per paragraph ten above) be fixed by reference to the time properly spent by them and their staff in attending to matters arising in the Administration, subject to the approval of the secured and preferential creditors pursuant to Rule 2.106(5A)(b) of the Insolvency Rules 1986,

- f) for category two disbursements for postage, stationery, photocopying charges, telephone, fax and other electronic communications are reimbursed on the basis of £12.50 per creditor in the first year of the Administration and £6.25 per creditor in respect of each subsequent year, subject to the approval of the secured and preferential creditors,
- g) for category two disbursements incurred for mileage (calculated at a rate of 45p per mile, in line with Inland Revenue Approved Mileage Rates), they be entitled to draw sums on account from time to time, as and when funds allow, subject to the approval of the secured and preferential creditors,
- h) they be at liberty to destroy the books and records of the Trust one year after dissolution; and
- i) they are discharged from liability under the Administration per Paragraph 98 of Schedule B1 of the Insolvency Act 1986, 28 days after the Administrators' filing their final report to creditors

Dated 16 December 2014



Simon Edward Jex Girling  
Joint Administrator  
SG/JD/CT/246812/C6

**Groundwork Bridgend and Neath Port Talbot  
In Administration**

**Statutory Information**

**Company Number:** 02388397

**Date of Incorporation:** 24/05/1989

**Address of Registered Office:** 5th Floor, Bridgewater House , Finzels Reach,  
Counterslip, Bristol, BS1 6BX

Formerly The Engine House, Parc Tondy Park, Maesteg  
Road, Tondy, Bridgend, Mid Glamorgan, CF32 9TF

**Trustees:** Edwards Victor Latham  
Michael Gregory  
Philip Joseph White  
Helen Josephine Murdoch  
Alexander Norman Marshall  
Lynda Walker  
Brian Glenroy Rees  
Anthony James Taylor  
Brian Vivian Roberts

**Company Secretary:** None

**Nominal Share Capital:** None (company limited by guarantee)

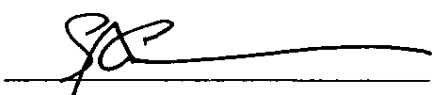
**Registered Shareholders:** None (company limited by guarantee)

**Trading Results:**

Y/E 31 March	Turnover (£k)	Net change in resources (£k)	Trustees' Remuneration (£k)	Net assets (£k)
2013	1,922	(101)	Nil	897
2012	2,511	18	Nil	998
2011	3,009	298	Nil	980
2010	1,574	5	Nil	683
2009	1,496	12	Nil	678

**Groundwork Bridgend and Neath Port Talbot**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**  
**To 5 December 2014**

Statement of Affairs		From 06/11/2014 To 05/12/2014
	<b>FIXED CHARGE ASSETS</b>	
400,000	Freehold Land & Property	NIL
		NIL
	<b>FIXED CHARGE CREDITORS</b>	
(285,000)	Barclays Bank plc	NIL
		NIL
	<b>ASSET REALISATIONS</b>	
75,000	Resource Centre & pre-fab buildings	NIL
10,000	Chattel assets	NIL
	Work in Progress	27,901 02
	Book debts	46 80
	Petty Cash	28,562 26
		56,510 08
	<b>COST OF REALISATIONS</b>	
	Commission	2,487 60
	Storage Costs	735 96
	Statutory Advertising	198 56
	IT Support	966 30
		(4,388 42)
	<b>PREFERENTIAL CREDITORS</b>	
(30,000)	Preferential Wages	NIL
(10,000)	Preferential Hol Pay	NIL
(15,000)	Pension Schemes	NIL
		NIL
	<b>UNSECURED CREDITORS</b>	
(209,000)	Trade & Expense Creditors	NIL
(32,000)	Unsecured Employees	NIL
		NIL
(96,000)		52,121 66
	<b>REPRESENTED BY</b>	
	Input VAT	377 56
	Royal Bank of Scotland "Floating Acc"	51,744 10
		52,121 66

  
 Simon Edward Jex Girling  
 Joint Administrator

**BDO LLP**  
**Groundwork Bridgend and Neath Port Talbot**  
**B - Company Creditors**

Key	Name	Address	£
CA00	AZZ Computing Ltd	The Old Chapel, Hereford Street, Newport, S. Wales, NP19 8DT	5,884.80
CA01	AA Fencing	The Wireworks, Evans Road, Speke, Liverpool, L24 9PB	(18 00)
CA02	Afan Landscapes Ltd	Water Street, Margam, Port Talbot, SA13 2PA	111,037.46
CA03	Agored Cymru	1-2 Purbeck House, Cardiff Business Park, Llanishen, Cardiff, CF14 5GJ	213.25
CB00	Barclays Bank PLC	Bridgend Business Centre, PO Box No 58, 36 Dunraven Place, Bridgend, CF31 1YB	522 14
CB01	Bridgend City Borough Council	CIVIC OFFICES, ANGEL STREET, BRIDGEND, MID GLAM, CF31 4WB	3,634 10
CB02	Berry Smith Solicitors	Brackla House, Brackla Street, Bridgend, CF31 1BZ	4,579.62
CB03	British Gas	1600 Parkway Court, Oxford Business Park South, Garsington Road, Oxford, OX4 2JY	829 92
CB04	British Gas Tondy	1600 Parkway Court, Oxford Business Park South, Garsington Road, Oxford, OX4 2JY	(300 31)
CB05	Bookers	Trewsfield Ind Estate, Tondy Road, Bridgend, CF31 4LF	116 10
CB06	Brandon Tool Hire	72-75 Feeder Road, Bristol, BS2 0TQ	97 94
CB07	British Telecom	Providence Row, Durham, DH98 1BT	729.19
CC00	Cara Davies		23.40
CC01	Castell Howell Foods Ltd	Cross Hands Food Park, Cross Hands, Llanelli, Carmarthenshire, SA14 6SX	1,181.41
CC02	Centre of Alternative Technology	Machynlleth, Powys, SY20 9AZ	(1.95)
CC03	Cathedral Leasing	300 Relay Point, Relay Drive, Tamworth, Staffs, B77 5PA	2,036.24
CC04	County Borough Supplies	WATERTON, BRIDGEND, MID GLAM, CF31 3YR	(42 55)
CC05	Cefn MOT Centre	Cefn MOT Centre, Bridgend, CF32 0BA	227 40
CC06	Celtic Tyres Services Ltd	Bridgend Industrial Estate, Bridgend, CF31 3TT	49 14
CC07	Central Catering	Fourmarts Road, Martland Park, Wigan, WN5 0LR	3,210 00
CC08	Chubb Fire Ltd	400 Dallow Road, Luton, Beds, LU1 1UR	344 17
CC09	Crynant Community Council	8 Dulais Road, Seven Sisters, Neath, West Glamorgan, SA10 9EL	17,000 00
CC0A	Cyngor Gwynedd Council	Swyddfa'r Cyngor, Penrallt, Caernarfon, Gwynedd, LL55 1BN	1,956.00
CD00	Days Contract Hire	Swansea Road, Garngoch, Swansea, SA4 4LL	541 62
CD01	Dyffryn School	Bertha Road, Margam, Port Talbot, SA13 2AN	20,000 00
CD02	Dwr Cymru Welsh Water	Customer Services, PO Box 690, Cardiff, CF3 5WL	13 40
CE00	Easystore Self Storage	Concord House, Brackla Industrial Estate, Bridgend, CF31 2AG	222 00
CE01	Ecolab	Heritage House, 234 High Street, Sutton, Surrey, SM1 1NX	(173.30)
CE02	Elitescapes	Tanma, Heol Eglwys, Pen-Y-Fai, Bridgend, CF31 4LY	2,640 00
CE03	Elite Signs & Graphics Ltd	Unit 2, New Street, Bridgend Industrial Estate, Bridgend, CF31 3UD	180 00

