The Insolvency Act 1986

Notice of move from administration to dissolution

Name of Company

Birakos Enterprises Limited

Company number

Court case number

03700730

In the

Birmingham District Registry

9702 -620

8702 of 2009

(a) Insert name(s) and address(es) of administrator(s) l/We (a) Simon Edward Jex Girling and Graham David Randal of BDO LLP, 5th Floor, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX

[full name of court]

(b) Insert name and address of registered office of company having been appointed administrator(s) of (b) <u>Birakos Enterprises Limited, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX</u>

(c) Insert date of appointment (d) Insert name of applicant / appointor On (c) 13 November 2009 by (d) Barclays Bank plc

hereby give notice that the provisions of paragraph 84(1) of Schedule B1 to the Insolvency Act 1986 apply.

I/We attach a copy of the final progress report

Signed

Joint/Administrator(s)

Dated

2014

Contact Details:

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

BDO LLP, 5th Floor Bridgewater House, Fir	nzels Reach.
Counterslip, Bristol, BS1 6BX	
Our Ref SG/CT/2289	Tel 0117 930 1500
DX Number	DX Exchange

A3LGEVOH
26/11/2014
COMPANIES HOUSE

#61

a completed and signed this form please send it to the Registrar of Companies at

panies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff

Birakos Enterprises Limited (In Administration)

Summary of Receipts & Payments

	Statement From 13/11/2009 of Affairs To 12/10/2014		Total
	(£) (£)	(£)	(£)
FIXED CHARGE ASSETS			
Freehold Land & Property 41 43 Baldw	815,000 00		815,000 00
Apollo Apartments	1,878,784 51	•	1,878,784 51
Rent Apollo	499,051 99	-	499,051 99
Rent - 54 Baldwin Stret	29,567 84		29,567 84
Freehold Land & Property 54 Baldwin St	925,949 64		925,949 64
Rent 41-43 Baldwin Street	10,348 36	•	10,348 36
	4,158,702 34		4,158,702 34
FIXED CHARGE COSTS			
Agents/Valuers Fees	47,815 00	•	47,815 00
Agents Marketing Costs	2,000 00	-	2,000 00
Administrators Fees	143,106 00	•	143,106 00
Administrators Expenses	4,245 02	•	4,245 02
Legal Fees	76,682 80	•	76,682 80
Insurance of Assets	56,401 95	•	56,401 95
Freehold rent charge	21 00	•	21 00
King Sturge Management Fee	5,550 00	•	5,550 00
Bristol Residential Lettings fees and ma	38,255 66	•	38,255 66
Sarah Kenny Management Fees	3,438 39	•	3,438 39
Everett King and Partners	500 00	•	500 00
Apollo Maintenance	28,780 60	•	28,780 60
Apollo Management Company / BNS	92,345 86	•	92,345 86
EPC Certificates	2,805 00	•	2,805 00
Premier Guarantee	12,794 72		12,794 72
Non recoverable VAT	44,356 39	-	44,356 39
	(559,098 39)	•	(559,098 39)
FIXED CHARGE CREDITORS			
Barclays Bank plc	3,552,701 29	44,466 66	3,597,167 95
	(3,552,701 29)	(44,466 66)	(3,597,167 95)
ASSET REALISATIONS	par on		207.02
Chattels	895 00	•	895 00
Apollo Apartments - Chattels	31,000 00	-	31,000 00
VAT Refund	277 49 97 51	•	277 49 97 51
BT Open Reach Refund Bank Interest Gross			1228 57
bank interest Gross	1,228 57 33,498 57	·	33,498 57
	20,110 21		22, 170 2.
COST OF REALISATIONS			
DTI Cheque Fees	95 00	•	95 00
Specific Bond	1,440 00	-	1,440 00
Administrators Fees	31,993 00	•	31,993 00
Corporation Tax	704 04	•	704 04
Council tax	199 61	•	199 61
Statutory Advertising	108 65	•	108 65
Storage costs	•	1,078 15	1,078 15
Rates	41 29		41 29
Bank Charges	168 00	24 00	192 00
VAT Interest	82 83 (34,832 42)	(1,102 15)	(35,934 57)
	(,57,632 42)	(1,102 13)	(33,50,37)
	45,568 81	(45,568 81)	
REPRESENTED BY			
Yorkshire Bank			Nil
	a		
	5/12		

Simon Edward Jex Girling
Joint Administrator



Tel. +44 (0)117 930 1500 Fax +44 (0)117 930 1506 www bdo.co uk Bridgewater House Finzels Reach Counterslip Bristol BS1 6BX

«NAME»

«A1»

«A2»

«A3»

«A4»

«A5»

13 November 2014

Your Ref -CREF-

Our Ref - SEG/SB/CT/2289/A6

Please ask for Charles Titmus 0117 930 1591

TO ALL CREDITORS

Dear Sirs

Birakos Enterprises Limited - In Administration ("the Company")

I give you notice that the Company is now moving from administration to dissolution and now supply my final report in respect of this Administration. I enclose summanes of my receipts and payments accounts for both the six month period ended 13 October 2014 and to date, showing all funds have been distributed.

