

The Insolvency Act 1986

**Administrator's progress report****2.24B**

Name of Company J K Environmental & Sons Limited	Company number 03484229
In the High Court of Justice, Chancery Division, Companies Court, London	Court case number 16551 of 2009

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

We (a) Simon Peter Bower and Matthew Haw, Baker Tilly Restructuring and Recovery LLP, 25 Farringdon Street, London, EC4A 4AB the Joint Administrators of the above Company attach a progress report for the period

(b) Insert dates	from (b) 20 July 2011	to (b) 24 November 2011
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Signed Matthew Haw  
Matthew Haw  
Joint Administrator

Dated 24 November 2011

**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.

Bradley Clifford	
25 Farringdon Street, London, EC4A 4AB	
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DX Number	DX Exchange

TUESDAY



A21 29/11/2011 294  
COMPANIES HOUSE

When 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

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**IN THE HIGH COURT OF JUSTICE,  
CHANCERY DIVISION,  
COMPANIES COURT, LONDON  
NUMBER 16551 OF 2009**

**IN THE MATTER OF  
J K ENVIRONMENTAL & SONS LIMITED  
IN ADMINISTRATION  
JOINT ADMINISTRATORS' FINAL PROGRESS REPORT  
20 JULY 2011 TO 24 NOVEMBER 2011**

**SIMON BOWER AND MATTHEW HAW  
JOINT ADMINISTRATORS**

**APPOINTED 20 JULY 2009**

**BAKER TILLY RESTRUCTURING AND RECOVERY LLP  
25 FARRINGDON STREET  
LONDON  
EC4A 4AB**

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## **J K ENVIRONMENTAL & SONS LIMITED - IN ADMINISTRATION**

### **JOINT ADMINISTRATORS' FINAL PROGRESS REPORT**

**AS AT 24 NOVEMBER 2011**

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#### **1. PURPOSE OF REPORT**

This report has been prepared in accordance with the provisions of Rules 2.47 and 2.110 of the Insolvency Rules 1986 (as amended) ("the Rules")

The purpose of the report is to set out the progress in the final period of the Administration from 20 July 2011 to 24 November 2011.

This report should be read in conjunction with the Joint Administrators previous reports dated 19 July 2011, 19 January 2011, 19 July 2010, 19 February 2010 and the Joint Administrators' Proposals dated 9 September 2009.

#### **2. JOINT ADMINISTRATORS' APPOINTMENT**

Simon Peter Bower and Matthew Robert Haw were appointed Joint Administrators of J K Environmental & Sons Limited ("the Company") on 20 July 2009 by Bank of Scotland Plc ("the Bank"), The Mound, Edinburgh, EH1 1YZ.

Matthew Haw is a partner of Baker Tilly Restructuring & Recovery LLP, 25 Farringdon Street, London, EC4A 4AB. Simon Bower is a former partner of Baker Tilly Restructuring and Recovery LLP, 25 Farringdon Street, London, EC4A 4AB.

The Bank holds a qualifying floating charge over the Company's assets and undertakings.

The notice of appointment was filed in the High Court of Justice, Chancery Division, Companies Court, London, under reference number 16551 of 2009.

The Joint Administrators' appointment specified that they would have power to act jointly and severally. The Joint Administrators have exercised all of their functions jointly and severally as stated in the notice of appointment.

#### **3. COMPANY DETAILS**

We attach as Appendix A an extract of statutory information, including details of the directors, company secretary and secured creditors from the Company's file held at Companies House.

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Following the Joint Administrators' appointment the registered office was changed to c/o Baker Tilly Restructuring & Recovery LLP, 5 Old Bailey, London, EC4M 7AF and has since changed again to c/o Baker Tilly Restructuring & Recovery LLP, 25 Farringdon Street, London, EC4A 4AB.

#### **4. RECEIPTS AND PAYMENTS SUMMARY**

We attach at Appendix B a summary of our final receipts and payments for the periods 20 July 2011 to 24 November 2011 and 20 July 2009 to 24 November 2011.

