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Notice of administrator's progress report



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1 Company details

Company number 0 3 3 8 8 8 8 8

Company name in full Springhead Fine Ales Limited

→ Filling in this form
Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Andrew

Surname Fender

3 Administrator's address

Building name/number Sanderling House

Street Springbrook Lane

Earlswood

Post town Solihull

County/Region

Postcode B 9 4 5 S G

Country

4 Administrator's name ①

Full forename(s)

Surname

① Other administrator
Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other administrator
Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	^d 1	^d 4	^m 1	^m 2	^y 2	^y 0	^y 1	^y 8
To date	^d 1	^d 3	^m 0	^m 6	^y 2	^y 0	^y 1	^y 9

7 Progress report

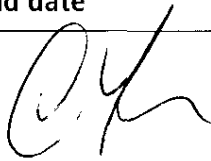
☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date	^d 1	^d 1	^m 0	^m 7	^y 2	^y 0	^y 1	^y 9
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Birmingham District Registry of the High Court

No. 8150 of 2018

Springhead Fine Ales Limited (IN ADMINISTRATION)

The Administrator's Progress Report to 13 June 2019

Andrew Fender

**Sanderlings LLP
Sanderling House
Springbrook Lane
Earlswood
Solihull
B94 5SG**

01564 700 052

info@sanderlings.co.uk

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Andrew Fender was appointed Administrator of Springhead Fine Ales Limited on 14 June 2018. The affairs, business and property of the Company are managed by the Administrator. The Administrator acts as an agent of the Company and contracts without personal liability.

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1. EXECUTIVE SUMMARY

This report describes the progress since the last progress report dated 10 January 2019 ("the Review Period").

A summary of key information in this report is detailed below.

Asset realisations

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total anticipated realisations
Plant and Equipment	52,528	Nil	Nil	Nil
Book Debts Assigned	22,597	12,946	Nil	12,946
Office Furniture	2,000	2,000	Nil	2,000
Stock	9,000	21,660	Nil	21,660
Debtors	5,000	18,016	4,606	22,622
Cash at Bank	812	812	Nil	Nil

Expenses

Expense	Estimated per Proposal	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Administrator's fees	53,220	108,747	5,000	113,747
Solicitor's fees	5,000	6,000	Nil	6,000
Agent's fees	2,500	2,500	Nil	2,500
Other Category 1 disb	2,399	1,836	Nil	1,836
Category 2 disbursements	1,150	1,150	Nil	1,150

Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	Nil	Nil
Preferential creditors	Nil	Nil
Unsecured creditors	Nil	Nil

An extension to the period of Administration of 12 months was granted by the relevant creditors and thus the Administration is now scheduled to end on 13 June 2020.

1.1 Summary of key issues outstanding

- Conclusion of trading accounts including outstanding expenses
- Realisation of company debtors and deferred consideration for the sale of business

2. THE PROGRESS OF THE ADMINISTRATION

2.1. The Administrator's receipts and payments account

Attached at Appendix II is a receipts and payments account for the Review Period together with a cumulative account for the Administration.

The rest of this report describes the key developments in the Administration over the Review Period.

In this section, we have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of the associated costs incurred but as yet remaining unpaid.

2.2. Administration (including statutory reporting)

The Administrator has met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the administration, which has ensured that the Administrator and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Drafting and issuing the progress report to creditors;
- Considering whether an extension to the Administration is necessary and, if so, seeking approval for this via creditors and issuing notice of the outcome;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining case files, which must include records to show and explain the administration and any decisions made by the Administrator that materially affect the administration;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.

2.3. Trading

Attached at Appendix II is a trading receipts and payments account for the Review Period together with a cumulative account for the Administration.

The Administrator's Proposals Report dated 3 August 2019 and previous Progress Report dated 10 January 2019 outlined the steps taken to recommence brewing at the Company's premises so as to retain the goodwill of the business and the supply contracts with a number of the national supermarkets.

Following the agreement outlined previously between Springhead Ales Limited ("SAL"), a third party unconnected company, and Liberty Leasing Limited, SAL commenced operating the business under licence from 22 October 2018 and this continued until the company obtained their own brewing licence from HMRC. The sale of assets as detailed below was concluded on 17 April 2019 at which point the licence agreement with SAL concluded.