Statutory Information

The Joint Administrators are Simon Girling and Graham Randall of BDO LLP, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX and they were appointed on 13 November 2009. Under the provisions of paragraph 100(2) of schedule B1 of the insolvency Act 1986 the Administrators carry out their functions jointly and severally.

The Administrators were appointed by Barclays Bank Plc ("the Bank"), the first Qualifying Floating Charger holder ("QFCH"), pursuant to Paragraph 14 of schedule B1 of the Insolvency Act 1986. The Administration proceedings are dealt with in the Birmingham Registry and the court case number is 8702 of 2009.

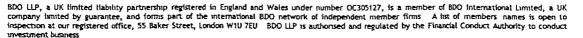
The Company's registered office is situated at this office and the registered number is 03700730. The EC Regulation on Insolvency Proceedings applies and these proceedings are main proceedings as provided by Article 3 of the aforesaid Regulation.

Receipts and Payments

There have been very few transactions in the period. The transactions shown on the attached receipts and payments account are largely self-explanatory.

Prospects for Creditors

There will be no distribution to preferential or unsecured creditors from this Administration and, under section 176A(3) of the insolvency Act 1986, the Prescribed Part provisions will not apply. I am now in a position to proceed with closing formalities







Administrators' Remuneration

Schedules are enclosed showing the time costs incurred by this firm in dealing with the Administration for both; the six month period ended 12 October 2014, and the entire period of the administration, split by staff grade and category of work. The Bank has approved and underwritten the basis of the Administrators' remuneration to date, per my Proposals.

As previously reported, final fees in this matter have been drawn, £143,106 from fixed charge realisations and £31,993 from floating charge realisations, with the approval of the Bank as QFCH

Disbursements

There have been no category 1 or category 2 disbursements drawn in the period

Future of the Administration

As set out in my Proposals, the third objective of Administration, realising property in order to make a distribution to one or more secured or preferential creditors, has been achieved through the sale of the Company's property portfolio and distribution of the proceeds to the Bank under their fixed charge.

All asset realisations have now been completed and the Company is exiting administration by way of dissolution, as detailed in my original proposals dated 18 December 2009. I enclose a copy of this notice for your reference. The Company will be struck off the register at Companies House three months after the date of dissolution.

I provide at the end of this report an extract from the Insolvency Rules 1986 setting out the rights of creditors to request further information and/or challenge the remuneration or fees within the Administration

Yours faithfully
For and on behalf of
Birakos Enterprises Limited

Simon Girling

Joint Administrator

Authorised by the Insolvency Practitioners Association in the UK



Statement from the Insolvency Rules 1986 (as amended) regarding the rights of creditors in respect of the Joint Administrators' fees and expenses:-

Rule 2 48A Creditors' request for further information

- (1) If—
- (a) within 21 days of receipt of a progress report under Rule 2 47-
 - (i) a secured creditor, or
 - (n) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or
- (b) with the permission of the court upon an application made within that period of 21 days, any unsecured creditor, makes a request in writing to the administrator for further information about remuneration or expenses (other than pre-administration costs) set out in a statement required by Rule 2 47(1)(db) or (dc), the administrator must, within 14 days of receipt of the request, comply with paragraph (2)
- (2) The administrator complies with this paragraph by either-
- (a) providing all of the information asked for, or
- (b) so far as the administrator considers that-
 - 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 administration or might reasonably be expected to lead to violence against any person, or
 - (iii) the administrator is subject to an obligation of confidentiality in respect of the information, giving reasons for not providing all of the information
- (3) Any creditor, who need not be the same as the creditor who requested further information under paragraph (1), may apply to the court within 21 days of—
- (a) the giving by the administrator of reasons for not providing all of the information asked for, or
- (b) the expiry of the 14 days provided for in paragraph (1), and the court may make such order as it thinks just
- (4) Without prejudice to the generality of paragraph (3), the order of the court under that paragraph may extend the period of 8 weeks provided for in Rule 2 109(18) by such further period as the court thinks just.

