

The Insolvency Act 1986

**Administrator's progress report**

Name of Company

Abracross Limited t/a Pipe Scenes

Company number

02692004

In the  
High Court of Justice, Chancery Division,  
Companies Court

(full name of court)

Court case number  
5718 of 2011(a) Insert full  
name(s) and  
address(es) of  
administrator(s)

I/We (a)

Alexander Kinninmonth  
RSM Tenon Recovery  
Highfield Court, Tollgate  
Chandlers Ford  
Eastleigh  
Hampshire, SO53 3TZDavid James Green  
RSM Tenon Recovery  
Highfield Court, Tollgate  
Chandlers Ford  
Eastleigh  
Hampshire, SO53 3TZ

administrator(s) of the above company attach a progress report for the period

From

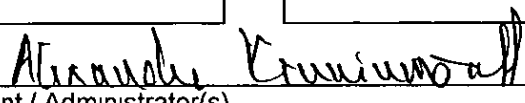
To

(b) Insert date

(b) 6 January 2012

(b) 4 July 2012

Signed

  
Joint / Administrator(s)

Dated

6/7/12

SATURDAY

\*A1D5GGVM\*  
A18 14/07/2012 #119  
COMPANIES HOUSE

Private and Confidential

RSM Tenon Recovery  
Highfield Court, Tollgate, Chandlers Ford,  
Eastleigh, Hampshire, SO53 3TZ  
T +44 (0) 2380 646 464  
F +44 (0) 2380 646 646  
www.rsmtenon.com

Our Ref  
ASK/DG/HJA/AH/5011976/ADM0602e/12

4 July 2012

To All Known Creditors

When telephoning or emailing please contact Alison Hughes on 02380 646528 or  
alison.hughes@rsmtenon.com

Dear Sirs

**Abracross Limited t/a Pipe Scenes("the Company") - In Administration**

I have now completed the Administration of the Company and I enclose a copy of my final progress report informing you about the steps I have taken and the outcome of the Administration. I also enclose formal notice of the intended dissolution of the Company (Form 2 35B)

Should you have any queries regarding the above, please do not hesitate to contact Alison Hughes on the above number

Yours faithfully  
For and on behalf of  
Abracross Limited t/a Pipe Scenes – In Administration

**Alexander Kinninmonth**

Joint Administrator

*Licensed in the United Kingdom to act as an insolvency practitioner by the Association of Chartered Certified Accountants  
The affairs, business and property of the Company are being managed by the Administrators*

**Enclosures**

- > Joint Administrators' Report
- > Appendix I Statutory Information
- > Appendix II Receipts & Payments account
- > Appendix III Information relating to Administrators' Fees and Expenses
- > Form 2 24B - Administrators' Progress Report
- > Form 2 35B – Notice of Move from Administration to Dissolution

A18

14/07/2012

#116

COMPANIES HOUSE

Recovery and insolvency services are provided through RSM Tenon Limited and our Insolvency Practitioners are authorised to act in this capacity by their individual licensing bodies. RSM Tenon Limited is a subsidiary of RSM Tenon Group PLC. Directors and staff acting as Administrative Receivers and Administrators act as agents of the company over which they are appointed and contract without personal liability.

RSM Tenon Limited is an independent member firm of RSM International, an affiliation of independent accounting and consulting firms. RSM International is the name given to a network of independent accounting and consulting firms each of which practices in its own right. RSM International does not exist in any jurisdiction as a separate legal entity.

RSM Tenon Limited (No 4066924) is registered in England and Wales. Registered Office 66 Chiltern Street, London W1U 4GB, England.

