

## The Insolvency Act 1986

**Liquidator's Progress  
Report****S.192**Pursuant to Sections 92A, 104A and 192 of the  
Insolvency Act 1986

To the Registrar of Companies

For official use

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Company Number

03165997

Insert full name of  
company

Name of Company

BOOTHVILLE ROOFING LTD

Insert full name(s) and address(es)

I/We (a) A J Duncan and  
5th Floor, Grove House 248a, Marylebone  
Road, London NW1 6BB

N A Bennett

the liquidator (s) of the Company, attach a copy of my/our Progress Report under section 192 of  
the Insolvency Act 1986

The Progress Report covers the period from 22 October 2015 to 21 October 2016

Signed



Date 9 November 2016

A J DUNCAN  
Joint LiquidatorPresenter's name,  
address and reference  
(if any)Leonard Curtis  
5th Floor, Grove House  
248a Marylebone Road  
London NW1 6BB  
(Ref ARJ31)

For Official Use

Liquidation Section

Post Room



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10/11/2016

#192

COMPANIES HOUSE

THURSDAY



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**BOOTHVILLE ROOFING LTD**  
**(In Creditors' Voluntary Liquidation)**

Registered Number 03165997

**Joint Liquidators' Annual Progress Report**  
**for the period from 22 October 2015 to 21 October 2016**

**9 November 2016**

**Leonard Curtis**

**5th Floor, Grove House, 248a Marylebone Road**  
**London NW1 6BB**

**Tel 020 7535 7000 Fax 020 7723 6059**  
**solutions@leonardcurtis.co.uk**

**Ref L/31/ARJ/SBOO09/1010**

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TO THE REGISTRAR OF COMPANIES, ALL MEMBERS AND ALL CREDITORS

**1 INTRODUCTION**

- 1 1 A P Davidson and S B Ryman ("the former Joint Liquidators") of Shipleys LLP were appointed Joint Liquidators of the Company on 22 October 2012 following the Company's move from Administration to Creditors' Voluntary Liquidation pursuant to Rule 2 117A of the Insolvency Rules 1986
- 1 2 N A Bennett and I replaced the former Joint Liquidators in accordance with an Order of Court dated 18 March 2015, which was made in the Manchester District Registry of the High Court of Justice. I am an Insolvency Practitioner licensed in the UK by the Institute of Chartered Accountants in England and Wales and N A Bennett is an Insolvency Practitioner licensed in the UK by the Insolvency Practitioners Association
- 1 3 This progress report provides an update on the conduct of the liquidation as required by Section 104(A)(1) of the Insolvency Act 1986 ("the Act"). It contains details of the progress made, the expected outcome for creditors and other information that we are required to disclose

**2 PROGRESS OF THE LIQUIDATION**

- 2 1 The Company's registered office was changed from PO BOX 60317, 10 Orange Street, London WC2H 7WR to One Great Cumberland Place, Marble Arch, London W1H 7LW following our appointment and thereafter to 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB. The registered number is 03165997
- 2 2 As previously reported, the only remaining asset to be realised was unpaid deferred consideration of £180,591.70 arising from the sale of the business and assets of the Company to Boothville Roofing and Construction Limited ("BRCL"). BRCL entered into compulsory liquidation on 17 February 2014 and the former Joint Liquidators had commenced action against the guarantors of the sale and purchase agreement, Mr Watson and Mr McCardie (together "the Guarantors")
- 2 3 The Joint Liquidators undertook a review of the Guarantors' personal finances and instructed Colliers International ("Colliers") to provide valuation reports on Mr McCardie's properties. The income and expenditure reports provided by the Guarantors showed that they had negligible income and Colliers confirmed that Mr McCardie's properties held little equity. Therefore no further action will be taken by the Joint Liquidators against the Guarantors as there is no prospect of any recovery from them for the benefit of the liquidation
- 2 4 The former Joint Liquidators filed a claim in the liquidation of BRCL and received a first and final dividend of £575.34 on 11 August 2016
- 2 5 During the period of this report, the Joint Liquidators have paid a final dividend to the secured creditor as detailed in paragraph 4.4 and have given notice of a final intended dividend to all unsecured creditors who are yet to prove their claims in the liquidation as detailed in paragraph 4.6