##### **VAT Basis**

Receipts and payments are shown net of VAT, with any amount due to or from HM Revenue & Customs shown separately.

#### **5. CREDITORS' CLAIMS**

Creditors' claims as set out in the Statements of Affairs totalled £10,209,439.

In view of the lack of funds to enable a distribution to unsecured creditors the Joint Administrators have not adjudicated proofs of debt lodged in the proceedings.

#### **6. PRESCRIBED PART**

The Prescribed Part is a statutory amount of the Company's assets subject to a floating charge to be set aside for the benefit of the Company's non-preferential creditors.

In view of the deficit due to the Bank as fixed and floating charge holder there was no requirement to estimate the prescribed part.

There have been no payments to unsecured creditors in relation to the Prescribed Part (Section 176A of the Act).

#### **7. DIVIDEND PROSPECTS FOR CREDITORS**

##### **Secured Creditors**

The Bank held fixed and floating charges over the whole of the Company's assets.

At the date of Administration the Bank was owed £3,215,056, including £1,582 of accrued interest.

The Bank has received total distributions in the Administration of £61,038.93

The Company's sales ledger was subject to a sales finance agreement with Bank of Scotland Cashflow Finance ("BOSCF"), to whom all pre-appointment invoices were assigned

At the date of Administration, BOSCF was owed £850,000. BOSCF also provided funding to the Administration in the sum of £148,000 bringing BOSCF's total indebtedness to £998,000. Collections against the ledger totalled £953,000.

#### **Preferential Creditors**

Preferential claims against the Company of £4,497 were received.

There were insufficient floating charge realisations to allow for a distribution to be made to preferential creditors.

#### **Unsecured Creditors**

There were insufficient realisations to allow for a distribution to be made to unsecured creditors.

### **8. CONDUCT OF THE ADMINISTRATION SINCE THE LAST REPORT**

The Administrators pursued the objective laid down at paragraph 3(c) of Schedule B1 to the Insolvency Act 1986, specifically realising property in order to make distributions to one or more secured or preferential creditors.

Full details of the conduct of the Administration can be found in the Joint Administrators' previous reports and proposals report.

#### **Post Appointment Debtors**

Since the date of the last progress report, the Joint Administrators continued to liaise with outstanding debtors in order to realise the remaining post appointment trading debts.

After issuing final requests we received further realisations of £5,241

The Joint Administrator's concluded it was not commercially viable to continue chase the remaining debts as the recovery prospects were considered poor.

There are no outstanding matters preventing the Administration from being closed.

## **9. ASSETS REMAINING TO BE REALISED**

There are no assets remaining to be realised.

## **10. PREVIOUS EXTENSIONS OF THE ADMINISTRATION**

On 3 June 2010 the Administration was extended for a period of six months to 19 January 2011 by the written consent of the Bank in accordance with Paragraphs 76(2)(b), 78(2)(a) and 78(3)(b) of Schedule B1 of the Act.

A further extension was granted by the High Court of Justice to extend the Administration for a period of twelve months to 19 January 2012 in accordance with Paragraphs 76(2)(b), 78(2)(a) and 78(3)(b) of Schedule B1 of the Act.

There have been no further extensions of the Administration.

## **11. JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS**

The basis of the Joint Administrators' remuneration from fixed charge realisations has been approved, as and when funds permit, by the Bank.

The Administrators drew a total of £345,000 plus VAT from the fixed charge estate on account of time costs incurred in respect of dealing with the Company's affairs.

Attached are the following:

- Appendix C: Joint Administrators' time cost analysis;
- Appendix D: Joint Administrators' charge out and disbursement rates;
- Appendix E: Charging, Expense and disbursement policy, and
- Appendix F. Summary of payments to Joint Administrators' and associated parties.