The Insolvency Act 1986

**Notice of move from  
administration to dissolution****2.35B**

Name of Company

Abracross Limited t/a Pipe Scenes

Company number

02692004

In the  
High Court of Justice, Chancery Division,  
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(full name of court)

Court case number  
5718/2011(a) Insert full  
name(s) and  
address(es) of  
administrator(s)I/We (a) Alexander Kinninmonth  
RSM Tenon Recovery  
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Eastleigh  
Hampshire, SO53 3TZDavid James Green  
RSM Tenon Recovery  
Highfield Court, Tollgate  
Chandlers Ford  
Eastleigh  
Hampshire, SO53 3TZ(b) Insert name and  
address of  
registered office of  
companyhaving been appointed administrator(s) of (b) Abracross Limited t/a Pipe Scenes Highfield Court,  
Tollgate, Chandlers Ford, Eastleigh, Hampshire SO53 3TZ(c) Insert date of  
appointment

on (c) 6 July, 2011 by (d) QFC

(d) Insert name of  
applicant/appointorhereby give notice that the provisions of paragraph 84(1) of Schedule B1 to the Insolvency Act 1986  
apply

We attach a copy of the final progress report

Signed

  
Joint Administrator

Dated

6/7/12

**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  
formThe contact information that you give  
will be visible to searchers of the  
public recordAlexander Kinninmonth  
RSM Tenon Recovery  
Highfield Court, Tollgate  
Chandlers Ford  
Eastleigh  
Hampshire, SO53 3TZ

DX Number

+44 (0) 2380 646 464  
DX ExchangeWhen 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**

A18

14/07/2012  
COMPANIES HOUSE

#97

The Insolvency Act 1986

**Administrator's progress report**

Name of Company

Abracross Limited t/a Pipe Scenes

Company number

02692004

In the

High Court of Justice, Chancery Division,  
Companies Court

(full name of court)

Court case number

5718 of 2011

(a) Insert full  
name(s) and  
address(es) of  
administrator(s)

I/We (a)

Alexander Kinninmonth  
RSM Tenon Recovery  
Highfield Court, Tollgate  
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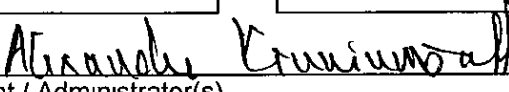
To

(b) Insert date

(b) 6 January 2012

(b) 4 July 2012

Signed

  
Joint / Administrator(s)

Dated

6/7/12

A18

14/07/2012  
COMPANIES HOUSE  
\*Q1CMM9ND\*  
07/07/2012  
COMPANIES HOUSE

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Q1Q

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**Abracross Limited t/a Pipe Scenes (“the Company”) – In  
Administration**

**Joint Administrators’ First Progress Report  
for the period from 6 January 2012 to 4 July 2012**

**Issued on: 4 July 2012**

Alexander Kinninmonth and David Green of RSM Tenon Recovery are the Joint Administrators of the Company and this is their final report on the progress of the Administration of the Company for the period from 6 January 2012 to 4 July 2012

### **1. Statutory Information**

Statutory information relating to the Company is attached at **Appendix I**

### **2. Joint Administrators' receipts and payment account**

A summary of the Joint Administrators' receipts and payments account relating to the Company for the relevant period from 6 January 2012 to 4 July 2012 and cumulatively for the whole period of the Administration is attached at **Appendix II**

### **3 Action taken by the Joint Administrators**

I can confirm that the Joint Administrators' proposals for achieving the purpose of the Administration were approved by creditors without modification on 12 August 2011

#### *Sale of Business*

As previously reported, the business and assets of the Company were sold to a company connected by common directorship, Pipe Scenes Limited, on 6 July 2011 for the sum of £40,000

The sale consideration was apportioned as follows

Goodwill	1
Plant and Equipment, Vehicles, Stock and Work in Progress	39,999
Total	<u>40,000</u>

The sale consideration was to be paid in 10 monthly instalments of £4,000 and I can advise that the final balance of the sale consideration has been received in this period, in line with the sale and purchase agreement

#### *Book Debt Collection*

The Statement of Affairs estimated that there was approximately £40,500 to be collected in respect of the outstanding book debt ledger

Lloyds TSB Commercial Finance Limited ("LTSBCF") hold the benefit of a fixed and floating charge over the book debts which was created on 31 August 2003. It was estimated that LTSBCF were owed approximately £30,000 at the date of the Joint Administrators' appointment

Upon the appointment of the Joint Administrators, LTSBCF continued to collect in the debtors. In January 2012, they advised that they had now finished this process and advised that the liability to them had now been paid in full and reassigned the balance of the debtor ledger to the Joint Administrators. In addition, LTSBCF passed over a credit balance of £8,743

Upon receiving this information from LTSBCF, it became apparent that the total outstanding as at the date of the Joint Administrators' appointment was in fact £74,048, substantially more than the £40,500 as was initially

thought

From the information that LTSBCF provided, it appeared that there was approximately £32,196 outstanding on the ledger to be collected. The Joint Administrators instructed Husband Collection Services Limited ("HCS") to review the ledger and collect in the remaining debtors. It quickly became apparent to HCS that the majority of these debtors had in fact already been collected by LTSBCF and were included in the credit balance passed over by LTSBCF. HCS collected an additional sum of £9,683 and confirmed that the balance is uncollectable.