**3 ASSETS THAT REMAIN TO BE REALISED**

- 3 1 There are no further assets to be realised and therefore the Joint Liquidators will now take steps to finalise the liquidation

**4 RECEIPTS AND PAYMENTS ACCOUNT AND OUTCOME FOR CREDITORS****Receipts and Payments Account**

- 4 1 I attach at Appendix A a summary of our receipts and payments during the period of this report
- 4 2 Expenses incurred but not yet paid (excluding category 2 disbursements (see paragraph 6 2 below)), are as follows Where exact sums are not available the figures have been estimated

Nature of Expenses	Incurred This Period £	Incurred To Date £	Paid £	Unpaid £
Bordereau	Nil	135 00	135 00	Nil
Solicitors' Fees and Expenses – Block Transfer	Nil	51 79	51 79	Nil
IT Licence Fee	Nil	87 00	87 00	Nil
Advertising	Nil	164 87	164 87	Nil
Land Registry Searches	Nil	18 00	18 00	Nil
Companies House Searches	Nil	18 00	18 00	Nil
Storage Costs	295 00	1,096 58	1,096 58	Nil
Postage	41 22	359 18	332 66	26 52
<b>Total</b>	<b>336 22</b>	<b>1,930 42</b>	<b>1,903 90</b>	<b>26 52</b>

**Creditors**

- 4 3 *Secured Creditor*
- 4 3 1 National Westminster Bank plc ("NatWest") were owed £204,000 at the date of the Administration that preceded the liquidation NatWest received a final distribution of £6,774 63 during the period of this report NatWest have now received distributions totalling £130,282 72 in respect of its debenture dated 17 November 2010 of which £83,775 have been made in the liquidation
- 4 3 2 NatWest have confirmed that the directors of the Company each provided personal guarantees of £10,000 against its lending NatWest have confirmed that they have received £1,500 under these personal guarantees NatWest does not expect to make any further recoveries under these personal guarantees
- 4 3 3 No further distributions will be made to NatWest
- 4 4 *Preferential Creditors*
- 4 4 1 The Company's employees were transferred to the purchaser, BRCL, in accordance with the Transfer of Undertakings (Protection of Employment) Regulations 2006
- 4 4 2 As previously reported, a claim was submitted by one of the Company's former employees which was being dealt with by an Employment Tribunal A copy of the ruling has now been received and no judgment was made against the Company
- 4 4 3 No other preferential claims are expected to be received

4.5 *Unsecured Creditors*

4.5.1 Details of the Company's unsecured creditors are as follows

Unsecured Creditors	Statement of Affairs amount £	Total value of claims received £
Trade & Expense	1,308,299.34	1,387,723.01
HMRC – VAT	748.00	748.00
HMRC – PAYE/NIC/CT	-	132,203.47
<b>TOTAL CLAIM</b>	<b>1,309,047.34</b>	<b>1,520,674.48</b>

4.5.2 An interim distribution of £16,035.69 was made to creditors on 17 February 2014 in respect of a Prescribed Part distribution in accordance with the provisions of Section 176A of the Act. The receipts and payments account shows that dividend cheques totalling £1,535.08 have been returned unrepresented and will be reissued to these creditors together with the final dividend.

4.5.3 Notice of the final intended dividend was issued to all creditors who were yet to prove their claim on 21 October 2016 and the final distribution of £1,853.27 will be made to unsecured creditors shortly following this report.

**5 INVESTIGATIONS**

5.1 The former Joint Liquidators complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

5.2 The former Joint Liquidators carried out enquiries that they considered to be proportionate to the circumstances of the case. After completing these they were of the opinion that there were no matters that might lead to recoveries for the estate and that no further investigation was appropriate.