Signature \_\_\_\_\_

**BDO LLP**  
**Groundwork Bridgend and Neath Port Talbot**  
**B - Company Creditors**

Key	Name	Address	£
CE04	Euphony		(200.69)
CF00	Feeland Horticulture Ltd	HIVETelcom, HIVE Global House, 2 Crofton Close, Lincoln, LN3 4NT	1,544.13
CG00	Gail Devine	Feeland Horticulture LTD, Rosedale Nursery, Hextable, Kent, BR8 7LT	(49.32)
CG01	Gareth Davies		91.80
CG02	Gareth Jones		25.75
CG03	Gem Security Services Ltd	33 HEOL MOSTYN, VILLAGE FARM INDUSTRIAL EST, PYLE, BRIDGEND, CF33 6NU	60.00
CG04	Groundwork Caerphilly	Lockside, 5 Scotland Street, Birmingham, B1 2RR	13,355.47
CG05	Glazing Services (CABS) Ltd	North Road, Bridgend Ind Est, Bridgend, CF31 3TP	158.40
CG06	Gofal	2nd Floor Telephone, Derwen house Fax, Court Road, Bridgend, CF31 1BN	4,282.80
CG07	Grant Cockerill		39.25
CG08	Greensport Trading Ltd	Heol Ffaldau, Brackla Industrial Estate, Bridgend, CF31 2XE	147.60
CG09	Groundwork North Wales	3-4 Plas Power Road, Tanyfron, Wrexham, LL11 5SZ	429.18
CG0A	Greenham Trading Ltd	671 LONDON ROAD, ISLEWORTH, MIDDLESEX, TW7 4EX	89.12
CG0B	Groundwork Wales	Unit G5, The Willowford, Treforest Industrial Estate, Pontypridd, CF37 5YL	11,762.44
CH00	Holdsworth	Raglan House, Elvicta Bus Park, Crickhowell, Powys, NP8 1EB	1,227.84
CH01	Healer Surveys	8 Oldfield Road, Bocam Park, Pencoed, CF35 5LJ	0.00
CI00	Internet Central Ltd	Innovation Centre, Keele Science Park, Keele, Stafford, ST5 5NB	(18.00)
CJ00	James & Nicholas	JAMES & NICHOLAS CONSULTING, JAMES & GROVE HOUSE, GROVE PLACE, PORT TALBOT, W GLAM, SA13 1XA	1,138.41
CJ01	John Davey (Builders Merchant) Ltd	Hendre Road, Pencoed Fax, Bridgend, CF35 5NW	7,636.59
CJ02	J H Apsee & Sons	Unit 1B Penybont Ind Est, Coity Road, Bridgend, CF31 1NW	259.20
CK00	Kevin Duncan	Bryn Farm, Llansadwm, Llanwrda, Carmarthenshire, SA19 8LR	354.40
CK01	KTS Owens Thomas	The Counting House, Celtic Gateway, Cardiff, CF11 0SN	3,600.00
CL00	Lamia Van Lease		195.93
CL01	Lex Auto Lease		238.50
CL02	Leighton Thomas	Heathside Park, Heathside Park Road, Stockport, Cheshire, SK3 0RB	855.79
CL03	Lucas Fettes & Partners	90 Chantal Avenue, Pen-y-fai, Bridgend, Mid Glamorgan, CF31 4NW	2,285.96
CM00	M&M Catering	Marsland House, Marsland Road, Sale, Cheshire, M33 3YB	57.60
CM01	Metlife	New Units, Heol Ffaldau, Brackla Ind Est, Bridgend, CF31 2AJ	317.14
CM02	Miscellaneous	Invicta House, Trafalgar Place, Nrighton, BN1 4FR	1,519.93

Signature \_\_\_\_\_

**BDO LLP**  
**Groundwork Bridgend and Neath Port Talbot**  
**B - Company Creditors**

Key	Name	Address	£
CM03	Multidata	Unit 2, Orchard Business Park, Shrivvenham, Swindon, SN6 8EY	(172 86)
CN00	Neath Town Council	10/12 Orchard Street, Neath, SA11 1DU	(75 00)
CN01	Naomi Leake	11 Talmage Close, Forest Hill, London, SE23 3AE	1,350 00
CO00	Owl Security Services Ltd	30c Cowbridge Road, Pontyclun, Mid Glam, CF72 9EE	1,116 00
CP00	Pentalk Lab Music Services	13 Pine Tree Road, New Inn, Pontypool, NP4 0RS	1,000 00
CP01	Petrol Express/Arval UK	ARVAL CENTRE, WINDMILL HILL, SWINDON, SN5 6PE	622 86
CP02	Pinnacle	Fairway House, Links Business Parks, St Mellons, Cardiff, CF3 0LT	(143 20)
CP03	Pitney Bowes Ltd	PO Box 42, Harlow, Essex, CM19 5DQ	(59.06)
CP04	Pontadawe Town Council	Mrs D K Phillips, PO Box 556, Swansea, SA8 4WL	7,000.00
CP05	Parkdale Play & Leisure Ltd	The Sidings Business Park, Skipton, North Yorkshire, BD23 1TB	1,711 20
CP06	Princes Gate Cool Water Ltd	New House Farm, Princes Gate, Narberth, Pembrokeshire, SA67 8JD	147.75
CR00	Richard Walters		112.50
CR01	Robert Price Builders Merchant	Park Road, Abergavenny, NP7 5PF	471 19
CR02	Royal Mail	Royal Mail House, Stone Hill Road, Farnworth, Bolton, Lancs, BL4 9XX	944 40
C500	Scats Farm & Country	1A Main Avenue, Brackla Industrial Estate, Bridgend, CF31 2AL	(91 74)
C501	S & A Stationers Ltd	Unit 12, Oxwich Court, Fendrod Business Park, Swansea, SA6 8RA	212 16
C502	Sage (UK) Ltd	North Park, Newcastle Upon Tyne, NE13 9AA	250 38
C503	Schindler Ltd	Benwell House, Green Street, Sunbury-on-Thames, Middlesex, TW16 6QT	375 00
C504	Second Life Products	Fforch-Egel Farm, Gwrthyd Road, Rhiwfawr, Swansea, SA9 2SE	1,272.00
C505	Site Serv Ltd	Southern Regional Office, New Road, Pencoed, Bridgend, CF32 9TF	14.40
C506	Swalec	Payment Centre, PO Box 13, Havant, PO9 5DD	1,726.84
C507	Span Roofing Contractors Limited	Sunnyside Ind Est, Sunnyside Road North, Weston Super Mare, BS23 3 PZ	0 00
CT00	Total Gas and Power	Bridge Gate, 55-57 High Street, Redhill, Surrey, RH1 1RX	884 68
CT01	Travis Perkins Trading Co	Sales Ledger, PO Box 5227, Northampton, NN5 7 ZE	105.34
CT02	TV Licensing	Barton House, Bond Street, Bristol, BS98 1TL	(145.50)
CU00	United Kingdom Accreditation Service	21-47 High Street, Feltham, Middlesex, TW13 4UN	2,916 00
CV00	Vodafone Connect Ltd	PO Box 549, Croydon, CR9 3WB	1,326 06
CW00	Woodland Horticulture Ltd	Sharpham Lane, Walton, Street, Somerset, BA16 9SB	(215.10)
CX00	Xerox	Oxford Road, Uxbridge, UB8 1HS	960.88
CX01	XS NRG Ltd	27 Harnies Street, Tenby, SA70 7NA	588.48