#### *Non-Factored Book Debts*

In addition to the above, there was one non-factored book debt of £500 due to the Company. After accounting for credit card charges, the sum of £488 has been realised.

#### *Other Realisations*

A refund in the sum of £103 has been received from Southern Electric in respect of a pre-payment. No further realisations are anticipated in this regard.

#### *Investigations*

Administrators have a duty to submit confidential reports to the government's Disqualification Unit on the conduct of those persons who acted as directors of the Company in the three year period before the Administration. I can confirm that I have complied with my duties in this regard and that there are no outstanding lines of enquiry.

### **4. Liabilities and dividends**

#### *Secured Creditors*

As previously mentioned, LTSBCF hold the benefit of a fixed charge over the Company's book debts which was created on 31 August 2003. LTSBCF have advised that the liability to them has now been settled in full under the terms of its fixed charge.

Lloyds TSB Bank Plc ("the Bank") has the benefit of a fixed and floating charge over the Company's assets and at the date the Company entered Administration, the sum of approximately £29,506 was owed in this regard. I can advise that the Bank has received the sum of £1 in respect of its fixed charge over the Company's goodwill. The Bank will therefore rely on its floating charge in respect of the balance of its claim.

#### *Preferential Creditors*

The former employees of the Company are preferential creditors in respect of unpaid wages and holiday pay. It was initially anticipated that the liability to preferential creditors would be in the region of £2,000 but the preferential claims have been agreed at £7,207 as the employees were owed significantly more holiday pay than was originally thought.

The sum of £2,000 has been distributed to the preferential creditors and they have received a dividend in the sum of 28p in the £.

### *Floating Charge Creditors and Prescribed Part*

There are provisions of the insolvency legislation that require an Administrator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property."

In this case the primary security of both the Bank and LTSBCF was granted prior to 15 September 2003 and therefore the prescribed part provisions will not apply.

As mentioned above, the Bank has suffered a shortfall of approximately £29,505 and will need to rely on its floating charge for the balance. Unfortunately there have been insufficient realisations to enable a distribution to the Bank.

### *Unsecured Creditors*

The Statement of Affairs estimated that there were unsecured creditors totalling £293,147 and claims of £154,145 were received in this regard. Unfortunately due to insufficient realisations there will not be a distribution to the unsecured creditors.

## **5. Joint Administrators' Remuneration, Disbursements and Expenses**

### *Basis of remuneration and disbursements*

The Joint Administrators' proposals relating to their remuneration and disbursements were approved at the meeting of creditors held on 12 August 2011. This provided for the Joint Administrators to be remunerated with reference to time properly spent in dealing with matters in the Administration and that disbursements would be drawn in accordance with the tariff outlined in **Appendix III**.

### *Remuneration charged and drawn in the period*

The Joint Administrators' time costs were charged (exc VAT) as follows

	Incurred	Paid
For previous period - from appointment on 6 July 2011 to 5 January 2012	£21,511	£15,000
For this period - 6 January 2012 to 4 July 2012	£13,048	£18,070
Total	£34,599	£33,070

In accordance with Statement of Insolvency Practice 9 attached at **Appendix III** is a breakdown of these time costs.

The balance of the Joint Administrators' time costs totalling £1,529 has been written off.