A total of 2,375 8 hours were spent by the Administrators and their staff in the Administration of the Company from the date of appointment to 24 November 2011, at a cost of £498,987.50 and an average hourly charge out rate of £210.03. Any cost in excess of the fees which were drawn have been written off.

A Creditors' Guide to Administrators' Fees, a guide in relation to the remuneration of Administrators, can be accessed at the website of the Association of Business Recovery Professionals at:-

[www.r3.org.uk/publications/statements-of-insolvency-practice](http://www.r3.org.uk/publications/statements-of-insolvency-practice) (Statement of Insolvency Practice 9 – Remuneration of Insolvency Office Holders England & Wales)

Alternatively, we can provide you with a copy on written request to this office.

## **Analysis of time spent in Administrations**

Our staff have carried out the following tasks.

### **Administration and Planning**

This included day-to-day administrative duties and dealing with statutory duties and responsibilities, including advertising notices of the Administration, providing notice to creditors, dealing with the submission of the Statement of Affairs and filing necessary documents at Companies House and the Court. Other duties included handling and recording receipts and payments, VAT and Corporation Tax issues such as the monthly VAT returns, pension queries and general correspondence.

### **Investigations**

In accordance with our statutory obligations under the Company Directors' Disqualification Act 1986, we filed the appropriate documentation on the conduct of the directors with the Department for Business Innovation and Skills.

### **Realisation of Assets**

Our staff were involved in various matters such as preparing the sale of business information memorandum, handling queries from interested parties and obtaining valuations of assets.

The sale of the business negotiations and completion with the purchaser required a significant amount of time from the Administrators, their staff and legal advisors.

Additionally, time was spent reviewing retention of title claims with regard to stock and dealing with finance company creditors, both of which were key areas of the Administration and the trading of the Company.

### **Trading**

Our staff set up credit accounts with suppliers to allow the Company to continue to trade, making payments to suppliers and dealing with general correspondence. Certain aspects of trading led to large time demands upon our staff, particularly as the size and geographical dispersion of the Company's operations required at least two members of the Administrators' staff to be present at the Company's offices for the majority of the trading period.

The Administration trading ceased on 5 October 2009 following successful completion of the sale, following which time costs from this source significantly reduced.

### **Creditors**

Queries from and correspondence with creditors and employees were necessary aspects of the Administration. The preparation of the Administrators' Proposals



was undertaken including the attendant aspects of providing and obtaining the required information, as well as the preparation and distribution of this report and earlier progress reports.

#### **Joint Administrators' disbursements**

The Administrators drew total disbursements of £10,122.67 in respect of the Company. A summary of the disbursements incurred appears below:

<b>Category 1</b>	<b>£</b>	<b>Category 2</b>	<b>£</b>
Company search fees	6.00	Mileage	1,366.63
Courier	6.50	Phone	80.00
Insolvency Bond	158.00	Printing	59.34
Subsistence	1,131.85	<b>Total Category 2</b>	<b><u>1,505.97</u></b>
Travel	5,473.08		
Storage	25.13		
Trading Payments	<u>1,816.14</u>		
<b>Total Category 1</b>	<b><u>8,616.70</u></b>	<b>Total Disbursements</b>	<b><u>10,122.67</u></b>

## **12. CLOSURE OF THE ADMINISTRATION**

The Joint Administrators are bringing the Administration to a close by moving the Company from Administration to dissolution in accordance with the provisions of paragraph 84 of Schedule B1 to the Insolvency Act 1986 and Rule 2.118 of the Insolvency Rules 1986 (as amended).

Form 2.35B has been sent to the Registrar of Companies with a copy of this report, to the Court and to all those who received notice of the Joint Administrators appointment.

At the end of the period of three months beginning with the date of registration of Form 2.35B, the Company will be deemed to have been dissolved.

Should you have any queries regarding the contents of this report please contact Bradley Clifford of this office.