The sum of £5,000 plus VAT has been received from SAL in respect of the licence agreement, representing payment in full of the amount owed at £1,000 plus VAT per month.

The business has not therefore been traded by the Administrator during this Review Period, however the Administrator has taken steps to conclude the outstanding trading matters

including the finalisation of Beer Duty returns and settling most of the remaining brewing expenses including payments to HMRC in respect of Beer Duty and PAYE/NIC, insurance costs, employee expenses, and (in the subsequent period) payment of rent for use of the chillers and the associated settlement of costs.

The only matter outstanding in this regard is the settlement of utilities charges and the Administrator is continuing negotiations in this regard.

In respect of the outstanding trading debtors, it was reported previously that the sum of £5,197.80 was being pursued from customers. The principal debtor was Morrison Supermarkets Plc who owed the sum of £4,782.40. *This amount has now been realised in full* as per the trading receipts and payments account, however the Administrator and his staff had to spend a considerable amount of time communicating with the debtor and due to their intransigence the Administrator was forced to issue a Statutory Demand and thereafter a Winding-Up Petition.

Payment was only made by Morrison Supermarkets after the Petition was presented and served on the Company and included in the receipts and payments account is the sum of £3,132.03 representing fees and costs associated with the action taken.

With regard to the other trading debtors, Tesco Supermarkets are disputing in full the amount owed, including a company debtor amount of £1,570.80, and two other very small outstanding invoices totalling £183.67 will be written off as uncollectible. The collection of trading debts is therefore considered complete.

2.4. Realisation of assets

Plant, equipment and office furniture

Creditors will recall from the previous Progress Report that 16 potential interested parties were contacted with regard to the Company's assets and that at the conclusion of this process an offer of £100,000 was accepted from SAL by Liberty Leasing Limited, the owner of the majority of the asset pursuant to their chattel mortgage.

This deal between the parties resulted in no equity from the deal for the Company, however as highlighted above a formal sale of the remaining assets to SAL was concluded on 17 April 2019. The total amount payable in respect of the sale agreement is £30,000, which comprises the Company's remaining tangible and intangible assets including such right, title and interest the Company has in the goodwill, intellectual property and casks.

The sum of £20,000 had already been received as outlined previously in respect of a trading advance and of the balance owed of £10,000 the sum of £5,000 was received on 20 May 2019. There remains £5,000 owing in this regard.

Stock

It will be recalled from the previous Progress Report that the estimated realisable value of £9,000 represented the stock present at the date of Administration and where possible the bottles and casks were sold.

The Administrator's Proposals Report detailed the deal negotiated with the Company's bottlers to settle the lien and release the stock held by them. The total sum of £21,660.88 has been realised in this regard and no further receipts are anticipated.

Debtors

It was reported previously that the Estimated Financial Statement included Book Debts assigned to Bibby Factors and the net sum of £2,378.79 was received from the factoring company following reassignment of the ledger on 17 August 2018 as well as an outstanding ledger of £28,382.06.

As reflected in the receipts and payments account, the sum of £17,232.08 has been realised in total in respect of the debtors, including those reassigned.

The Administrator's previous Progress Report highlighted that the sum of £24,797.24 was outstanding at that point in respect of the Company's debtor ledger.

The sum of £14,964.58 is owed by one debtor company, guaranteed by the company's director. The Administrator continued pursuing this amount through communication with the director, however having received no substantive response the Administrator was forced to issue a Statutory Demand for the full amount owed.

It was only following service of this Statutory Demand that it was brought to the Administrator's attention that the director of the debtor company was made bankrupt on 5 April 2019. It is therefore considered that this amount is not realisable as the debtor company has also raised various disputes that the Administrator understands were not adequately addressed by the directors of Springhead Fine Ales Limited.

The sum of £4,606.94 remains owed in respect of the Company's debtor ledger and the Administrator will continue to work with the directors to achieve further realisations.

Cash at Bank

As reported previously, the estimated realisable value was £812 and the sum of £812.55 was received in this regard.