#### *Disbursements incurred and drawn*

The Joint Administrators' disbursements incurred during the period of this report and those reimbursed in the period are summarised below. Details are in the attached **Appendix III**

	Incurred	Paid
Category 1 disbursements - 6 July 2011 to 4 July 2012	£307 77	£307 77
Category 2 disbursements - 6 July 2011 to 4 July 2012	£36 15	£36 15
<b>Total</b>	<b>£343.92</b>	<b>£343.92</b>

#### *Expenses (professional advisors) charged and drawn in the period*

The following professional advisors have been instructed in this matter

<i>Professional Advisor</i>	<i>Nature of Work</i>	<i>Fee Arrangement</i>
Blake Laphorn Solicitors	Drafting sale agreement and preparing the necessary documentation for the appointment of the Joint Administrators	Time costs + VAT + disbursements
Add-Vanced Book Keeping Service	Preparation of P45s	Fixed fee
Proudley Associates Limited	Valuing the business and assets of the Company	Fixed fee + VAT + disbursements
Husband Collection Services Limited	Review debtor ledger and collect in outstanding book debts	Administration fee of £500 plus commission rate of 25% + VAT

The choice of professionals was based on perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of the Administrators' fee arrangement with them. Details of the costs incurred and paid by the Administrators in relation to administration expenses for the period are also attached at **Appendix III**

#### *Pre-administration costs*

Creditors also resolved on 12 August 2011 that the Joint Administrators be authorised to draw pre-Administration costs totalling £18,865 plus VAT, which includes their fees, the fees of their professional advisors and expenses and disbursements incurred by them, out of the assets of the Company as an expense of the Administration and to be drawn as and when funds permit

I can advise that the Joint Administrators' fees in this regard amounted to £11,832 and that these have been paid in full

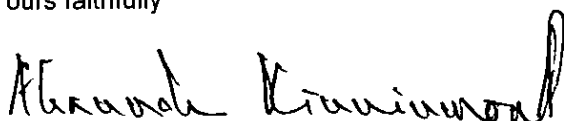
*Creditors' Guide to Fees and statement of creditors' rights*

Creditors have a right to request further information from the Administrators and additionally have a right to challenge the Administrators' remuneration and expenses time limits apply Details can be found in the document 'Remuneration Guidelines Administration (post 6 April 2010)' which you can access and download at <http://www.rsmtenon.com/creditorguides> Alternatively a copy is available free of charge upon request from the address above

**6. End of Administration**

The Joint Administrators have now completed their Administration of the Company and it will move to dissolution following the filing of form 2 35B with the Registrar of Companies, a copy of which is enclosed for your information

Yours faithfully

A handwritten signature in black ink, appearing to read 'Alexander Kinninmonth', with a stylized flourish at the end.

**Alexander Kinninmonth**

Joint Administrator

*Licensed in the United Kingdom to act as an insolvency practitioner by the Association of Chartered Certified Accountants  
The affairs, business and property of the Company are being managed by the Joint Administrators*

**Company Information**

Company Name	Abracross Limited t/a Pipe Scenes
Previous Name	Not Applicable
Company Number	02692004
Date of Incorporation	28 February 1992
Trading Address	536-540 Portswood Road, Southampton, Hampshire, SO17 3SP
Current Registered Office	Highfield Court, Tollgate, Chandlers Ford, Eastleigh, Hampshire, SO53 3TZ
Former Registered Office	14 Station Road, Birchington, Kent, CT7 9DQ
Principal Trading Activity	The sale of bathroom and plumbing products

**Appointment details**

Joint Administrators' name and address	Alexander Kinninmonth of RSM Tenon Recovery, Highfield Court, Tollgate, Chandlers Ford, Eastleigh, Hampshire, SO53 3TZ and David James Green of RSM Tenon Recovery Highfield Court, Tollgate, Chandlers Ford, Eastleigh, Hampshire, SO53 3TZ
Date of appointment	6 July 2011
Court Name and Reference	High Court of Justice, Chancery Division, Companies Court 5718 / 2011
Appointment made by	Lloyds TSB Commercial Finance
Actions of Joint Administrators	Any act required or authorised under any enactment to be done by an Administrator may be done by either or both of the Administrators acting jointly or alone