Signature



**BDO LLP**  
**Groundwork Bridgend and Neath Port Talbot**  
**B - Company Creditors**

Key	Name	Address	£
89 Entries Totaling			252,344.07

Signature \_\_\_\_\_

## **1 Introduction**

1.1 When a company goes into administration the costs of the proceedings are paid out of its assets. The creditors, who hope eventually to recover some of their debts out of the assets, therefore have a direct interest in the level of costs, and in particular the remuneration of the insolvency practitioner appointed to act as administrator. The insolvency legislation recognises this interest by providing mechanisms for creditors to determine the basis of the administrator's fees. This guide is intended to help creditors be aware of their rights under the legislation to approve and monitor fees, explains the basis on which fees are fixed and how creditors can seek information about expenses incurred by the administrator and challenge those they consider to be excessive.

## **2 The nature of administration**

2.1 Administration is a procedure which places a company under the control of an insolvency practitioner and the protection of the court with the following objective:

- rescuing the company as a going concern, or
- achieving a better result for the creditors as a whole than would be likely if the company were wound up without first being in administration,

or, if the administrator thinks neither of these objectives is reasonably practicable

- realising property in order to make a distribution to secured or preferential creditors

## **3 The creditors' committee**

3.1 The creditors have the right to appoint a committee with a minimum of 3 and a maximum of 5 members. One of the functions of the committee is to determine the basis of the administrator's remuneration. The committee is normally established at the meeting of creditors which the administrator is required to hold within a maximum of 10 weeks from the beginning of the administration to consider his proposals. The administrator must call the first meeting of the committee within 6 weeks of its establishment, and subsequent meetings must be held either at specified dates agreed by the committee, or when a member of the committee asks for one, or when the administrator decides he needs to hold one. The committee has power to summon the administrator to attend before it and provide information about the exercise of his functions.

## **4 Fixing the administrator's remuneration**

4.1 The basis for fixing the administrator's remuneration is set out in Rule 2.106 of the Insolvency Rules 1986, which states that it shall be fixed:

- as a percentage of the value of the property which the administrator has to deal with,
- by reference to the time properly given by the administrator and his staff in attending to matters arising in the administration, or
- as a set amount.

Any combination of these bases may be used to fix the remuneration, and different bases may be used for different things done by the administrator. Where the remuneration is fixed as a percentage, different percentages may be used for different things done by the administrator.

It is for the creditors' committee (if there is one) to determine on which of these bases, or combination of bases, the remuneration is to be fixed. Where it is fixed as a percentage, it is for the committee to determine the percentage or percentages to be applied, and where it is a set amount, to determine that amount. Rule 2.106 says that in arriving at its decision the committee shall have regard to the following matters:

- the complexity (or otherwise) of the case,
- any responsibility of an exceptional kind or degree which falls on the administrator,
- the effectiveness with which the administrator appears to be carrying out, or to have carried out, his duties;
- the value and nature of the property which the administrator has to deal with.

4.2 If there is no creditors' committee, or the committee does not make the requisite determination (and provided the circumstances described in paragraph 4.3 do not apply), the administrator's remuneration may be

fixed by a resolution of a meeting of creditors having regard to the same matters as apply in the case of the committee. If the remuneration is not fixed in any of these ways, it will be fixed by the court on application by the administrator, but the administrator may not make such an application unless he has first tried to get his remuneration fixed by the committee or creditors as described above, and in any case not later than 18 months after his appointment.

4.3 There are special rules about creditors' resolutions in cases where the administrator has stated in his proposals that the company has insufficient property to enable a distribution to be made to unsecured creditors except out of the reserved fund which may have to be set aside out of floating charge assets. In this case, if there is no creditors' committee, or the committee does not make the requisite determination, the remuneration may be fixed by the approval of -

- each secured creditor of the company, or
- if the administrator has made or intends to make a distribution to preferential creditors -
  - each secured creditor of the company, and
  - preferential creditors whose debts amount to more than 50% of the preferential debts of the company, disregarding debts of any creditor who does not respond to an invitation to give or withhold approval,

having regard to the same matters as the committee would

Note that there is no requirement to hold a creditors' meeting in such cases unless a meeting is requisitioned by creditors whose debts amount to at least 10 per cent of the total debts of the company.

4.4 A resolution of creditors may be obtained by correspondence.

## **5. Review of remuneration**

5.1 Where there has been a material and substantial change in circumstances since the basis of the administrator's remuneration was fixed, the administrator may request that it be changed. The request must be made to the same body as initially approved the remuneration, and the same rules apply as to the original approval.

## **6. Approval of pre-administration costs**

6.1 Sometimes the administrator may need to seek approval for the payment of costs in connection with preparatory work incurred before the company went into administration but which remain unpaid. Such costs may relate to work done either by the administrator or by another insolvency practitioner. Disclosure of such costs must be included in the administrator's proposals and should follow the principles and standards set out in section 7.

6.2 Where there is a creditors' committee, it is for the committee to determine whether, and to what extent, such costs should be approved for payment. If there is no committee or the committee does not make the necessary determination, or if it does but the administrator, or other insolvency practitioner who has incurred pre-administration costs, considers the amount agreed to be insufficient, approval may be given by a meeting of creditors. Where the circumstances described in paragraph 4.3 apply, the determination may be made by the same creditors as approve the administrator's remuneration.

6.3 The administrator must convene a meeting of the committee or the creditors for the purposes of approving the payment of pre-administration costs if requested to do so by another insolvency practitioner who has incurred such costs. If there is no determination under these provisions, or if there is but the administrator or other insolvency practitioner considers the amount agreed to be insufficient, the administrator may apply to the court for a determination.

## **7 What information should be provided by the administrator?**

### **7.1 When fixing bases of remuneration**

7.1.1 When seeking agreement for the basis or bases of remuneration, the administrator should provide sufficient supporting information to enable the committee or the creditors to make an informed judgement as to whether the basis sought is appropriate having regard to all the circumstances of the case. The nature and extent of the information provided will depend on the stage during the conduct of the case at which approval is being sought. The appendix to this guide sets out a suggested format for the provision of information.