2.5. Estimated future realisations

The outstanding debtors totalling £4,606.94 will continue to be pursued in the Administration and the sum of £5,000 is owed by SAL in respect of the sale of business and assets.

2.6. Costs incurred but remaining unpaid

During the Review Period, the Administrator has incurred time costs and direct expenses, not all of which have yet been discharged. Further details of these costs are set out in section 5 below.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

3.2. Secured creditors

The Company granted a floating charge to Richard Scragg and Helen Teasdale on 25 January 2012. The sum of £950,000 is owed in respect of Redeemable Preference Shares.

Thincats Loan Syndicates Limited were granted a specific charge over certain assets, which was released to allow Liberty Leasing Limited to advance funds, and were also granted a separate floating charge on 1 October 2014. The sum of £222,181 is owed in respect of the loan to the Company.

The Company granted a specific charge to Liberty Leasing Limited on 13 December 2017. At the time of my appointment, the sum of £155,072 was owed, however SAL have purchased the equipment from Liberty Leasing for a sum believed to be £100,000.

Bibby Financial Services Limited were granted a fixed and floating charge in relation to the discounting of assigned invoices, created on 22 February 2018. The sum of £23,430 was owed at the date of Administration and the liability has been discharged in full from debtor realisations.

Companies House also lists outstanding charge in the names of Rowanmoor Trustees Limited and Venture Finance Plc. The Administrator understands that as part of the CVA process a waiver over the Company's assets was given by Rowanmoor Trustees as well as Richard Scragg and Helen Teasdale in respect of their directors' loan account, and no funds were ever advanced by Venture Finance.

3.3. Preferential creditors

As outlined previously, the Administrator and their staff have incurred significant time costs in assisting employees trying to obtain payment from the Redundancy Payments Service. In the event, the RPS has refused to pay the preferential claims.

Preferential claims relating to wage arrears and unpaid holiday pay were estimated at £14,199 in the Estimated Financial Statement. It is unlikely based on anticipated realisations and costs that there will be sufficient realisations to pay a dividend to preferential creditors.

3.4. Unsecured creditors

Unsecured claims were estimated at £2,367,654 in the Estimated Financial Statement. Due to the realisations achieved and the costs incurred it is not anticipated that a dividend will be paid to unsecured creditors.

4. INVESTIGATIONS

4.1. Investigations

As reported previously, an investigation into the conduct of the Company Directors was completed, as part of the Administrator's statutory duties, and a confidential report was submitted to the Insolvency Service in this regard.

5. THE ADMINISTRATOR'S FEES AND EXPENSES

5.1. Pre-Administration Costs

The Administrator has not sought approval of Pre-Administration costs.

5.2. The Administrator's Fees

The basis of the Administrator's fees was fixed on 20 August 2018 by the relevant secured creditors and preferential creditors as follows:

- By reference to the time properly given by the Administrator and their staff in attending to matters arising in the Administration, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken.

A breakdown of the time costs incurred during the Review Period and for the Administration as a whole is provided at Appendix III and further information regarding the charge-out rates of the Administrator and their staff is provided at Appendix IV.

"A Creditors' Guide to Administrators' Remuneration" is available for download at <http://www.sanderlings.co.uk/creditors-guides/administration.pdf>

Should you require a paper copy, please send your request in writing to the Administrator at the address on the front of this report and this will be provided to you at no cost.

5.3. Comparison of estimates

The Administrator's time costs incurred to date (whether or not they have been charged to the Administration estate) are compared with the original fees estimate as follows:

Springhead Fine Ales Limited (In Administration)
Administrator's Progress Report to 13 June 2019

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred to date		
	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	49.0	254.08	12,450	26.3	263.27	6,924	97.75	272.85	26,671
Realisation of assets	37.0	249.73	9,240	11.2	340.98	3,819	94.2	285.73	26,916
Creditors (claims and distribution)	41.0	273.66	11,220	13.7	142.12	1,947	92.2	203.49	18,762
Investigations	23.0	243.91	5,610	0.0	0.00	0	6.4	150.00	960
Trading	60.0	245.00	14,700	30.6	158.33	4,845	149.3	232.04	36,644