Rule 2 109 Creditors' claim that remuneration is or other expenses are excessive

- (1) Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court for one or more of the orders in paragraph (4)
- (1A) Application may be made on the grounds that-
- (a) the remuneration charged by the administrator,
- (b) the basis fixed for the administrator's remuneration under Rule 2 106, or
- (c) expenses incurred by the administrator,
 - is or are, in all the circumstances, excessive or, in the case of an application under sub-paragraph (b), inappropriate
- (1B) The application must, subject to any order of the court under Rule 2 48A(4), be made no later than 8 weeks after receipt by the applicant of the progress report which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report")
- (2) The court may, if it thinks that no sufficient cause is shown for a reduction, dismiss it without a hearing but it shall not do so without giving the applicant at least 5 business days' notice, upon receipt of which the applicant may require the court to list the application for a without notice hearing. If the application is not dismissed, the court shall fix a venue for it to be heard, and give notice to the applicant accordingly.



Statement from the Insolvency Rules 1986 (as amended) regarding the rights of creditors in respect of the Joint Administrators' fees and expenses (continued):-

Rule 2 109 (continued)

- (3) The applicant shall, at least 14 days before the hearing, send to the administrator a notice stating the venue and accompanied by a copy of the application, and of any evidence which the applicant intends to adduce in support of it
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders—
- (a) an order reducing the amount of remuneration which the administrator was entitled to charge,
- (b) an order fixing the basis of remuneration at a reduced rate or amount,
- (c) an order changing the basis of remuneration,
- (d) an order that some or all of the remuneration or expenses in question be treated as not being expenses of the administration:
- (e) an order that the administrator or the administrator's personal representative pay to the company the amount of the excess of remuneration or expenses or such part of the excess as the court may specify,

and may make any other order that it thinks just, but an order under sub-paragraph (b) or (c) may be made only in respect of periods after the period covered by the relevant report

(5) Unless the court orders otherwise, the costs of the application shall be paid by the applicant, and are not payable as an expense of the administration

00148676 Birakos Enterprises Limited Name of Assignment

Detail of Time Charged and Rates Applicable for the Period From 13/04/2014 to 12/10/2014

	PARTNER		MANAGER	rz:	ASSISTANT	INT.	SENIOR	ao	ADMINISTRATOR	ATOR	OTHER STAFF	AFF	GRAND TOTAL)TAL
_	Hours	Total	Hours	Total	MANAGER Hours	ER Total	ADMINISTRATOR Hours Total	RATOR Total	Hours	Total	Hours	Total	Hours	Total
		떠		щ		. မ		44		ы		ᄕ		41
			0 05	13 55		 .							0 0	13 55
							3.55	613 90	2 90	400 20			6 45	1 014 10
			0 05	13 55		-	3 55	613 90	2 90	400 20			6 50	1,027 65
						-	7.25	1,247 00					7.25	1,247 00
	0 25	115 25											0.25	115 25
	0.25	115 25		00 0			7.25	1,247 00					7 50	1,362 25
							0 30	24 90					030	54 90
	1 50	05 169				- -							1 50	69150
	1 50	691 50		00 0			0 30	54 90					1 80	746 40
										Net Total	tal			3,136 30
										Secreta	Secretarial Expense			00 0
										Other	Other Disbursements	ę,		0 00
										Billed				(3,400 00)
										Grand Total	Total			(263 70)

Page 1 of 1

Name of Assignment Birakos Enterprises Limited 00148676

Detail of Time Charged and Rates Applicable for the Period From 07/11/2009 to 12/10/2014

	PARTNER		MANAGER	GER	ASSISTANT	SENIOR	ADMINISTRATOR	RATOR	OTHER STAFF	LAPP	GRAND TOTAL	TAL
Description	Hours	Total	Hours	Total	MANAGER Hours Total	ADMINISTRATOR Hours Total	Hours	Total	Hours	Total	Hours	Total
		3		ᄕ	- બ	ч		띡		Ⴗ		чı
A Pre Appointment Matters 02 Director/Debtor meetings							3 50	476 00			3 50	476 00
03 Secured/Creditor meetings							0.80	108 80			080	108 80
sub total - A Pre Appointment Matters				00 0			4.30	584 80			4.30	584 80
B Steps on Appointment 02 Statutory Documentation			3 50	794 50			1030	1,400 80			13 80	2 195 30
04 Meet Directors/Debtors etc	3 25	1,183 00	5.75	1 305 25			4 00	244 00			13 00	3,032 25
08 Detail Documentation							1 50	204 00			1 50	204 00
sub total - B Steps on Appointment	328	1,183 00	9 25	2,099 75			15 80	2,148 80			28.30	5,431 55
C Planning and Strategy 07 Strategy Planning	4 75	1,760 25	1 00	227 00			040	54 40			6 15	2,041 65
08 Reporting			1.75	397 25							1.75	397 25
99 Other Matters			1 60	367 60							09 !	367 60
sub total - C Planning and Strategy	4 75	1,760.25	4.35	99185			0 40	54 40			9 50	2,806 50
D General Administration 01 Insurance Matters			11 35	2 595 20	-		50 70	6 984 40			62 05	9,579 60