**6 JOINT LIQUIDATORS' REMUNERATION AND DISBURSEMENTS**

6.1 In accordance with the resolution passed in the Administration that preceded the liquidation the Joint Liquidators' remuneration is fixed and payable by reference to the time properly given by them and their staff in attending to matters arising in the liquidation.

6.2 As advised in my previous report dated 8 January 2016, the former Joint Liquidators' and our time costs at 21 October 2015 were £104,229.31. Thereafter further costs of £8,187.50 have been incurred during the period of this report. The former Joint Liquidators' and our time costs are summarised at Appendices B and C, respectively. These total costs comprise 427.24 hours at an average hourly rate of £263.12. In accordance with the approval given, £98,706.84 has been paid on account of these time costs.

6.3 Details of Shipleys LLP and our company's charge out rates and policy regarding the recharge of disbursements, staff allocation, support staff and the use of subcontractors are also attached at Appendices D and E respectively. Further information may be found in "Guide to Liquidator's Fees". This may be downloaded from [www.leonardcurtis.co.uk/resources/creditorsguides](http://www.leonardcurtis.co.uk/resources/creditorsguides) or is available from our office free of charge on request.

- 6.4 Creditors also approved the basis for recharging disbursements that include an element of allocated cost or payments to outside parties in which the Joint Liquidators or their company have an interest. In this case the following Category 2 costs have been incurred during the liquidation and, where indicated, have been reimbursed to Shipleys LLP

Type	Incurred This Period £	Incurred To Date £	Paid £	Unpaid £
Photocopying charges @ 25p per page – Shipleys LLP	50.25	235.50	235.50	Nil
<b>Total</b>	<b>50.25</b>	<b>235.50</b>	<b>235.50</b>	<b>Nil</b>

- 6.5 During the liquidation the Joint Liquidators have used the following professional advisors, including subcontractors

Name of Professional Advisor	Service Provided	Basis of Fees
Colliers International Limited	Property Valuation	Fixed Fee
FWJ Legal Limited	Legal Advice	Time Cost Basis
Acasta Consulting Limited	Creditor Claim Agreement	Fixed Fee

## 7 CREDITORS' RIGHTS

- 7.1 A secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may, within 21 days of the receipt of this report, make a request in writing to us for further information about remuneration or expenses set out in this report
- 7.2 Within 14 days of receipt of the request, we must provide all of the information asked for, except so far as we consider that -
- i) the time or cost of preparation of the information would be excessive, or
  - ii) disclosure of the information would be prejudicial to the conduct of the liquidation or might reasonably be expected to lead to violence against any person, or
  - iii) we are subject to an obligation of confidentiality in respect of the information
- we must also give reasons for not providing all of the information
- 7.3 Any creditor of the Company, who need not be the same creditor who asked for the information, may within 21 days of our giving reasons for not providing all of the information, or if we fail to provide the information within 14 days of being so requested, apply to the Court and the Court may make such order as it thinks just
- 7.4 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to Court on the grounds that the basis fixed for our remuneration, the remuneration charged or the expenses incurred by us as set out in this progress report are excessive

## Boothville Roofing Ltd – In Creditors' Voluntary Liquidation

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If you require further information please contact our office in writing. Electronic communications should include a full postal address.

Yours faithfully



A J DUNCAN  
Joint Liquidator

Licensed in the UK by the Institute of Chartered Accountants in England and Wales