The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Legal costs	5,000.00	1,000.00	6,000.00	Additional work undertaken on various matters
Agent's costs	2,500.00	Nil	2,500.00	N/a
Advertising	77.10	Nil	77.10	N/a
Insurance	1,896.37	Nil	1,504.27	N/a
Bonding	316.00	51.00	196.00	N/a
VisionBlue fee	110.00	Nil	110.00	N/a
Stationery, printing, postage, telephone	335.00	Nil	335.00	N/a
Company search	45.00	Nil	45.00	N/a
Storage	200.00	Nil	200.00	N/a
Mileage	570.00	Nil	570.00	N/a
Trading expenses: Brewing expenses Debt collection costs Stock realisation costs Repairs & renewals Trading salaries Ex gratia payments Cask collection Insurance	N/a N/a N/a N/a N/a N/a N/a N/a N/a	4,892.14 1,880.00 Nil Nil Nil Nil Nil Nil Nil	17,377.21 1,880.00 6,948.13 680.00 8,293.08 9,893.31 916.34 1,504.27	[Not detailed in the estimate]
TOTAL	11,049.47	7,823.14	59,029.71	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Appendix IV.

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Administrator considers that:

- the original fees estimate has been exceeded; and
- the original expenses estimate has been exceeded for the reasons given above.

The main reason why the fees estimate has been exceeded is the significant additional costs incurred in trading the business, as detailed above and previously, as well as the increased costs generally incurred in respect of asset realisations and dealing with creditors. However, given the limited realisations in this case to date, the Administrator does not propose to draw fees in excess of the fees estimate at present. The Administrator will review the position as regards fees when the prospects of realising the remaining assets become clearer.

5.4. Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Administrator to provide additional information regarding fees or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

5.5. Creditors' right to challenge fees and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of fees which the Administrator is entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the fees and/or expenses being complained of.

Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

6. CONCLUSION

The Administration will continue in order to finalise the outstanding matters detailed above.

If you require any further information please contact Edwin Lee on 01564 700 052.



Andrew Fender

Dated: 11 July 2019

Andrew Fender was appointed Administrator of Springhead Fine Ales Limited on 14 June 2018. The affairs, business and property of the Company are managed by the Administrator. The Administrator acts as an agent of the Company and contracts without personal liability.

APPENDIX I

Springhead Fine Ales Limited (IN ADMINISTRATION)

STATUTORY INFORMATION

Company Name	Springhead Fine Ales Limited
Trading Name	Springhead Brewery
Proceedings	In Administration
Court	Birmingham District Registry of the High Court
Court Reference	8150 of 2018
Date of Appointment	14 June 2018
Administrator	Andrew Fender
Registered office Address	Sanderling House, Springbrook Lane, Earlswood, Solihull, B94 5SG
Company Number	03388888
Appointment by	Appointed by Richard Scragg and Helen Teasdale, holders of a qualifying floating charge

DEFINITIONS

The Act	Insolvency Act 1986
The Rules	Insolvency Rules 1986 or Insolvency (England & Wales) Rules 2016 (whichever applied at the time of the event)
The Administrator	Andrew Fender
The Company	Springhead Fine Ales Limited (in Administration)
The Court	Birmingham District Registry of the High Court
SIP	Statement of Insolvency Practice
Review Period	Period covered by the report from 14.12.18 to 13.06.19

APPENDIX II

Springhead Fine Ales Limited (IN ADMINISTRATION)

THE ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT

Springhead Fine Ales Limited
Receipts and Payments Account from 14 December 2018 to 13 June 2019

<u>Receipts</u>	£
Licence Fee	5,000.00
Sale of Business	5,000.00
Current Trading Surplus	463.79
Interest	2.79
VAT Refund	2,604.61
VAT	2,321.64
	<hr/>
	15,392.83
	<hr/>
<u>Payments</u>	
Bordereau	51.00
Legal Fees	2,050.00
Costs Award	3,123.33
VAT	1,106.71
	<hr/>
	6,331.04
	<hr/>
<i>Balance brought forward:</i>	4,620.94
<u>Closing Balance</u>	<hr/>
	13,682.73
	<hr/>

Where funds are held, they are held in an Interest Bearing Account

Springhead Fine Ales Limited
Receipts and Payments Account from 14 June 2018 to 13 June 2019