7.1.2 If any part of the remuneration is sought on a time costs basis, the administrator should provide details of the minimum time units used and current charge-out rates, split by grades of staff, of those people who have been or who are likely to be involved in the time costs aspects of the case. 7.1.3 The administrator should also provide details and the cost of any work that has been or is intended to be sub-contracted out that could otherwise be carried out by the administrator or his or her staff

7.1.4 If work has already been carried out, the administrator should state the proposed charge for the period to date and provide an explanation of what has been achieved in the period and how it was achieved, sufficient to enable the progress of the case to be assessed and whether the proposed charge is reasonable in the circumstances of the case. Where the proposed charge is calculated on a time costs basis, the administrator should disclose the time spent and the average charge-out rates, in larger cases split by grades of staff and analysed by appropriate activity. The administrator should also provide details and the cost of any work that has been subcontracted out that could otherwise be carried out by the administrator or his or her staff.

## **7.2 After the bases of remuneration have been fixed**

The administrator is required to send progress reports to creditors at specified intervals (see paragraph 8.1 below). When reporting periodically to creditors, in addition to the matters specified in paragraph 8.1, the administrator should provide an explanation of what has been achieved in the period under review and how it was achieved, sufficient to enable the progress of the case to be assessed. Creditors should be able to understand whether the remuneration charged is reasonable in the circumstances of the case (whilst recognising that the administrator must fulfil certain statutory obligations and regulatory requirements that might be perceived as bringing no added value for the estate). Where any remuneration is on a time costs basis, the administrator should disclose the charge in respect of the period, the time spent and the average charge-out rates, in larger cases split by grades of staff and analysed by appropriate activity. If there have been any changes to the charge-out rates during the period under review, rates should be disclosed by grades of staff, split by the periods applicable. The administrator should also provide details and the cost of any work that has been sub-contracted out that could otherwise be carried out by the administrator or his or her staff.

## **7.3 Disbursements and other expenses**

7.3.1 Costs met by and reimbursed to the administrator in connection with the administration should be appropriate and reasonable. Such costs will fall into two categories

- Category 1 disbursements. These are costs where there is specific expenditure directly referable both to the administration and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the administrator or his or her staff
- Category 2 disbursements. These are costs that are directly referable to the administration but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the administration on a proper and reasonable basis, for example, business mileage

Category 1 disbursements can be drawn without prior approval, although the administrator should be prepared to disclose information about them in the same way as any other expenses. Category 2 disbursements may be drawn if they have been approved in the same manner as the administrator's remuneration. When seeking approval, the administrator should explain, for each category of expense, the basis on which the charge is being made

7.3.2 The following are not permissible

- a charge calculated as a percentage of remuneration,
- an administration fee or charge additional to the administrator's remuneration,
- recovery of basic overhead costs such as office and equipment rental, depreciation and finance charges

## **8 Progress reports and requests for further information**

8.1 The administrator is required to send a progress report to creditors at 6-monthly intervals. The report must include

- details of the basis fixed for the remuneration of the administrator (or if not fixed at the date of the report, the steps taken during the period of the report to fix it),

- if the basis has been fixed, the remuneration charged during the period of the report, irrespective of whether it was actually paid during that period (except where it is fixed as a set amount, in which case it may be shown as that amount without any apportionment for the period of the report),
- if the report is the first to be made after the basis has been fixed, the remuneration charged during the periods covered by the previous reports, together with a description of the work done during those periods, irrespective of
- whether payment was actually made during the period of the report,
- a statement of the expenses incurred by the administrator during the period of the report, irrespective of whether payment was actually made during that period,
- the date of approval of any pre-administration costs and the amount approved,
- a statement of the creditors' rights to request further information, as explained in paragraph 8.2, and their right to challenge the administrator's remuneration and expenses

8.2 Within 21 days of receipt of a progress report a creditor may request the administrator to provide further information about the remuneration and expenses (other than pre-administration costs) set out in the report. A request must be in writing, and may be made either by a secured creditor, or by an unsecured creditor with the concurrence of at least 5% in value of unsecured creditors (including himself) or the permission of the court

8.3 The administrator must provide the requested information within 14 days, unless he considers that:

- the time and cost involved in preparing the information would be excessive, or
- disclosure would be prejudicial to the conduct of the administration or might be expected to lead to violence against any person, or
- the administrator is subject to an obligation of confidentiality in relation to the information requested,

in which case he must give the reasons for not providing the information

Any creditor may apply to the court within 21 days of the administrator's refusal to provide the requested information, or the expiry of the 14 days time limit for the provision of the information

## **9 Provision of information - additional requirements**

The administrator must provide certain information about time spent on a case, free of charge, upon request by any creditor, director or shareholder of the company

The information which must be provided is -

- the total number of hours spent on the case by the administrator or staff assigned to the case,
- for each grade of staff, the average hourly rate at which they are charged out,
- the number of hours spent by each grade of staff in the relevant period

The period for which the information must be provided is the period from appointment to the end of the most recent period of six months reckoned from the date of the administrator's appointment, or where he has vacated office, the date that he vacated office.

The information must be provided within 28 days of receipt of the request by the administrator, and requests must be made within two years from vacation of office

## **10 What if a creditor is dissatisfied?**

10.1 If a creditor believes that the administrator's remuneration is too high, the basis is inappropriate, or the expenses incurred by the administrator are in all the circumstances excessive he may, provided certain conditions are met, apply to the court

10.2 Application may be made to the court by any secured creditor, or by any unsecured creditor provided at least 10 per cent in value of unsecured creditors (including himself) agree, or he has the permission of the court. Any such application must be made within 8 weeks of the applicant receiving the administrator's progress report in which the charging of the remuneration or incurring of the expenses in question is first reported (see paragraph 8.1 above). If the court does not dismiss the application (which it may if it considers

that insufficient cause is shown) the applicant must give the administrator a copy of the application and supporting evidence at least 14 days before the hearing

10.3 If the court considers the application well founded, it may order that the remuneration be reduced, the basis be changed, or the expenses be disallowed or repaid. Unless the court orders otherwise, the costs of the application must be paid by the applicant and not as an expense of the administration.

## **11 What if the administrator is dissatisfied?**

11.1 If the administrator considers that the remuneration fixed by the creditors' committee is insufficient or that the basis used to fix it is inappropriate he may request that the amount or rate be increased, or the basis changed, by resolution of the creditors. If he considers that the remuneration fixed by the committee or the creditors is insufficient or that the basis used to fix it is inappropriate, he may apply to the court for the amount or rate to be increased or the basis changed. If he decides to apply to the court he must give at least 14 days' notice to the members of the creditors' committee and the committee may nominate one or more of its members to appear or be represented on the application. If there is no committee, the administrator's notice of his application must be sent to such of the company's creditors as the court may direct, and they may nominate one or more of their number to appear or be represented. The court may order the costs to be paid as an expense of the administration.