**Summary of Joint Liquidators' Receipts and Payments  
from 22 October 2012 to 21 October 2016**

	Statement of Affairs £	Previously Reported	This Period 22/10/2015 to 21/10/2016	Total £
<b>RECEIPTS</b>				
Stock In Trade	2,009	986 00	-	986 00
Vehicles	17,472	8,483 00	-	8,483 00
Work In Progress and Debts	322,701	156,468 00	-	156,468 00
Office Furniture and Equipment	675	304 00	-	304 00
Fixtures and Fittings	1,004	493 00	-	493 00
Small Tools	6,731	3,266 00	-	3,266 00
Transfer from Administration	112,168	112,168 42	-	112,168 42
	<u>462,760</u>	<u>282,168 42</u>	<u>-</u>	<u>282,168 42</u>
Bank Interest Gross		604 36	6 15	610 51
Dividend Received - Boothville Roofing and Construction Ltd		-	575 34	575 34
		<u>282,772 78</u>	<u>581 49</u>	<u>283,354 27</u>
<b>PAYMENTS</b>				
Professional Fees		625 00	-	625 00
Legal Fees		11,954 75	652 00	12,606 75
Legal Disbursements		768 00	51 79	819 79
Agents' Valuation Fees		1,300 00	-	1,300 00
Bank Charges		25 75	(25 75)	-
IT Licence Fee		-	87 00	87 00
Sundry Expenses		-	337 47	337 47
Corporation Tax		-	26 24	26 24
Bordereau Fee		-	135 00	135 00
Stationery & Postage		-	257 88	257 88
Statutory Advertising		-	-	-
Storage Costs		-	496 58	496 58
Joint Administrators' Remuneration		56,875 57	-	56,875 57
Joint Administrators' Disbursements		229 41	-	229 41
Joint Liquidators' Remuneration		98,706 84	-	98,706 84
Joint Liquidators' Disbursements		773 68	-	773 68
		<u>171,259 00</u>	<u>2,018 21</u>	<u>173,277 21</u>
<b>PAID TO CREDITORS</b>				
Secured Creditor - National Westminster Bank Plc		77,000 00	6,774 63	83,774 63
Unsecured Creditors		16,035 69	(1,535 08)	14,500 61
Joint Liquidators' Remuneration for Prescribed Part Distribution		6,804 70	-	6,804 70
		<u>11,673 39</u>	<u>(6,676 27)</u>	<u>4,997 12</u>

**Former Joint Liquidators' Time Costs for the Period 22 October 2012 to 17 March 2015**

[illegible]

## APPENDIX C

## Summary of Joint Liquidators' Time Costs from 18 March 2015 to 21 October 2016

	Director		Senior Manager		Manager 1		Manager 2		Administrator 2		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	3	135 00	8	328 00	16	584 00	60	1,920 00	-	-	-	-	87	2,967 00	341 03
Receipts & Payments	-	-	1	41 00	47	1,715 50	6	192 00	-	-	6	90 00	60	2,038 50	339 75
Assets	3	135 00	-	-	-	-	50	1,600 00	-	-	-	-	53	1,735 00	327 36
Liabilities	5	225 00	-	-	18	657 00	21	672 00	-	-	26	390 00	70	1,944 00	277 71
Debenture Holder	-	-	-	-	23	839 50	27	864 00	-	-	-	-	50	1,703 50	340 70
General Administration	-	-	-	-	3	109 50	14	448 00	-	-	13	195 00	30	752 50	250 83
Post Appointment Creditor Reporting	5	225 00	-	-	6	219 00	30	960 00	45	1,035 00	6	90 00	92	2,529 00	274 89
Creditor Committee Meetings	2	90 00	-	-	-	-	30	960 00	-	-	-	-	32	1,050 00	328 13
Investigations	-	-	-	-	-	-	25	800 00	-	-	-	-	25	800 00	320 00
<b>Total</b>	<b>18</b>	<b>810 00</b>	<b>9</b>	<b>369 00</b>	<b>113</b>	<b>4,124 50</b>	<b>263</b>	<b>8,416 00</b>	<b>45</b>	<b>1,035 00</b>	<b>51</b>	<b>765 00</b>	<b>499</b>	<b>15,519 50</b>	
<b>Average Hourly Rate (£)</b>		<u><b>450 00</b></u>		<u><b>410 00</b></u>		<u><b>365 00</b></u>		<u><b>320 00</b></u>		<u><b>230 00</b></u>		<u><b>150 00</b></u>		<u><b>311 01</b></u>	