**Matthew Haw**  
**Baker Tilly Restructuring and Recovery LLP**  
**Joint Administrator**

Simon Bower and Matthew Haw are licensed to act as Insolvency Practitioners in the UK by the Institute of Chartered Accountants in England and Wales

The affairs, business and property of the Company are being managed by the Joint Administrators who act as agents of the Company and without personal liability

**Appendix A****STATUTORY INFORMATION**

COMPANY NAME	J K Environmental & Sons Limited
PREVIOUS COMPANY NAMES	None
COMPANY NUMBER	03484229
DATE OF INCORPORATION	22 December 1997
TRADING NAME	J K Environmental
FORMER TRADING ADDRESS	Units 3-4, Orchard Road, Royston, Hertfordshire, SG8 5HA
PRINCIPAL ACTIVITY	Sewage and refuse Disposal, Sanitation and Similar Activities
REGISTERED OFFICE	c/o Baker Tilly Restructuring and Recovery LLP 25 Farringdon Street, London, EC4A 4AB
PREVIOUS REGISTERED OFFICES	c/o Baker Tilly Restructuring and Recovery LLP 5 Old Bailey, London EC4M 7AF  201 Bishopsgate, London EC2M 3AF
SHARE CAPITAL	2 £1 Ordinary shares
NOMINAL & ISSUED SHARE CAPITAL	Issued 2 £1 Ordinary shares
SHAREHOLDERS	J K Environmental (Holdings) Limited
DIRECTORS	Patrick Condon Michael Murphy
SECRETARY	Michael Murphy
MORTGAGES AND CHARGES	Debenture created on 4 December 2007 and registered on 19 December 2007 in favour of Bank Of Scotland Plc  Rent Deposit Deed created 17 December 2001 and registered 4 January 2002 in favour of Socpen Trustees Limited  3 Supplemental Chattel Mortgage created and registered on various dates in favour of State Securities PLC

## APPENDIX B

**JK ENVIRONMENTAL & SONS LIMITED - IN ADMINISTRATION**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD 20 JULY 2011 TO 24 NOVEMBER 2011**

SOA Value £		Period		Total	
		20/07/11 to 24/11/11	20/07/09 to 24/11/11	20/07/09 to 24/11/11	
		£	£	£	£
	<b>SECURED ASSETS</b>				
0 00	Bank Interest Gross	85 62		1,111 19	
0 00	Customer Contracts	0 00		1 00	
0 00	Exclusivity Fee	0 00		67,518 28	
0 00	Freehold Land and Property	0 00		35,000 00	
7,228,000 00	Fixed Charge Assets	0 00		0 00	
0 00	Goodwill	0 00		426,696 97	
0 00	Intellectual Property Rights	0 00		1 00	
0 00	Records	0 00		1 00	
			85 62		530,327 44
	<b>COST OF REALISATIONS</b>				
0 00	Corporation Tax	(115 88)		(115 88)	
0 00	Joint Administrators' Disbursements	(565 40)		(10,122 63)	
0 00	Joint Administrators' Remuneration	(45,000 00)		(345,000 00)	
0 00	Legal Fees	0 00		(85,605 62)	
			(45,681 28)		(440,844 13)
	<b>SECURED CREDITORS</b>				
0 00	Bank of Scotland Corporate	(61,038 93)		(61,038 93)	
			(61,038 93)		(61,038 93)
	<b>POST APPOINTMENT TRADING</b>				
0 00	Trading Surplus/(Deficit)	4,557 50		(16,645 30)	
			4,557 50		(16,645 30)
	<b>ASSET REALISATIONS</b>				
0 00	Apportionments	0 00		15,000 00	
0 00	Bank Interest Gross	10 66		939 91	
0 00	Chattels	0 00		1 00	
0 00	Computer Hardware and Software	0 00		1 00	
532,630 00	Debtors/ Stock	0 00		0 00	
1,800,246 00	Floating Charge Assets	0 00		0 00	
0 00	Insurance Claims	0 00		1,665 00	
0 00	License Fee Insurance	0 00		662 34	
0 00	Stock/Inventory on Hand	0 00		1 00	
			10 66		18,270 25
	<b>COST OF REALISATIONS</b>				
0 00	Advertisements	0 00		(245 28)	
0 00	Agents / Valuers Fees	0 00		(10,714 60)	
0 00	Bank Charges	(30 00)		(808 63)	
0 00	Bank Overdraft Interest	(1 54)		(2,576 43)	
0 00	Corporation Tax	(57 70)		(243 34)	
0 00	Legal Fees	(13,403 00)		(13,403 00)	
0 00	Photocopying	0 00		(1,083 60)	
0 00	Storage Costs	(486 33)		(486 33)	
0 00	VAT surcharge	0 00		(508 12)	
			(13,978 57)		(30,069 33)
9,360,876 00			(116,045 00)		0 00
	<b>REPRESENTED BY</b>				
	Bank - Fixed (BOS)			0 00	
	Bank - Floating (BOS)			0 00	
	VAT Receivable (Payable)			0 00	
					0 00
					0 00