## **12 Other matters relating to remuneration**

12.1 Where there are joint administrators it is for them to agree between themselves how the remuneration payable should be apportioned. Any dispute arising between them may be referred to the court, the creditors' committee or a meeting of creditors.

12.2 If the administrator is a solicitor and employs his own firm to act on behalf of the company, profit costs may not be paid unless authorised by the creditors' committee, the creditors or the court.

12.3 If a new administrator is appointed in place of another, any determination, resolution or court order which was in effect immediately before the replacement continues to have effect in relation to the remuneration of the new administrator until a further determination, resolution or court order is made.

12.4 Where the basis of the remuneration is a set amount, and the administrator ceases to act before the time has elapsed or the work has been completed for which the amount was set, application may be made for a determination of the amount that should be paid to the outgoing administrator. The application must be made to the same body as approved the remuneration. Where the outgoing administrator and the incoming administrator are from the same firm, they will usually agree the apportionment between them.

## **13. Effective date**

This guide applies where a company enters administration on or after 1 November 2011

**Appendix****Suggested format for the provision of information**

Professional guidance issued to insolvency practitioners sets out the following suggested format for the provision of information when seeking approval of remuneration. However, the level of disclosure suggested below may not be appropriate in all cases, and will be subject to considerations of proportionality. In larger or more complex cases the circumstances of each case may dictate the information provided and its format.

**Narrative overview of the case**

In all cases, reports on remuneration should provide a narrative overview of the case. Matters relevant to an overview are:

- the complexity of the case,
- any exceptional responsibility falling on the administrator,
- the administrator's effectiveness;
- the value and nature of the property in question

The information provided will depend upon the basis or bases being sought or reported upon, and the stage at which it is being provided. An overview might include:

- an explanation of the nature, and the administrator's own initial assessment, of the assignment (including the anticipated return to creditors) and the outcome (if known),
- initial views on how the assignment was to be handled, including decisions on staffing or subcontracting and the appointment of advisers,
- any significant aspects of the case, particularly those that affect the remuneration and cost expended,
- the reasons for subsequent changes in strategy,
- the steps taken to establish the views of creditors, particularly in relation to agreeing the strategy for the assignment, budgeting, and fee drawing,
- any existing agreement about remuneration,
- details of how other professionals, including subcontractors, were chosen, how they were contracted to be paid, and what steps have been taken to review their fees,
- in a larger case, particularly if it involved trading, considerations about staffing and managing the assignment and how strategy was set and reviewed,
- details of work undertaken during the period,
- any additional value brought to the estate during the period, for which the administrator wishes to claim increased remuneration

**Time cost basis**

Where any part of the remuneration is or is proposed to be calculated on a time costs basis, requests for and reports on remuneration should provide:

- An explanation of the administrator's time charging policy, clearly stating the units of time that have been used, the grades of staff and rates that have been charged to the assignment, and the policy for recovering the cost of support staff. There is an expectation that time will be recorded in units of not greater than 6 minutes
- A description of work carried out, which might include:
  - details of work undertaken during the period, related to the table of time spent for the period,
  - an explanation of the grades of staff used to undertake the different tasks carried out and the reasons why it was appropriate for those grades to be used,
  - any comments on any figures in the summary of time spent accompanying the request the administrator wishes to make
- Time spent and charge-out summaries, in an appropriate format

It is useful to provide time spent and charge-out value information in a tabular form for each of the time periods reported upon, with work classified (and sub-divided) in a way relevant to the circumstances of the case.

The following areas of activity are suggested as a basis for the analysis of time spent:

- Administration and planning
- Investigations
- Realisation of assets
- Trading
- Creditors
- Any other case-specific matters

The following categories are suggested as a basis for analysis by grade of staff.

- Partner
- Manager
- Other senior professionals
- Assistants and support staff

The level of disclosure suggested above will not be appropriate in all cases, and considerations of proportionality will apply

- where cumulative time costs are, and are expected to be, less than £10,000 the administrator should, as a minimum, state the number of hours and average rate per hour and explain any unusual features of the case,
- where cumulative time costs are, or are expected to be, between £10,000 and £50,000, a time and charge-out summary similar to that shown above will usually provide the appropriate level of detail (subject to the explanation of any unusual features),
- where cumulative time costs exceed, or are expected to exceed, £50,000, further and more detailed analysis or explanation will be warranted





## Groundwork Bridgend and Neath Port Talbot - In Administration

In accordance with best practice I provide below details of policies of BDO LLP in respect of fees and expenses for work in relation to the above insolvency.

The current charge out rates per hour of staff within my firm who may be involved in working on the insolvency, follows. This in no way implies that staff at all such grades will work on the case.

GRADE	£
Partner1	461
Partner 2	364
Director	319
Senior Manager	271-295
Manager	198-230
Assistant Manager	183
Senior Executive	172
Executive	125-136
Junior Executive	64-113
Cashier	138
Trainee	63
Support staff/Secretary	61

The rates charged by BDO LLP, 5th Floor, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX are reviewed in December and July each year and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. Units of time can be as small as 3 minutes. BDO LLP records work in respect of insolvency work under the following categories:-

- Pre Appointment
- Steps upon Appointment
- Planning and Strategy
- General Administration
- Asset Realisation/Management
- Trading Related Matters
- Employee Matters
- Creditor Claims
- Reporting
- Distribution and Closure
- Other Issues

Under each of the above categories the work is recorded in greater detail in sub categories. Please note that the 11 categories provide greater detail than the six categories recommended by the Recognised Professional Bodies who are responsible for licensing and monitoring insolvency practitioners.

Where an officeholder's remuneration is approved on a time cost basis the time invoiced to the case will be subject to VAT at the prevailing rate.

Where remuneration has been approved on a time costs basis a periodic report will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors. The report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs.



### 1) Other Costs

Where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories

### 2) Category 1

This heading covers expenses where BDO LLP has met a specific cost in respect of the insolvent estate where payment has been made to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), land registry searches, fees in respect of swearing legal documents etc. In each case the recharge will be reimbursement of a specific expense incurred.

### 3) Category 2

Insolvency practice additionally provides for the recharge of expenses such as postage, stationery, photocopying charges, telephone, fax and other electronic communications, which cannot be economically recorded in respect of each specific case. Such expenses, which are apportioned to cases, must be approved by the creditors in accordance with the Insolvency Rules 1986, before they can be drawn, and these are known as category 2 disbursements. The current policy of BDO LLP is to recharge this expense on the basis of a figure based upon the number of creditors with whom we have to communicate and report during the insolvency. This is the method of calculation that was historically provided under statutory orders for the Official Receiver.

In respect of the Administration of Woodpecker Energy Limited we propose to charge £12.50 (plus VAT) for the first year and £6.25 (plus VAT) for each subsequent year, per creditor. This will cover the disbursement costs of postage and stationery for all reports and letters, together with all copying charges and telephone and email costs. Creditors will be invited to approve a resolution to this effect. During the first year the Administrators will issue 3 reports and in successive years 2 reports.