**Abracross Limited t/a Pipe Scenes**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**  
**To 04/07/2012**

S of A £		£	£
	<b>SECURED ASSETS (1)</b>		
1 00	Goodwill	1 00	
(29,506 46)	Lloyds TSB Bank Plc	(1 00)	
			NIL
	<b>SECURED ASSETS (2)</b>		
40,500 00	Book Debts	54,969 66	
(30,000 00)	Lloyds TSB Commercial Finance Limit	(36,484 44)	
			18,485 22
	<b>ASSET REALISATIONS</b>		
39,999 00	Plant & Equipment, Vehicles, Stock, W	39,999 00	
500 00	Book Debts	487 50	
	Bank Interest Gross	7 36	
	Miscellaneous Refund	103 51	
	Contribution to costs	2,100 00	
			42,697 37
	<b>COST OF REALISATIONS</b>		
	Specific Bond	120 00	
	Pre-Appointment Costs	11,831 50	
	Joint Administrators' Fees	33,070 16	
	Joint Administrators' Expenses	188 41	
	Agents/Valuers Fees	8,257 85	
	Legal Fees	5,529 16	
	Storage Costs	35 51	
	Statutory Advertising	140 00	
	Bank Charges	10 00	
			(59,182 59)
	<b>PREFERENTIAL CREDITORS</b>		
(2,000 00)	Employee Arrears/Hol Pay	2,000 00	
			(2,000 00)
	<b>UNSECURED CREDITORS</b>		
(240,324 76)	Trade & Expense Creditors	NIL	
(10,532 13)	Directors	NIL	
(11,790 23)	HM Revenue and Customs - PAYE	NIL	
(24,090 21)	HM Revenue and Customs - VAT	NIL	
(6,410 00)	Landlord	NIL	
			NIL
	<b>DISTRIBUTIONS</b>		
(2 00)	Ordinary Shareholders	NIL	
			NIL
<b>(280,065.79)</b>			<b>NIL</b>
	<b>REPRESENTED BY</b>		
			<b>NIL</b>

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## **Appendix III – Information relating to the Joint Administrators' Fees and Expenses**

## **Abracross Limited t/a Pipe Scenes**

### **Information relating to the Joint Administrators' Fees and Expenses**

#### **1 Explanation of Administrators' charging and disbursement recovery policies**

##### **1.1. Time recording**

Work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. The current hourly charge-out rates are

<b>Grade</b>	<b>£</b>
Director and associate director	340 – 435
Senior manager, manager & Supervisor	235 - 310
Other senior professionals	150-195
Support and administration staff	105

##### **1 2. Disbursement recovery**

Disbursements are categorised as either Category 1 or Category 2

Category 1 disbursements will generally comprise external supplies of incidental services specifically identifiable to the case. Where these have initially been paid by RSM Tenon Recovery and then recharged to the case, approval from creditors is not required. The amount recharged is the exact amount incurred.

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case, (including business mileage up to HMRC approved rate for cases commenced before 1 November 2011). Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.

Category 2 disbursements include elements of shared or allocated costs incurred by RSM Tenon Recovery and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of Category 2 disbursements are photocopying, all business mileage (for cases commencing on or after 1 November 2011), internal room hire and internal storage.

The current levels of Category 2 disbursements recovered by RSM Tenon Recovery are as follows

<b>Category</b>	<b>Basis</b>
stationery	4p, 3p, 35p per envelope, letterhead or label
photocopying	5p per page
postage	actual 1st or 2nd class
faxes	50p per page
storage	£7 20 per box per year
room hire	£100 fixed charge
car mileage	45p per mile
other travelling	actual

The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally

## **2. Description of work carried out**

Section 3 of this appendix outlines the time costs to date in relation to activities undertaken during this period. These can be summarised as follows:

### **2.1. Pre-appointment**

Details of the Joint Administrators' pre-administration costs are set out in the main body of the report.

### **2.2 Administration and planning**

This includes the following activities which have been undertaken:

- > Statutory duties associated with the appointment including the filing of relevant notices,
- > Notification of the appointment to creditors, members, employees and other interested parties,
- > Setting up case files,
- > Reviewing available information to determine appropriate strategy,
- > Setting up and maintaining bank accounts,
- > 6 monthly progress review of the case

Staff of different levels were involved in the above activities depending upon the experience required.

