

# Liquidator's Progress Report

# S.192

Pursuant to Sections 92A and 104A and 192  
of the Insolvency Act 1986

To the Registrar of Companies

Company Number

04194448

Name of Company

Electoral Reform International Services Limited

X/ We

Nicholas O'Reilly, 88 Wood Street , London, EC2V 7QF

Simon Thomas, 88 Wood Street , London, EC2V 7QF

*John*  
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 06/05/2016 to 18/10/2016

Signed

Date

Moorfields  
88 Wood Street  
London  
EC2V 7QF

Ref ERI003/NOR/ST/DJ/SS/NE/TS

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**Electoral Reform International Services Limited  
(In Creditors' Voluntary Liquidation)**

**Joint Liquidators' Second Progress Report**

**in accordance with**

**S104A of the Insolvency Act 1986 and  
Rule 4.49C of the Insolvency Rules 1986 (as amended)**

**12 December 2016**

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### *Disclaimer*

*This report has been prepared for the sole purpose of updating 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*

**Electoral Reform International Services Limited – In Creditors' Voluntary Liquidation  
("The Company")**

**1. Background and Statutory Information**

Further to the appointment of Joint Liquidators of the above company on 6 May 2015 and in accordance with Section 104A of the Insolvency Act 1986 ("the Act"), the Joint Liquidators present their progress report for the period 6 May 2016 to 18 October 2016 in accordance with the requirements of Rule 4.49C of the Insolvency Rules 1986 (as amended) ("the Rules")

The Company entered Administration on 19 November 2014 and subsequently entered Liquidation on 6 May 2015. Nicholas O'Reilly and Simon Thomas, both licensed Insolvency Practitioners of Moorfields Advisory Limited, 88 Wood Street, London EC2V 7Q ("Moorfields"), were appointed Joint Liquidators ("the Liquidators")

At a meeting of the Company's creditors held on 18 October 2016, Nicholas O'Reilly and Simon Thomas were removed as Liquidators of the Company. At the same meeting, Keith Algie and Lindsey Cooper of RSM Restructuring Advisory LLP, 9<sup>th</sup> Floor, 3 Hardman Street, Manchester M3 3HF were appointed as Joint Liquidators. For the purpose of this report and the period which it covers, Nicholas O'Reilly and Simon Thomas will be referred to as "the Liquidators"

Fees of £15,000 have been drawn in respect of the Liquidators' remuneration during the period of this report

Further information regarding fees and disbursements drawn is given in sections 5, 6 and 7. Statutory information relating to the Company and the Liquidators' appointment is attached at Appendix I

**2. Progress of the Liquidation**

The Liquidators' Receipts and Payments Account for the period from 6 May 2016 to 18 October 2016, together with a comparison to the Directors' Statement of Affairs ("SOA") values is attached at Appendix II

The Liquidators would comment specifically as follows.

**2.1 Realisation of assets**

Please refer to previous reports for details of asset realisations. There have been no further realisations in the period covered by this report

**2.2 Assets still to be realised**

There are no further assets to be realised in the Liquidation

## 2.3 Costs of Realisations

The majority of the costs of the Liquidation are detailed in the receipts and payments account at Appendix II. Further comment is provided in respect of professional advisers' fees in section 2.4.

Certain expenses and disbursements incurred and paid directly by the Liquidators are not detailed on the receipts and payments account. Further detail is provided in section 7.

## 2.4 Professional Advisers

The Liquidators have used the professional advisers listed below.

Name of Adviser	Brief description of services provided	Basis of fee arrangement	Costs incurred to date	Costs payable to date	Amount claimed
Brecher LLP Solicitors	Advice in relation to debtor recoveries and correspondence with debtors	Time costs plus disbursements	£2,583	£2,583	Nil

The Liquidators' choice of professional advisers was based upon their perception of the advisers' experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of the fee arrangement with them. The Administrators have reviewed the fees charged and are satisfied that they are reasonable in the circumstances of the case.

## 2.5 Investigations

### 2.5.1 Company Directors Disqualification Act 1986

In accordance with the Company Directors Disqualification Act 1986, the Liquidators have submitted a report on the conduct of the Directors of the Company to the Department for Business Innovation & Skills. As this is a confidential report, the Liquidators are not able to disclose the contents.

To complete this report a review of the Company's financial accounts, bank statements and the directors' questionnaires were undertaken regarding the period leading up to the Liquidation, to ascertain whether or not there had been any misconduct by the Directors in the form of any preference payments, transactions at an undervalue or wrongful trading.

If creditors wish to bring any matters they believe to be relevant to the attention of the new Joint Liquidators, they should write to Keith Algie and Lindsey Cooper of RSM Restructuring Advisory LLP, 9<sup>th</sup> Floor, 3 Hardman Street, Manchester M3 3HF.