A further disbursement under this heading is the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. In these cases a charge of 45p per mile is raised which is in line with the Inland Revenue Approved Mileage Rates (median - less than 10,000 miles per annum) which is the amount the firm pays to staff. Where costs are incurred in respect of mileage, approval will be sought in accordance with the Insolvency Rules 1986 to recover this disbursement.

Where applicable, all disbursements will be subject to VAT at the prevailing rate.

BDO LLP

12 December 2014

**Appendix 6 - Schedules of administrators' pre appointment time costs to 5 November 2014  
and post appointment time costs from 6 November 2014 to 5 December 2014**

GROUNDWORK BRUDGEND AND NEATH PORT TALBOT - IN ADMINISTRATION

Summary of Time Charged and Rates Applicable for the Period From 27 October 2014 to 5 November 2014

A. Pre Appointment Matters	PARTNER		MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT £ 223.43
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total	Hours	Total £	
	0 00		25 90	7,088 50	17 00	2,924 00	5 00	690 00	47 90	10,702 50	

0 00	0 00
------	------

25 90	7,088 50
-------	----------

17 00	2,924 00
-------	----------

5 00	690 00
------	--------

47 90	10,702 50
0 00	0 00
0 00	84 88
0 00	0 00
47 90	10,787 38

Net Total	
Secretarial Expense	
Other Disbursements	
Billed	
Grand Total	

# GROUNDWORK BRIDGEND AND NEATH PORT TALBOT - IN ADMINISTRATION

Summary of Time Charged and Rates Applicable for the Period From 6 November 2014 to 5 December 2014

	PARTNER		MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total	Hours	Total £	
B Steps on Appointment	3 25	1,498 25	7 25	1,964 75	51 00	8,772 00			61 50	12,235 00	198 94
C Planning and Strategy	1 85	852 85	19 00	5,149 00					20 85	6,001 85	287 86
D General Administration			4 25	1,151 75	14 00	2,408 00	2 60	358 80	20 85	3,918 55	187 94
E Asset Realisation/Dealing			19 75	5,352 25	21 75	3,741 00			41 50	9,093 25	219 11
G Employee Matters			11 50	2,453 50	3 50	602 00	18 70	1,851 30	33 70	4,906 80	145 60
H Creditor Claims					6 25	1,075 00			6 25	1,075 00	172 00
I Reporting	1 25	576 25	12 75	3,455 25					14 00	4,031 50	287 96
	6 35	2,927 35	74 50	19,526 50	96 50	16,598 00	21 30	2,210 10			
									198 65	41,261 95	
									0 00	0 00	
									0 00	159 92	
									0 00	0 00	
									198 65	41,421 87	

In The High Court of Justice  
Chancery Division  
Companies Court

No 8424 of 2014

Groundwork Bridgend and Neath Port Talbot  
- In Administration -

Date of Administration 6 November 2014

- 1a Name of creditor
- 1b If Company - registered number
- 2 Address of creditor
- 3 Total claim including VAT and interest as at the  
date of the appointment of administrators £  
(see overleaf)
- 4 Details of documents by which debt can be  
substantiated (please attach copy documents)
- 5 Amount of any interest included in claim £
- 6 Is the whole or part of the debt preferential? Yes / No  
If so, state amount, and details £  
See notes overleaf
- 7 Particulars of how and when debt incurred
- 8 Particulars and value of any security held and the  
date it was given
- 9 Details of any reservation of title in respect of  
goods to which the debt refer
- 10 Signature of creditor  
or other authorised person . . . . .
- Name in BLOCK LETTERS . . . . .
- Creditor's reference: . . . . .
- 11 Position or Relationship with Creditor .. .. .
- 12 Address (if person signing is not the Creditor)

### For Use of Administrator Only

13 Admitted to vote for £

Date

Joint Administrator

14 Admitted preferentially  
for £

Date

Joint Administrator

Admitted non-preferentially  
for £

Date

Joint Administrator

### Guidance Notes re Preferential Debts:

The categories of preferential debts under S 386(1) of the Insolvency Act 1986 are as follows:

- pension scheme contributions
- remuneration etc of employees
- Levies on Coal & Steel Productions.

### VAT Bad Debt Relief

The provisions of the Finance Act, 1990, came into effect on 26 July, 1990, and introduced changes in the way that VAT on Bad Debts is recovered

Your claim overleaf must be quoted inclusive of VAT. You may claim relief on your VAT return when the debt is at least six months old and has been written off. Any dividend you receive in respect of this claim will include payment in respect of the VAT element of your debt and you will be responsible for declaring such VAT to HM Revenue & Customs

**Questionnaire Re: Groundwork Bridgend and Neath Port Talbot - In Administration**

Creditor's name.	
Address:	
Estimated claim:	£
What was the authorised Credit limit?	£
Was any security, guarantee or assurance given to you in respect of ongoing trade?	
When did you first encounter delays in obtaining payment of your account, and do you have any evidence?.	
Please provide details of any legal proceedings you took to recover your debts	
Please supply details of any cheques which were not honoured, including amounts and dates:	
If there is any other information you wish to supply, or issues you consider should be reviewed, please provide brief details on the reverse of this form.	
Date	
Signature/ Authentication:	
Name:	
Position:	
Please return the completed form to BDO LLP, 5 <sup>th</sup> Floor, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX	



## Rule 2.37

## Creditor's request for a meeting

Name of Company

Groundwork Bridgend and Neath Port Talbot

Company number

02388397

In the  
Birmingham District Registry

(full name of court)

Court case number

8424 of 2014

(a) Insert full name and  
address of the creditor  
making the request

I (a)

(b) Insert full name and  
address of registeredrequest a meeting of the creditors of (b)  
Groundwork Bridgend and Neath Port Talbot

office of the company

Bridgewater House  
Finzels Reach  
Counterslip  
Bristol  
BS1 6BX(c) Insert amount of  
claim

My claim in the administration is (c)

(d) Insert full name(s)  
and  
address(es) of creditors  
concurring with the  
request (if any) and their  
claims in the  
administration if the  
requesting creditor's  
claim  
is below the required 10%

(d)

concur with the above request, and I attach copies of their written confirmation of  
concurrence(e) Insert details of the  
purpose of the meeting

The purpose of the meeting is (e)

Signed

Dated

**Statement of affairs**

Name of Company <b>Groundwork Bridgend and Neath Port Talbot</b>	Company number <b>02388397</b>
In the <b>High Court of Justice, Chancery Division, Birmingham District Registry</b> [full name of court]	Court case number <b>8424 of 2014</b>

(a) Insert name and address of  
registered office of the  
company

Statement of affairs of (a) Groundwork Bridgend and Neath Port Talbot whose registered office is situated at The Engine House, Parc Tondy, Maesteg Road, Bridgend, Mid Glamorgan, CF32 9TF

(b) Insert date

On the (b) 6 November 2014, the date that the company entered administration.

**Statement of Truth**

I believe that the facts stated in this statement of affairs are a full, true and complete statement of the affairs of the above named company as at (b) 6 November 2014 the date that the company entered administration.