### **2.3. Investigations**

The time spent includes:

- > Corresponding with the former directors and management,
- > Review of questionnaires and comments provided by interested parties,
- > Review of company documentation,

- > Completion of statutory returns to the Insolvency Service

Due to the complex nature and importance of the investigations, the staff utilised to conduct such work involved experienced members of staff

## **2.4 Realisation of assets**

Please refer to the main body of the report but in summary the time spent includes

- > Liaison with agents and solicitors,
- > Correspondence and meetings with interested parties,
- > Monitoring and chasing of deposits,
- > Agreement of contracts

Staff were chosen depending upon the appropriate level of experience required for the activity they were required to undertake. The sale of the business was particularly complex and required extensive involvement of the Administrators and senior staff

## **2.5. Creditors**

The time spent includes the following matters

- > Recording and maintaining the list of creditors,
- > Dealing with employee related matters,
- > Dealing with reservation of title claims,
- > Recording creditor claims
- > Reporting to creditors,
- > Meetings of creditors,
- > Dealing with creditor queries,
- > Reviewing and evaluating creditor claims,

Staff were chosen depending on the appropriate level of experience required for the activity they were required to undertake

## **3. Time and charge-out summary**

For the period of this report from 6 January 2012 to 4 July 2012, 57 10 hours have been spent at an average charge out rate of £228 52 bringing the cost for this period to £13,048 25

For the period of the whole Administration, 6 July 2011 to 4 July 2012, a total of 158 10 hours have been spent at an average charge out rate of £218 59 bringing the total cost for the Administration to £34,599 25

The table on the next page details the time spent to date



## SIP9 Detailed

5011976 Abracross Limited

Corp Administration/post appmt

06/01/2012 to 04/07/2012

## RSM Tenon

Client Subcategory	Director and Associate Director	Manager	Other Senior Professional	Assistant and Support Staff	Total Hours	Charge	Avg Rate
<b>Administration and planning</b>							
Strategy / Review	1 20	3 90	4 50	0 00	9 60		265 52
Tax Post Appointment	0 00	0 00	0 60	0 10	0 70		177 14
Billing	0 00	1 30	0 30	0 10	1 70		271 47
Cashiering (Administration)	0 20	0 20	14 50	0 00	14 90		209 16
Filing & Secretarial	0 00	0 00	0 10	0 35	0 45		133 89
Statutory Documentation	1 50	0 00	0 00	0 00	1 50		350 00
	2 90	5 40	20 00	0 55	28 85	6,836 25	236 96
<b>Creditors</b>							
Other Creditor Related Activities	0 00	0 00	0 80	2 40	3 20		138 44
Reporting to Creditors	0 45	0 00	4 60	0 00	5 05		212 18
Closure	0 00	0 00	4 70	0 00	4 70		195 00
Employee Related Tasks	0 00	0 00	1 30	0 00	1 30		195 00
	0 45	0 00	11 40	2 40	14 25	2,684 50	188 39
<b>Realisation of assets</b>							
Asset General (Uncharged)	0 50	0 00	0 00	0 00	0 50		350 00
FL Freehold & Leasehold	0 00	0 00	2 60	0 00	2 60		195 00
FX Asset General	0 00	1 20	0 00	0 00	1 20		310 00
FX Book Debt Realisation	0 00	0 00	0 10	0 00	0 10		235 00
Book Debt Realisation (Uncharged)	1 00	1 00	0 00	0 00	2 00		330 00
Debtor Instalments	1 00	0 00	0 00	0 00	1 00		350 00
FL Asset General	0 60	0 00	0 20	0 00	0 80		311 25

SIFS SubCategory	Director and Associate Director	Manager	Other Senior Professional	Assistant and Support Staff	Total Hours	Charge	AggRate
FL Book Debt Realisation	0 10	0 00	5 70	0 00	5 80		205 34
	3 20	2 20	8 60	0 00	14 00	3,527 50	251 96
	6 55	7 60	40 00	2 95	57 10		