## APPENDIX B1

**J K ENVIRONMENTAL & SONS LIMITED - IN ADMINISTRATION**  
**TRADING RECEIPTS AND PAYMENTS**  
**20 JULY 2011 to 24 NOVEMBER 2011**

	Period 20/07/11 to 24/11/11 £	Total 20/07/09 to 24/11/11 £
<b>Post Appointment Sales (Trading)</b>		
Debtors (Trading)(Post-Appointment)	0 00	18,467 37
Miscellaneous Income	0 00	251 86
Sales	4,557 50	1,357,163 84
Working Capital Contribution	0 00	60,000 00
<b>Total Post Appointment Sales (Trading):</b>	<b>4,557.50</b>	<b>1,435,883.07</b>
<b>Purchases</b>		
<b>Trading Expenditure</b>		
Advertising	0 00	(1,300 00)
Attachment of Earning	0 00	(688 52)
Bank Charges	0 00	(85.00)
Debt collection fees	0 00	(20,000 00)
Early settlement discount	0 00	(20,407 25)
Fixed Penalty Notice	0 00	(426 61)
Fuel	0 00	(131,741 20)
Hire of Equipment	0 00	(36,161 02)
Holfords	0 00	(1,700 00)
IT Support	0 00	(1,259.28)
Insurance	0 00	(49,365 70)
Lease /HP Payments	0 00	(38,614 40)
PAYE & NI	0 00	(269,018 81)
Pension Contributions	0 00	(10,875.07)
Petty Cash	0 00	(5,000 00)
Professional Fees	0 00	(2,102 50)
Protective Clothing	0 00	(4,215 10)
ROT	0 00	(3,614.90)
Ransom payments	0 00	(526 74)
Rates	0 00	(8,298 30)
Rent	0 00	(4,559 00)
Repairs & Maintenance	0.00	(17,755 19)
Subcontractors	0 00	(130,433.25)
Sundry Expenses	0 00	(436 53)
Telephone & Fax	0 00	(15,854 14)
Travel	0 00	(337 32)
Utilities	0 00	(3,070 22)
Vehicle Maintenance	0 00	(25,604 05)
Vehicle Tax	0 00	(8,031 77)
Wages & Salaries	0 00	(567,614.81)
Waste disposal	0 00	(73,431 69)
<b>Total Trading Expenditure:</b>	<b>0.00</b>	<b>(1,452,528.37)</b>
<b>Net Income:</b>	<b>4,557.50</b>	<b>(16,645.30)</b>

**J K Environmental & Sons Limited - In Administration**  
**Joint Administrators' SIP 9 Time Cost Analysis**  
**For the period 20 July 2009 to 24 November 2011**