Full name BRIAN G. ROSE  
Signed Brian G. Rose  
Dated 21/11/14

# A - Summary of Assets

## Assets

Assets subject to fixed charge:

ENGINE HOUSE (ENVIRONMENT CENTRE

AMOUNT DUE TO BARCLAYS BANK PLC

Assets subject to floating charge:

REST OF ASSETS, FIXTURES & FITTINGS,  
PLANT & EQUIPMENT, MOTOR VEHICLES

Uncharged assets:

RESOURCE CENTRE, PROPERTY  
TWO PORTABLE BUILDINGS

Estimated total assets available for preferential creditors

Book Value £	Estimated to Realise £
400k (est)	400k (est)
(285k)	(285k)
<u>115k</u>	<u>115k</u>
25k (est)	10k (est)
100k (est)	75k (est)
240k	200k

Signature

Bonny Lees

Date

21/11/14

# A1 – Summary of Liabilities

		Estimated to realise £
Estimated total assets available for preferential Creditors (carried from page A)		£ 200k
<b>Liabilities</b>		
Preferential creditors:-	<p> <i>AMOUNT (CARRY) £500 p/ce = £30k</i>  <i>UNPAID HOLIDAY (EST) = £10k</i>  <i>UNPAID PENSION CONT (EST) = £15k</i>  <u>£55k</u> </p>	£ 55k
Estimated deficiency/surplus as regards preferential creditors		£ 145k
Estimated prescribed part of net property where applicable (to carry forward)		£ NA
Estimated total assets available for floating charge holders		£ 145k
Debts secured by floating charges		£ NIL
Estimated deficiency/surplus of assets after floating charges		£ 145k
Estimated prescribed part of net property where applicable (brought down)		£ NA
Total assets available to unsecured creditors		£ 145k
Unsecured non-preferential claims (excluding any shortfalls to floating charge holders)	<p> <i>REDUNDANCY + NOTICE (EST) £32k</i>  <i>TRADE CREDITORS (PAID ATTACHED) £209k</i> </p>	£ 241k
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall to floating charge holders)		(96k)
Shortfall to floating charge holders (brought down)		
Estimated deficiency/surplus as regards creditors		
Issued and called up capital		£
Estimated total deficiency/surplus as regards members		£ (96k)

Signature Bonny Lees Date 21/11/14

# COMPANY CREDITORS

**Note:** You must include all creditors and identify all creditors under hire-purchase, chattel leasing or conditional sale agreements *and* customers claiming amounts paid in advance of the supply of goods or services *and* creditors claiming retention of title over property in the company's possession.

[illegible]

Signature Bronklee Date 21/11/14

# COMPANY SHAREHOLDERS

Name of Shareholder	Address (with postcode)	No. of shares held	Nominal Value	Details of Shares held
<i>None</i>				
TOTALS				

Signature Bonny Lee Date 21/11/14

# Purchase Ledger Aged Creditors Report (Summary)

Date 10/10/2014  
Time 10:43:35

Age Against	Transaction Date	Ageing Date: 30/09/2014	Retrospective: No						
Account	Date Last Tran	120 days +	90 days	60 days	30 days	Current	Total		
A2ZCOMPU	09/10/2014								
A2Z Computing Ltd									
AAFENCIN	18/08/2014		5403.00	63.00	15.00	388.80	5869.80		
AA Fencing									
AFAN	09/10/2014			-18.00			-18.00		
Afan Landscapes Ltd									
AGORED	17/08/2014					111037.46	111037.46		
Agored Cymru									
BARCLAYS	10/10/2014			213.25			213.25		
Barclays Bank Plc									
BCBC	09/10/2014				-218.74	-303.40	-522.14		
BRIDGEND CTY BOROUGH COUNCIL									
BERRY	09/10/2014	-156.60		-64.82	1094.94	718.98	1592.50		
Berry Smith Solicitors									
BGAS	10/10/2014			3019.62		1560.00	4579.62		
BRITISH GAS									
BGASTOND	19/08/2014	-551.53	324.61	-87.24	-53.36	1107.55	730.03		
British Gas TONDU									
		259.07	-640.86	81.48			-300.31		
Groundwork Bridgend & Neath Port Talbot									
Purchase Ledger Aged Creditors Report (Summary)									

Account	Date Last Tran	120 days +	90 days	60 days	30 days	Current	Total
BOOKERS Bookers	09/10/2014						
BRANDON Brandon Tool Hire	08/10/2014	612.80	-301.46	148.04	-207.58	-41.45	210.35
BT BRITISH TELECOM	10/10/2014			30.66		67.28	97.94
CALOR Calor Gas Limited	07/10/2014					712.41	712.41
CARADAVI Cara Davies	03/10/2014	-1098.36	1.20	88.65	-91.05		-1099.56
CASTELLH Castell Howell Foods LTD	19/08/2014					-32.85	-32.85
CAT Centre of Alternative Technology	16/01/2012		368.74				368.74
CATHEDRA Cathedral Leasing Ltd	10/10/2014	-1.95					-1.95
CBS COUNTY BOROUGH SUPPLIES A/C No 388265	25/09/2014	2253.10		-74.26	-111.08	-111.08	1956.68
CEFNIMOT Cefn MOT Centre	09/10/2014	-158.15		-303.88			-462.03
CELTIC Celtic Tyres Services Ltd A/C: 1002333	08/10/2014		117.00			110.40	227.40
Groundwork Bridgend & Neath Port Talbot						49.14	49.14



Account	Date Last Tran	120 days +	90 days	60 days	30 days	Current	Total
CENTRALC Central Catering	17/09/2014						
CHUBB CHUBB FIRE LTD	18/09/2014	2625.00		585.00			3210.00
CRYCC Crynant Community Council	30/09/2014			344.17			344.17
CYNGORGW Cyngor Gwynedd Council	25/09/2014				17000.00		17000.00
DAYS Days Contract Hire	09/10/2014			1956.00			1956.00
A/C No 113681 A/C No2 Y4010 DYFFRYN Dyffryn School	44 01792 222139 30/09/2014			541.62		1083.24	1624.86
EASYSTOR Easystore Self Storage	08/10/2014				20000.00		20000.00
ECOLAB Ecolab	07/10/2014					444.00	444.00
ELITESCA Elitescapes	09/10/2014	-82.33			-60.97		-173.30
EUPHONY HIVETelcom	10/10/2014					2640.00	2640.00
FREELAND Feeland Horticulture LTD	08/10/2014				-200.69		-200.69
Groundwork Bridgend & Neath Port Talbot				397.51	1145.62		1544.13

Account	Date Last Train	120 days +	90 days	60 days	30 days	Current	Total
GAILDEVI Gail Devine	03/10/2014					-49.32	-49.32
GARETH D Gareth Davies	03/10/2014					-233.17	-233.17
GEM GEM SECURITY SERVICES LTD	29/09/2014				60.00		60.00
GEOFFWHI Geoff Whittington	03/10/2014					-607.40	-607.40
GF GROUNDWORK UK	18/08/2014			-394.80			-394.80
GLAMFARM Scots Farm & Country A/c No GROU	07/10/2014		48.96	102.05	-246.09		-95.08
GLAZING Glazing Services (CABS) Ltd	17/08/2014		158.40				158.40
GOFAL Gofal	09/10/2014	2448.00	772.80	486.00	576.00		4282.80
GROCKER Grant Cockerill	03/10/2014	45.55	-141.71			-47.39	-143.55
GREENSPO Greensport Trading Ltd	30/09/2014			540.00	147.60		687.60
GROUNDWO Groundwork North Wales	09/10/2014					429.18	429.18