## Summary of Joint Liquidators' Time Costs from 22 October 2015 to 21 October 2016

	Director		Senior Manager		Manager 1		Manager 2		Administrator 2		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	2	90 00	3	123 00	16	584 00	17	544 00	-	-	-	-	38	1,341 00	352 89
Receipts & Payments	-	-	-	-	47	1,715 50	-	-	-	-	-	-	47	1,715 50	365 00
Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Liabilities	-	-	-	-	18	657 00	4	128 00	-	-	15	225 00	37	1 010 00	272 97
Debenture Holder	-	-	-	-	23	839 50	-	-	-	-	-	-	23	839 50	365 00
General Administration	-	-	-	-	3	109 50	6	192 00	-	-	13	195 00	22	496 50	225 68
Post Appointment Creditor Reporting	3	135 00	-	-	6	219 00	-	-	45	1,035 00	6	90 00	60	1 479 00	246 50
Creditor Committee Meetings	2	90 00	-	-	-	-	13	416 00	-	-	-	-	15	506 00	337 33
Investigations	-	-	-	-	-	-	25	800 00	-	-	-	-	25	800 00	320 00
<b>Total</b>	<b>7</b>	<b>315 00</b>	<b>3</b>	<b>123 00</b>	<b>113</b>	<b>4 124 50</b>	<b>65</b>	<b>2,080 00</b>	<b>45</b>	<b>1,035 00</b>	<b>34</b>	<b>510 00</b>	<b>267</b>	<b>8,187 50</b>	
<b>Average Hourly Rate (£)</b>		<u><b>450 00</b></u>		<u><b>410 00</b></u>		<u><b>365 00</b></u>		<u><b>320 00</b></u>		<u><b>230 00</b></u>		<u><b>150 00</b></u>		<u><b>306 65</b></u>	

All Units are 6 minutes

**Shipleys LLP**  
**10 Orange Street, Haymarket, London WC2H 7DQ**

**CREDITORS' GUIDE TO FEES**  
**EFFECTIVE FROM 1 MAY 2014**  
**CHARGE-OUT RATES**

**Staff Allocation and Support Staff**

An objective and practical approach is taken to each case which includes active Principal involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Set out below are the relevant charge-out rates per hour worked for the grades of all staff. Time is charged by reference to actual work carried out on each assignment. There has been no allocation of any general or overhead costs.

<b>Grade</b>	<b>Charge-out rate (£ per hour) plus VAT where applicable</b>
<b>Principal*</b>	480 - 510
<b>Manager</b>	250 - 325
<b>Assistant Manager</b>	240 - 250
<b>Senior Administrator</b>	220 - 240
<b>Administrator</b>	140 - 190
<b>Assistant &amp; Cashier</b>	110 - 265

\* or equivalent

NB Time costs are calculated at 6 minute units

The time of support staff is not charged to a case except when the initial set up is being performed and appointment documentation is prepared. Support staff will also occasionally charge their time when performing a sizeable administrative task within the case. Support staff charge their time at the £110/hr Assistant rate shown on the preceding table.

Specialist departments with the firm such as Tax and VAT may sometimes charge their time if and when the Office Holders may require their expert advice. The figures below provide details of the charge-out rates per hour worked for typical staff involved in this way.

<b>Grade</b>	<b>Charge-out rate (£ per hour) plus VAT where applicable</b>
<b>Tax Principal*</b>	300-480
<b>Tax Manager</b>	250
<b>Tax Practitioner</b>	200
<b>Tax Assistant</b>	145

Details of historic charge out rates in respect of the London office are provided at the end of this guide. Should any creditor wish to receive details of the charge out rates for the London office in force prior to those shown, these can be provided upon request.

## DISBURSEMENTS

### Category 1 Disbursements

These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. Examples of equivalent costs that may be reimbursed to the office holders without uplift and do not require prior approval are given below.