HOURS SPENT	Partners	Managers	Administrators	Assistants	Total Hours	Total Time Costs	Average rates
<b>Administration and Planning</b>							
Appointment	00	14.7	3.7	00	18.4	£4,111.50	£223.45
Background information	00	00	0.7	00	0.7	£105.00	£150.00
Case Management	00	19.6	118.7	24.8	163.1	£26,736.50	£163.93
Closure	4.0	34.8	1.8	00	40.6	£16,531.50	£407.18
Debtors & sales finance	00	00	0.6	00	0.6	£108.00	£180.00
Pension Scheme	00	0.7	0.6	00	1.3	£208.50	£158.85
Post-appointment - general	8.0	14.6	0.2	1.0	23.8	£8,232.00	£345.88
Post-appointment taxation	00	4.8	25.9	00	30.7	£5,483.00	£178.60
Receipts and Payments	0.5	3.5	205.8	0.9	210.7	£31,432.50	£149.18
Shareholders/Director/Debtor/ Bkpt	00	1.0	1.6	00	2.6	£490.00	£188.46
Statement of Affairs	00	2.0	11.5	00	13.5	£2,213.50	£163.96
<b>Totals</b>	<b>12.5</b>	<b>95.7</b>	<b>371.1</b>	<b>26.7</b>	<b>506.0</b>	<b>£95,650.00</b>	<b>£189.03</b>
<b>Investigations</b>							
Investigations/CDDA	2.0	8.9	18.6	0.0	29.5	£5,773.00	£195.69
<b>Totals</b>	<b>2.0</b>	<b>8.9</b>	<b>18.6</b>	<b>0.0</b>	<b>29.5</b>	<b>£5,773.00</b>	<b>£195.69</b>
<b>Realisation of Assets</b>							
Assets - general/other	0.0	10.5	13.2	0.0	23.7	£4,528.00	£191.05
Chattels	0.0	0.0	1.0	0.0	1.0	£100.00	£100.00
Debtors & sales finance	0.0	100.2	23.3	0.0	123.5	£23,107.50	£187.11
HP/Leasing creditors	0.0	7.2	153.8	0.0	160.8	£28,305.50	£176.03
Land and Property	0.0	10.7	1.0	0.0	11.7	£2,405.50	£205.60
ROT/ Third Party Assets	0.0	0.9	3.2	0.0	4.1	£893.00	£169.02
Sale of business	12.0	126.8	13.0	0.0	151.8	£33,466.00	£220.46
<b>Totals</b>	<b>12.0</b>	<b>258.3</b>	<b>208.3</b>	<b>0.0</b>	<b>478.6</b>	<b>£92,605.50</b>	<b>£194.30</b>
<b>Trading</b>							
Trading	139.5	520.4	471.4	0.0	1131.3	£259,446.50	£229.33
<b>Totals</b>	<b>139.5</b>	<b>520.4</b>	<b>471.4</b>	<b>0.0</b>	<b>1131.3</b>	<b>£259,446.50</b>	<b>£229.33</b>
<b>Creditors</b>							
1st creditors/shareholders meetings and reports	0.0	3.0	21.0	0.0	24.0	£4,335.00	£180.63
Employees	0.0	2.6	10.4	0.0	13.0	£1,900.00	£146.15
Other Creditor Meetings and Reports	7.0	7.1	55.1	0.0	69.2	£14,222.00	£205.52
Secured Creditors	0.0	61.3	5.2	0.0	66.5	£15,425.00	£231.95
Unsecured Creditors	0.3	1.9	47.6	3.5	53.3	£8,383.50	£157.29
<b>Totals</b>	<b>7.3</b>	<b>75.9</b>	<b>139.3</b>	<b>3.5</b>	<b>226.0</b>	<b>£44,265.50</b>	<b>£195.87</b>
<b>Case Specific Matters</b>							
Legal Matters	0.0	4.2	2.2	0.0	6.4	£1,247.00	£194.84
<b>Totals</b>	<b>0.0</b>	<b>4.2</b>	<b>2.2</b>	<b>0.0</b>	<b>6.4</b>	<b>£1,247.00</b>	<b>£194.84</b>
<b>TOTAL HOURS</b>	<b>173.3</b>	<b>961.4</b>	<b>1210.8</b>	<b>30.2</b>	<b>2375.8</b>		<b>£210.03</b>
<b>TOTAL TIME COST</b>	<b>£82,345.00</b>	<b>£218,239.50</b>	<b>£195,391.00</b>	<b>£3,012.00</b>		<b>£498,987.50</b>	