<u>Receipts</u>	£
Cash at Bank	812.55
Factored Book Debts	12,946.94
Debtors	17,232.08
Evan Evans Debtors	784.76
Licence Fee	5,000.00
Sale of Business	5,000.00
Current Trading Surplus	6,573.88
Interest	2.79
VAT Refund	2,604.61
VAT	7,521.48
	<hr/>
	58,479.09
	<hr/>
<u>Payments</u>	
Bordereau	196.00
Advertising	77.10
Insolv	110.00
Salaries	4,713.77
Factoring Fee	10,568.15
Legal Fees	3,675.00
Costs Award	6,040.00
Administrator's Fees	10,000.00
VAT	9,416.34
	<hr/>
	44,796.36
	<hr/>
<u>Closing Balance</u>	13,682.73
	<hr/>

Where funds are held, they are held in an Interest Bearing Account

Springhead Fine Ales Limited
Trading Receipts and Payments Account from 14 December 2018 to 13 June 2019

<u>Receipts</u>	£
Trading and Stock Realisations	825.77
Brewing Receipts	4,782.40
Debt Collection Costs re Brewing Receipts	3,132.03
	<hr/> 8,740.20 <hr/>
 <u>Payments</u>	
Brewing Expenses	4,892.14
Insurance	1,504.27
Debt Collection Costs re Brewing Receipts	1,880.00
	<hr/> 8,276.41 <hr/>
 <i>Balance brought forward:</i>	 <i>6,110.09</i>
 <u>Closing Balance</u>	 <u><u>6,573.88</u></u>

Where funds are held, they are held in an Interest Bearing Account

Springhead Fine Ales Limited
Trading Receipts and Payments Account from 14 June 2018 to 13 June 2019

<u>Receipts</u>	£
Trading Advance	20,000.00
Trading and Stock Realisations	21,660.88
Brewing Receipts	9,273.31
Debt Collection Costs re Brewing Receipts	3,132.03
	<hr/>
	54,066.22

<u>Payments</u>	
Brewing Expenses	17,377.21
Stock Realisation Costs	6,948.13
Repairs and Renewals	680.00
Trading Salaries	8,293.08
Ex Gratia Payment	9,893.31
Collection of Casks	916.34
Insurance	1,504.27
Debt Collection Costs re Brewing Receipts	1,880.00
	<hr/>
	47,492.34

<u>Closing Balance</u>	<hr/> 6,573.88 <hr/>
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Where funds are held, they are held in an Interest Bearing Account

APPENDIX III

Springhead Fine Ales Limited (IN ADMINISTRATION)

THE ADMINISTRATOR'S TIME COSTS

Sanderlings**TIME & CHARGEOUT SUMMARIES**

Springhead Fine Ales Ltd - POST

From 14/12/2018 to 13/06/2019

HOURS							
Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	7.20	0.00	8.30	10.80	26.30	6,924.00	263.27
Realisation of Assets	7.70	0.00	0.40	3.10	11.20	3,819.00	340.98
Trading	0.00	0.00	1.70	28.90	30.60	4,845.00	158.33
Creditors	0.00	0.00	1.10	12.60	13.70	1,947.00	142.12
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	6,258.00	0.00	3,450.00	7,827.00		17,535.00	
Total Hours	14.90	0.00	11.50	55.40	81.80		
Average Rate	420.00	0.00	300.00	141.28			

Sanderlings**TIME & CHARGEOUT SUMMARIES**

Springhead Fine Ales Ltd - POST

To 13/06/2019

HOURS							
Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	21.60	0.00	42.65	33.50	97.75	26,671.50	272.85
Investigations	0.00	0.00	0.00	6.40	6.40	960.00	150.00
Realisation of Assets	45.80	0.00	2.80	45.60	94.20	26,916.00	285.73
Trading	37.20	0.00	14.70	97.40	149.30	34,644.00	232.04
Creditors	3.00	0.00	25.10	59.90	88.00	17,502.00	198.89
Specific Matters	0.00	0.00	4.20	0.00	4.20	1,260.00	300.00
Total Fees Claimed £	45,192.00	0.00	26,835.00	35,926.50		107,953.50	
Total Hours	107.60	0.00	89.45	242.80	439.85		
Average Rate	420.00	0.00	300.00	147.97			