Category	Basis of Charge
Indemnity Bond	At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment
Insurance of assets	At cost in relation to asset coverage requirements
Company searches	At cost incurred
Travel	All forms other than mileage at actual cost
Room Hire	All external venues at actual cost
Stationery	At cost incurred
Storage	Charge at actual cost incurred for storage (and retrieval, when appropriate) of records
Other	At actual cost charged

### Category 2 Disbursements

These are costs that are directly referable to the appointment in question but not to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. In the event of charging for Category 2 disbursements the following items of expenditure are recharged on the basis specified.

Category	Basis of Charge
Business Mileage	Motor vehicle at 40p per mile
Internal Room Hire	Held at Shipleys LLP, 10 Orange Street, Haymarket, London WC2H 7DQ £50
Photocopying	Specific calculation of 25 pence per sheet x number of creditors
Facsimiles	£1 for 1 <sup>st</sup> page and 10 pence for each additional page

### Subcontractors

Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holder or his staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged.

### Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery or relevant disbursements. The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

	01/04/07-31/12/07	01/01/08-31/12/08	01/01/09-31/12/09	01/01/10-31/12/10	01/01/11-31/12/11	01/01/12-31/01/12
	Charge-out rate (£ per hour) plus VAT where applicable					
Principal*	360-370	375	395	395-445	410-460	460
Director	n/a	340	355	375-400	n/a	n/a
Manager	285-300	300	300	245-270	280	300-325
Assistant Manager	200-220	222	180-228	180-250	260	n/a
Senior Administrator	160-210	175-210	140-190	175-220	200-225	210-230
Administrator	110-155	127-165	100-165	75-155	85-160	125-170
Assistant & Cashier	50-95	50-100	50-215	50-240	99-245	100-245

	01/02/12-30/04/12	01/05/12-31/07/12	01/08/12-31/12/12	01/01/13-30/04/13	01/05/13-31/12/13	01/01/14-30/04/14
	Charge-out rate (£ per hour) plus VAT where applicable					
Principal*	460	400-480	400-480	450-480	465-495	465-495
Director	n/a	n/a	n/a	n/a	n/a	n/a
Manager	300-325	300-325	230-325	240-325	240-326	250-325
Assistant Manager	n/a	n/a	n/a	230-240	230-240	240-250
Senior Administrator	210-230	210-230	210-230	220-235	220-235	220-240
Administrator	125-170	125-170	125-170	125-185	125-185	140-190
Assistant & Cashier	100-250	100-250	100-250	110-260	110-260	110-265

\* or equivalent

### APPENDIX E

#### ADDITIONAL INFORMATION IN RELATION TO THE POLICY OF LEONARD CURTIS REGARDING FEES AND DISBURSEMENTS

The following information relating to the policy of Leonard Curtis is considered to be relevant

##### Staff Allocation and Support Staff

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case.

Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution of the secured and/or preferential creditors, a creditors' committee or creditors generally, that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters arising in the appointment, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the office holders reserve the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis

	Standard £	Complex £
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187

##### The Use of Subcontractors

Details of any subcontractor(s) used are given in the attached report.

##### Professional Advisors

Details of any professional advisor(s) used are given in the attached report. Unless otherwise indicated the fee arrangement for each will be based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors will be based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

##### Disbursements

Specific expenditure relating to the administration of a particular case is recoverable without approval and is referred to as a "category 1 disbursement". Category 1 disbursements will generally comprise supplies of incidental services specifically identifiable to the case, typically for items such as identifiable telephone calls, postage, case advertising, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.

Where we propose to recover costs which, whilst being in the nature of expenses or disbursements, may include an element of shared or allocated costs (such as room hire, documents storage or communication facilities provided by us) they must be disclosed and be authorised by those responsible for approving the liquidator's remuneration. Such expenditure is referred to as a "category 2 disbursement". In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision.

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Room Hire	£100
Storage of office files (6 years)	£88.75 per box
Business Mileage	45p a mile