## **APPENDIX D**

### **BAKER TILLY RESTRUCTURING AND RECOVERY LLP ADMINISTRATORS' CHARGE OUT AND DISBURSEMENT RATES**

	As at the date of appointment on 20 July 2009 £	Current Rates applicable from 1 April 2011 to 31 March 2012 £
Partner	400-475	400-485
Manager	195-395	200-400
Administrator	140-175	105-185
Support staff	100	105

It is the Office Holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it. Baker Tilly Restructuring and Recovery LLP's charge out rates are reviewed periodically.

#### **"CATEGORY 2" DISBURSEMENTS**

"Category 2" disbursements will be recovered, where funds are available, at the following rates as set out in the body of the report.

Fax	5 pence per sheet
Photocopying	2 pence per sheet
Subsistence	£23 per night
Travel (car)	40p per mile

**BAKER TILLY RESTRUCTURING AND RECOVERY LLP**

**CHARGING, EXPENSES AND DISBURSEMENTS POLICY STATEMENT**

**Charging policy**

- Partners, directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time.
- Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by partners, directors, managers and administrators.
- Time spent by partners and all staff in relation to the insolvency estate is charged to the estate.
- Time is recorded in 6-minute units at the rates prevailing at the time the work is done
- The current charge rates for Baker Tilly Restructuring and Recovery LLP London are attached
- Time billed is subject to Value Added Tax at the applicable rate.
- It is the office holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it.
- Baker Tilly Restructuring and Recovery LLP's charge out rates are reviewed periodically.

**Expenses and disbursements policy**

- Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate.
- Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to creditors, but do not require creditors' approval prior to being drawn from the insolvency estate. These are known as "Category 1" disbursements
- Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) require the approval of creditors prior to being drawn from the insolvency estate. These are known as "Category 2" disbursements.
- A resolution to consider approving "Category 2" disbursements at the rates prevailing at the time the cost is incurred to Baker Tilly Restructuring and Recovery LLP London will be proposed to creditors' in general meeting
- General office overheads are not re-charged to the insolvency estate as a disbursement.
- Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of creditors.
- Where applicable, expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate.

**APPENDIX F****J K ENVIRONMENTAL & SONS LIMITED – IN ADMINISTRATION  
SUMMARY OF PAYMENTS TO JOINT ADMINISTRATORS AND ASSOCIATED  
PARTIES**

<b>AMOUNTS PAID TO THE JOINT ADMINISTRATORS' FIRM</b>	
TYPE AND PURPOSE	£
Baker Tilly Restructuring & Recovery LLP - Joint Administrators Fees	345,000.00
Baker Tilly Restructuring & Recovery LLP - Joint Administrators Disbursements	10,122 63
<b>Total</b>	<b>355,122.63</b>

<b>AMOUNTS PAID TO ASSOCIATED PARTIES OF JOINT ADMINISTRATOR</b>	
TYPE AND PURPOSE	£
<b>Total</b>	<b>Nil</b>

<b>AMOUNTS PAID TO THE JOINT ADMINISTRATORS' SOLICITOR</b>	
TYPE AND PURPOSE	£
Maclay Murray & Spens LLP – for legal advice and support provided to the Administrators with regards to the appointment of the Joint Administrators and the sale of the business and assets.	99,008 62
<b>Total</b>	<b>99,008.62</b>

<b>AMOUNTS PAID TO THE JOINT ADMINISTRATORS' AGENT</b>	
TYPE AND PURPOSE	£
Hilco Appraisals Limited – for carrying out the valuation of the Company's assets and liabilities.	10,714.60
<b>Total</b>	<b>10,714.60</b>