Account	Date Last Tran	120 days +	90 days	60 days	30 days	Current	Total
GTL	08/10/2014						
GREENHAM TRADING LTD							
ACCOUNT NUMBER - 0346257							
GWALES	31/03/2014				89.12		89.12
Groundwork Wales							
HOLDSWOR	19/08/2014	5000.00					5000.00
Holdsworth							
HEMA	17/08/2014	-159.04	1386.88				1227.84
Inst Env Management & Assess							
INTERCEN	10/10/2014		-159.20				-159.20
Internet Central Ltd							
JAMES	19/08/2014		-18.00				-18.00
James & Nicholas							
Tracy							
JDAVEY	08/10/2014		1138.41				1138.41
John Davey (Builders Merchant) Ltd							
JHAPSEE	09/10/2014	2182.43	4337.78	1546.24	249.14	-679.00	7636.59
J H Apsee & Sons							
JMCCARTH	25/09/2014	86.40				172.80	259.20
J McCarthy Transport Ltd							
JUDITHIEV	03/10/2014					-840.00	-840.00
Judith Evans							
KEVIN	19/08/2014					-128.25	-128.25
Kevin Duncan							
Groundwork Bridgend & Neath Port Talbot				354.40			354.40

Account	Date Last Tran	120 days +	90 days	60 days	30 days	Current	Total
KINGNATA Natalie King	03/10/2014					-37.49	-37.49
KTSOWENS KTS Owens Thomas A/C No. GROUB1	17/08/2014		3600.00				3600.00
LAMIA Lamia Van Lease	09/10/2014						
LEXAUTO Lex Autolease	09/10/2014						
LTHOMAS Leighton Thomas	08/10/2014			855.79		238.50	238.50
LUCASFET Lucas Fettes & Partners A/C No. GROUN03	09/10/2014						855.79
M&MCATER M&M Catering	17/08/2014		57.60	564.63		1721.33	2285.96
MCCARTHY J Mc Carthy Transport Ltd	05/08/2014						57.60
METLIFE MetLife	15/04/2014			840.00			840.00
MISCELLA Miscellaneous	10/10/2014	317.14					317.14
MMOULTON Michael Moulton	03/10/2014			855.79	-19.85	-543.51	292.43
Groundwork Bndgend & Neath Port Talbot Purchase Ledger Aged Creditors Report (Summary)						-96.75	-96.75

Account	Date Last Tran	120 days +	90 days	60 days	30 days	Current	Total
MULTIDAT Multidata	08/02/2013	-172.86					-172.86
NEATHTOW Neath Town Council	10/06/2014						
NLEAKE Naomi Leake	10/06/2014	-75.00					-75.00
OUTTOLEA Out To Learn Willow	09/10/2014	1350.00					1350.00
OWL Owl Security Services Ltd	09/10/2014				175.00		175.00
PENTALK Pentalk Lab music services	09/10/2014			414.00	132.00	570.00	1116.00
PETROL PETROL EXPRESS / ARVAL UK A/C No@ 28405892	10/10/2014				1000.00		1000.00
PINNACLE Pinnacle	18/08/2014	-1187.81	-564.62	0.45	-327.82	4.67	-2075.13
PITNEY Pitney Bowes Ltd	08/10/2014	-588.39		-694.35			-1282.74
PPLIMIT Parkdale Play & Leisure Limited	08/10/2014	-59.06			136.35		77.29
PRINCESG Princes Gate Cool Water Ltd	07/10/2014				1711.20		1711.20
				147.75			147.75

Groundwork Bridgend & Neath Port Talbot  
Purchase Ledger Aged Creditors Report (Summary)

Account	Date Last Tran	120 days +	90 days	60 days	30 days	Current	Total
RE-CREAT Re-create	07/10/2014				-49.60		-49.60
ROBPRICE ROBERT PRICE BUILDERS MERCHANT a/c number: 00886165	09/10/2014		45.60	82.00	156.91	186.68	471.19
ROYALM Royal Mail	09/10/2014					944.40	944.40
S&A S & A Stationers Ltd A/C No OGWRGROU	07/10/2014				-0.01		-0.01
SAGE Sage (UK) Limited	10/10/2014			306.00	-27.80	-27.82	250.38
SARAHEVA Sarah Evans	03/10/2014					-68.22	-68.22
SCHINDLE Schindler Ltd	08/10/2014						
SECOND Second Life Products	30/09/2014				1272.00	375.00	375.00
SITESERV Site Serv Ltd	08/10/2014						1272.00
SWALEC SWALEC	09/10/2014	7.20				7.20	14.40
SWCONTR South Wales Contractors Ltd	26/09/2014	-389.36		136.21		1979.99	1726.84
Groundwork Bridgend & Neath Port Talbot						-3127.50	-3127.50

Purchase Ledger Aged Creditors Report (Summary)

Groundwork Bridgend & Neath Port Talbot

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Account	Date Last Tran	120 days +	90 days	60 days	30 days	Current	Total
SWMONUME South Wales Monuments Ltd 0500 295581	29/09/2014					-1182.18	-1182.18
TRAVISPE Travis Perkins Trading Co Ltd	09/10/2014				105.34		105.34
TV TV Licensing	17/08/2014						
UKAS United Kingdom Accreditation Service	09/10/2014		-145.50				-145.50
VODAFONE Vodafone Connected Ltd A/C No. 10167699	07/10/2014				2916.00		2916.00
WOODLAND Woodland Horticulture Limited	03/09/2014	574.13	490.38	-286.57	548.12		1326.06
WRENVALE Wrenvale Nurseries N Sheldon	05/08/2014	-215.10					-215.10
WWATER Dwr Cymru Welsh Water	08/10/2014			900.00			900.00
WYEGARDE The Garden Centre Group Trading Limited	26/09/2014	-35.00	75.84	-83.32		57.08	13.40
XEROX Xerox	07/10/2014					-900.00	-900.00
XS NRG XS nrg Limited	07/07/2014	1529.58		-568.80			960.78
		588.48					588.48

Groundwork Bridgend & Neath Port Talbot

Purchase Ledger Aged Creditors Report (Summary)

Account	Date Last Tran	120 days +	90 days	60 days	30 days	Current	Total
		120 days +	90 days	60 days	30 days	Current	Total
		14937.44	16355.65	13024.27	46886.70	117549.31	208753.37
	Grand Totals						

Analysis period 01/10/2014

A/C ref All  
Short name All  
Currency All  
Country All  
Balance All  
Date last amended All  
Date last tran All  
On hold All  
Payment group All  
Retrospective No  
Supplier Analysis 1 All  
Supplier Analysis 2 All  
Supplier Analysis 3 All

Groundwork Bridgend & Neath Port Talbot  
Purchase Ledger Aged Creditors Report (Summary)