Hours

Charge

Charge

306 25

13,048 25

## SIP9 Detailed

5011976 Abracross Limited

Corp Administration/post appmt

06/07/2011 to 04/07/2012

## RSM Tenon

SIP9 SubCategory	Director and Associate Director	Manager	Other Senior Professional	Assistant and Support Staff	Total Hours	Charge	AVG Rate
<b>Administration and planning</b>							
General Administration	4 60	0 50	19 50	1 70	26 30		201 08
Strategy / Review	3 40	4 40	4 50	0 00	12 30		283 01
Tax Post Appointment	0 00	0 00	0 60	0 10	0 70		177 14
Billing	0 00	1 30	0 50	0 10	1 90		263 42
Pension Scheme (General)	0 00	0 00	1 30	0 00	1 30		170 00
Cashiering (Administration)	0 40	0 50	20 90	0 00	21 80		203 72
Filing & Secretarial	0 00	0 00	0 30	0 45	0 75		146 33
Statutory Documentation	1 50	0 00	0 00	0 00	1 50		350 00
	9 90	6 70	47 60	2 35	66 55	14,690 75	220 75
<b>Creditors</b>							
Other Creditor Related Activities	6 80	3 10	17 20	8 20	35 30		202 21
Distribution	0 10	0 00	0 00	0 00	0 10		435 00
Reporting to Creditors	0 45	0 00	4 60	0 00	5 05		212 18
Creditor Correspondence/ Queries	0 00	0 00	0 40	0 00	0 40		195 00
Closure	0 00	0 00	4 70	0 00	4 70		195 00
Employee Related Tasks	0 00	0 00	7 60	0 00	7 60		174 28
Reporting to Secured Creditor	0 00	1 50	8 50	0 00	10 00		212 25
Secured Creditors	0 20	0 00	0 50	0 00	0 70		263 57
	7 55	4 60	43 50	8 20	63 85	12,879 00	201 71
<b>Investigations</b>							
Investigations	0 50	0 00	4 20	0 00	4 70		211 38

Client Subcategory	Strategic and Associate Charge	Manager	Other Senior Professional	Assistant and Support Staff	Total Hours	Charge	Avg Rate
CDDA Report / Return	0 20 0 70	0 00 0 00	0 00 4 20	0 00 0 00	0 20 4 90	435 00 1,080 50	220 51
<b>Realisation of Assets</b>							
Asset General (Uncharged)	0 50	0 00	0 10	0 00	0 60	324 17	
FL Freehold & Leasehold	0 00	0 00	4 10	0 00	4 10	195 00	
FX Asset General	0 00	1 20	0 00	0 00	1 20	310 00	
FX Book Debt Realisation	0 00	0 00	0 10	0 00	0 10	235 00	
Tax - Refund	0 00	0 00	0 40	0 00	0 40	170 00	
Book Debt Realisation (Uncharged)	1 00	1 00	0 50	0 00	2 50	298 00	
Debtor Instalments	1 00	0 00	0 00	0 00	1 00	350 00	
FL Asset General	4 70	0 90	1 50	0 00	7 10	305 00	
FL Book Debt Realisation	0 10	0 00	5 70	0 00	5 80	205 34	
	7 30	3 10	12 40	0 00	22 80	5,909 00	259 17
Hours	25 45	14 40	107 70	10 55	158 10		
Charge	9,058 00	4,464 00	19,933 00	1,104 25		34,559 25	

#### 4 Disbursements

Disbursements incurred during the period of this report and those reimbursed in the period are detailed below

<b>Disbursements</b>	<b>Incurred £</b>	<b>Paid £</b>
<i>Category 1</i>		
Statutory Bond	120 00	120 00
Postage	100 26	100 26
Website Charge	8 00	8 00
Confidential Waste Destruction	44 00	44 00
Storage	35 51	35 51
<b>Total</b>	<b>307.77</b>	<b>307 77</b>
<i>Category 2</i>		
Stationery	26 25	26 25
Mileage	9 90	9 90
<b>Total</b>	<b>36.15</b>	<b>36.15</b>

The above costs exclude VAT

#### 5 Professional advisors and expenses

The Joint Administrators have incurred administration expenses in connection with the instruction of the following parties,

<b>Name &amp; Activity</b>	<b>Incurred £</b>	<b>Paid £</b>
Blake Lapthorn Solicitors	5,529 16	5,529 16
Proudley Associates	2,532 50	2,532 50
Add-Vanced Book Keeping Services Ltd	320 00	320 00
Husband Collection Services Ltd	5,405 35	5,405 35
<b>Total</b>	<b>13,787.01</b>	<b>13,787.01</b>

The above costs exclude VAT