Name of Assignment Birakos Enterprises Limited 00148676

Detail of Time Charged and Rates Applicable for the Period From 07/11/2009 to 12/10/2014

	PARTNER		MANAGER	IGER	ASSISTANT	SES	SENIOR	ADMINISTRATOR	RATOR	OTHER STAFF	TAPF	GRAND TOTAL)TAL
Description	Hours	Total	Hours	Total	MANAGER Hours Total	ADMINISTRATOR Hours Total	TRATOR Total	Hours	Total	Hours	Total	Hours	Total
		ч		ᄕ			ધ્ય		ધ		બ		ч
02 VAT			24 10	6 396 90		1.50	255 00	33 45	4 590 40			59 05	11,242 30
O3 Taxation			5 40	1 518 25		7.75	1,329 50	45 30	7 127 90			58 45	9 975 65
04 Instruct/Lase Solicitors			35 35	8,283 45				1 50	204 00			36 85	8 487 45
05 Investigations			1 25	299 75	•			3 90	534 00			515	833 75
06 Conduct Reports	0.25	92.75	2.75	631 75				066	1 361 70			12 90	2 086 20
07 Receipts/Payments Accounts			0 20	116 00				36 50	5 122 50			37 00	5,238 50
08 Remuneration Issues			315	741 75								3 15	741 75
09 Statutory Matters			3 00	00 189				22 20	3,322 10			25 20	4 003 10
13 General Meetungs			1 75	398 50	_			1 70	231 20			3 45	629 70
14 General Discussions			435	1,047 90				3 10	408 10			7 45	1,456 00
15 Gen Admin/Correspondence	015	50 55	935	2 153 35		145 75	24 861 20	156 20	19,895 25			311 45	46,960 35
16 Maintain Internal Files			9	1,370 80								90 9	1,370 80
99 Other Matters	010	46 10						1 50	87 00			1 60	133 10
sub total - D General Administration	0 20	189 40	108.30	26,234 60	·	155 00	26,445 70	365 95	49,868 55			629 75	102,738 25

Page 2 of 5

Name of Assignment Birakos Enterprises Limited 00148676 Detail of Time Charged and Rates Applicable for the Period From 07/11/2009 to 12/10/2014

	PARTNER		MANAGER	ER	ASSISTANT	- E	SENIOR	IOR	ADMINISTRATOR	LATOR	OTHER STAFF	APP.	GRAND TOTAL	3TAL.
Description	Hours	Total	Hours	Total	MANAGER Hours T	IR Total	ADMINISTRATOR Hours Total	RATOR Total	Hours	Total	Hours	Total	Hours	Total
		w		બ		— ы—		ધ્ય		¥		ч		ч
E. Assets Realisation/Dealing 04 Agent Instruction/Luasing			70 65	16,110 70			15 00	2,550 00	32 50	4 439 40			11815	23 100 10
06 Property Related Matters	27 00	10 107 25	27 15	6 647 05			346 25	57,717 00	140 95	19,109 75			541 35	93,581 05
08 Dealing with Chatte! Assets									7 40	1 006 40			7 40	1 006 40
09 Dealing with other Assets									1 40	190 40			1 40	190 40
14 Sale of Busmess/Assets			31 15	7 600 15		-	3 00 1	170 00	21 45	2 434 35			23 60	10 204 50
99 Other Matters							24 50	4 172 00	0 50	05 69			25 00	4,241 50
sub total - E Assets Realisation/Dealing	27 00	10,107 25	128 95	30,357 90			38675	64,609 00	204 20	27,249 80			746 90	132,323 95
F Trading Related Matters 07 Business Management									26 80	2 653 20			26 80	2 653 20
08 Trading Accounts							0 20	34 00					0 2 0	34 00
sub total - F Trading Related Matters				00 0			0 20	34 00	2680	2,653 20			27 00	2,687 20
G Employee Matters 02 Dealing with Employees			010	22 70					5 70	835 30			580	858 00
03 EPA Matters			050	116 00					7 70	1,047 20			8 20	1,163 20
04 Pension Issues									030	40 80			030	40 80