APPENDIX IV

Springhead Fine Ales Limited (IN ADMINISTRATION)

CHARGE-OUT RATES AND BASES OF DISBURSEMENTS

Fees

The fees of the Trustee/Liquidator/Supervisor/Administrator (appointed IP) are fixed by reference to time properly spent by the appointed IP and his staff in attending to all matters arising in the Bankruptcy/liquidation/Voluntary Arrangement/Administration (case) unless otherwise agreed with the creditors. The appointed IP and his staff charge time to all insolvency cases in units of 6 minutes. The Trustee/Liquidator/Supervisor/Administrator reserves the right to charge interest at a rate of 2% above bank base rate on unrecovered work in progress.

The charge-out rates for the various categories of staff are as follows:-

	Charge Out Rate per Hour £
Appointed Partner (Trustee, Supervisor, Liquidator, Administrator, Administrative Receiver)	420
Partner/Senior Manager	300
Manager	230
Case Administrator	150
Support staff (only to be chargeable for periods of 1 hour or more)	110
Junior	45

Standard Activity	Examples of Work
Statutory Compliance, administration & planning	Statutory reporting and compliance, compliance with other regulatory requirements case planning, administrative set up, appointment notification, maintenance of records, SIP 2 review, CDDA reports, Investigating antecedent transactions
Investigations	Identifying, securing, insuring assets, Retention of title, Debt collection
Realisation of assets	Property, business and asset sales
Trading	Management of operations, accounting for trading, on going employee issues
Creditors	Communication with creditors, Creditors' claims (including employees and other preferential creditors)

Disbursements - Category 2 Disbursements

In dealing with the case, the appointed IP will incur expenses and disbursements that are recoverable from the assets available in the case in accordance with the Insolvency (England and Wales) Rules 2016 where appropriate (e.g. Rule 3.51 in Administrations and Rule 6.42 in CVLs). In addition to out of pocket expenditure, the appointed IP will also recover shared or allocated costs. These may be referred to as category 2 disbursements. Where applicable, such category 2 type disbursements are calculated as follows: -

Expense Type	Basis of Charge
For all official stationery, printing postage and telephone charges, including notices to creditors and contributories in respect of the first meetings of creditors and contributories:	(i) for a number of creditors and Contributories not exceeding 25, £175 (ii) for every additional 10 creditors and contributories or part thereof, £40
Where any other meetings of creditors or contributories are held, for summoning and holding the meetings and for statutory circulars:	(iii) for a number of creditors and Contributories not exceeding 25, £155 (iv) for every additional 10 creditors and contributories or part thereof, £20

All other expenses and disbursements are recovered as follows:

Expense Type	Basis of Charge
Room Hire (for each statutory meeting of creditors)	£175.00 per meeting
Mileage	35-95p per mile
Company search costs	£45 per search
Storage of company books and records	£2.50 per box per quarter*

* Where funds permit, a charge for storage of boxes for 12 months after closure of the case is made to cover storage costs until such time as destruction of the records is permitted. Minimum charge of £200 to cover administration.
Should any creditor require further clarification in respect of fees or expenses, then please contact the appointed IP or case manager as identified in the correspondence concerning the case in question.

INFORMATION

Within 21 days of receipt of this progress report a creditor may request that I provide further information about the remuneration and expenses set out in the report. A request must be in writing, and may be made by a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the creditors (including that creditor) or the permission of the court. You also have a right to challenge my remuneration and expenses.

I am obligated to provide the requested information within 14 days, unless I consider that the time or cost involved in preparing the information would be excessive, or disclosure would be prejudicial to the conduct of the proceedings or might be expected to lead to violence against any person, or I am subject to an obligation of confidentiality in relation to the information requested, in which case I must give the reasons for not providing the information.

Any creditor may apply to the court within 21 days of my refusal to provide the requested information, or the expiry of the 14 days time limit for the provision of the information. As an insolvency practitioner I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

A guide to fees is available on request or at www.icaew.com/en/technical/insolvency/creditors-guides - Updated 1 January 2016