Page 3 of 5

Name of Assignment Birakos Enterprises Limited 00148676 Detail of Time Charged and Rates Applicable for the Period From 07/11/2009 to 12/10/2014

	PARTNER		MANAGER	J.E.R.	ASSISTANT	_	SENIOR	ADMINISTRATOR	RATOR	OTHER STAFF	TAFF	GRAND TOTAL	TAL
Description	Hours	Total	Hours	Total	MANAGER Hours Total		ADMINISTRATOR Hours Total	Hours	Total	Hours	Total	Hours	Total
		ᅜ		ч		<u>.</u> ui	ધ્ય		ч		ч		ы
99 Other Matters						-		2 20	286 45			2 20	286 45
snb iofal - G Employee Matters			09 0	138 70				15 90	2,209 75			16 50	2,348 45
II Creditor Claims 02 Secured Creditors			4 25	964 75		-		13 10	1,781 60			17.35	2,74635
04 Non Preferential Creditors			3 40	787 80		•		1 80	208 80			5 20	996 60
06 Other Creditors								21 60	2,947 00			21 60	2,947 00
99 Other Matters								2 00	06 \$69			2 00	06 \$69
sub total - H Creditor Cinims			7 65	1,752 55				41 50	5,633.30			49 15	7,385.85
I Reporting 01 Statutory Reporting			15 25	3 498 00		388	9 210 00	8 15	07 E66			26 40	5 001 70
02 Reporting to Appointor			78 95	18,311 60		28.25	5 4,81700	28 70	4,119 00			135 90	27,247 60
04 Reporting to Creditors			7 85	1,845 35		31.00	5 297 00	2 85	366 05			41 70	7,508 40
06 Reporting to other bodies	28 50	10,723 00				- + 						28 50	10 723 00
sub fotal - I Reporting J Distribution and Closure	28 50	10,723 00	102 05	23,654 95		62.25	\$ 10,624 00	39 70	5,478 75			232 50	50,480 70

00148676 Birakos Enterprises Limited Name of Assignment

Detail of Time Charged and Rates Applicable for the Period From 07/11/2009 to 12/10/2014

	7	댁	54 90	00 89	691 50	81440	1 949 80	1,949 80	309,551 45	000	4,245 02	(179,344 02)	134,452 45
GRAND TOTAL	Total								309;		4,	£,671)	134,
SP.	Hours		030	0 2 0	1 50	2.30	10 30	10.30					
TAPF	Total	£									t.		
OTHER STAFF	Hours								(a)	Secretarial Expense	Other Disbursements		Total
VTOR	Total	ધ્ય		00 89		98 90	1,234 40	1,234 40	Net Total	Secreta	Other	Billed	Grand Total
ADMINISTRATOR	Hours			0 2 0		0 8 0	8 90	8 90					
OR	Total	ᄕᅦ	54 90			54 90							
SENIOR	ADMINISTRATOR Hours Total		030			0.30							
ASSISTANT	GER Total	<u></u>									-		
ASSIS	MANAGER Houts T												
ER	Total	놰				00 0		00 0					
MANAGER	Hours												
	Total	બ			691 50	691 50	715 40	715 40					
PARTINER	Hours				1 50	1 50	1 40	1 40					
			01 Closure Planning	02 Distributions	99 Other Matters) Distribution and Closure		, total - K. Work					



Birakos Enterprises Limited - In Administration

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

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

GRADE	£
Partner1	451
Partner 2	364
Director	313
Senior Manager	266-289
Manager	198-227
Assistant Manager	181
Senior Executive	167
Executive	122-136
Junior Executive	97
Cashier	112
Trainee	61
Support staff/Secretary	61

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

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

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

- -

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

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

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



1) Other Costs

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

2) Category 1

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

3) Category 2

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

In respect of the Administration of Woodpecker Energy Limited we propose to charge £12 50 (plus VAT) for the first year and £6.25 (plus VAT) for each subsequent year, per creditor. This will cover the disbursement costs of for postage and stationery for all reports and letters, together with all copying charges and telephone and email costs. Creditors will be invited to approve a resolution to this effect. During the first year the Administrators will issue 3 reports and in successive years 2 reports.

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

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

BDO LLP 13 November 2014