## **2.5.2 SIP 2 (E&W) Initial Assessment of Potential Recoveries**

As part of their duties, the Liquidators are obliged to review all information available to them and conduct an initial assessment of whether there are any matters that might lead to a recovery for the benefit of the creditors. This initial assessment included enquiries into any potential claims that may be brought against parties either connected to or who have had past dealings with the Company

Having completed this review, the Liquidators have identified no further avenues of recovery

## **3. Distributions to Creditors**

### **3.1 Secured Creditors**

As detailed in the Joint Administrators' final progress report, Electoral Reform Services Limited ("ERS") has foregone its security and as such there are no secured creditors in the Liquidation

### **3.2 Preferential Creditors**

Preferential creditors were estimated to be £26,906 for the purposes of the SOA

ERS made an ex gratia payment to certain employees, totalling £8,907, in respect of a proportion of the estimated shortfall due to certain employees following their claims to the Redundancy Payments Service. In this regard, ERS would have a subrogated preferential claim in the Administration. As ERS has opted to forgo all claims, however, it no longer has a preferential claim in the Liquidation

A first and final dividend of 100 p in the £, totalling £29,357 was paid to preferential creditors on 22 September 2015. Of this sum, deductions of £1,225 were made and paid over to HM Revenue & Customs in respect of PAYE/NIC

### **3.3 Unsecured Creditors**

The Liquidators have received claims totalling £2,223,882 to date but no defined clarification of creditors' claims has been undertaken

## **4. Calculation of Net Property and Prescribed Part**

Under the provisions of Section 176A of the Act, the Liquidators must state the amount of funds available to unsecured creditors in respect of the Prescribed Part. This provision only applies where the Company has granted a floating charge to a creditor after 15 September 2003

As ERS provided notice that it would like to forgo its security and any claim it has against the Company, the Prescribed Part no longer applies

## 5. Joint Liquidators' Remuneration

- 5.1 The statutory provisions relating to remuneration are set out in Rule 2.106 of the Rules. Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at [www.insolvency-practitioners.org.uk](http://www.insolvency-practitioners.org.uk). There are different versions of these Guidance Notes, and in this case please refer to the October 2015 version. Please note that we have also provided further details in the practice fee recovery sheet.
- 5.2 Pursuant to Rule 4.127 (5A) of the Rules, the basis of remuneration as fixed in a prior administration is extended to the Liquidators in a subsequent Liquidation. The approval of remuneration on a time cost basis in the previous administration, as reported above, has therefore applied to remuneration drawn in the Liquidation to date.
- 5.3 The Liquidators' time costs for the period from 6 May 2016 to 18 October 2016 are £7,998. This represents 34.75 hours at an average rate of £230.16 per hour. Attached at Appendix III is a SIP 9 Time Analysis which provides details of the activity costs incurred by staff grade during this period in respect of the costs fixed by reference to time properly spent by the Liquidators and their team in managing the Liquidation. Also attached at Appendix III is a cumulative SIP 9 Time analysis from 6 May 2015 to 18 October 2016. Total time costs are £26,302.
- 5.4 It is the Liquidators' policy to delegate the routine administration of the Liquidation to less senior staff in order to maximise the cost effectiveness of the work performed. These staff are supervised by senior staff and the Liquidators. Any matter of complexity or significance is dealt with by the senior staff on the team and the Liquidators.
- 5.5 The Liquidators' time has predominantly been spent dealing with the following:
- Administration and Case planning,
  - Administrative set-up,
  - Appointment notification,
  - Maintenance of records,
  - Statutory reporting,
  - Correspondence with debtors and liaising with solicitors in order to pursue the debts,
  - Liaising with the landlord in relation to the return of the rent deposit and schedule of dilapidations,
  - Initial review of creditor claims,
  - Adjudicating preferential creditor claims, and,
  - Declaring and issuing a dividend to preferential creditors.

The Liquidators have drawn £15,000 in respect of their time costs.

- 5.6 Attached at Appendix IV is a schedule detailing activities undertaken together with supporting information in accordance with the Association of Business Recovery Professionals' Statement of Insolvency Practice 9 ("SIP 9")

## 6. Joint Liquidators' Disbursements

Where expenses are incurred in respect of the insolvent estate they can be recharged in accordance with SIP 9. Such expenses can be divided into two categories.

### Category 1 Disbursements

Category 1 disbursements are defined as specific expenditure relating to the management of the insolvent's affairs and referable to payment to an independent third party. Such disbursements can be paid from the insolvent's assets without approval from the creditors' committee or the general body of creditors. It is Moorfields' policy to disclose Category 1 disbursements drawn but not to seek approval for their payment.

The Liquidators are prepared to provide such additional information as may reasonably be required to support the disbursements drawn.

The following Category 1 disbursements have been incurred and drawn by the Liquidators

Disbursement	Incurred as at 18 October 2016 £
Bordereau	72.00
Postage	82.40
<b>TOTAL</b>	<b>154.40</b>

### Category 2 Disbursements

Category 2 disbursements are charges made by the Liquidators' firm that include elements of shared or overhead costs. SIP 9 provides that such disbursements are subject to approval as if they were remuneration.

The following Category 2 disbursements are currently charged by this firm

- Photocopying charge for sending out circulars – 5 pence per sheet plus postage at cost
- A set-up charge of £50 per case for online creditor reporting where applicable.
- Mileage allowances are paid at HM Revenue & Customs approved rates. For personnel using their own vehicles, these are currently 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter.
- A charge of £10 for identification searches per director to comply with Money Laundering Regulations



The following Category 2 disbursements have been incurred and drawn by the Liquidators

Disbursement	Incurred as at 18 October 2016 £
Creditor Portal	50 00
<b>TOTAL</b>	<b>50.00</b>

## 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 request in writing within 21 days of the receipt of this report that the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.
- 7.2 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 the Liquidator's remuneration, the remuneration charged or the expenses incurred by the Liquidator as set out in this progress report are excessive

## 8. Next report

- 8.1 The new Liquidators will be required to provide a further report on the progress of the Liquidation within two months of the end of the anniversary of the removal of Nicholas O'Reilly and Simon Thomas as Liquidators, unless they have concluded matters prior to this, in which case they will write to all creditors with their final progress report ahead of convening the final meeting of creditors

If you have any queries regarding this report please contact Steve Sartin on the below details.

Yours faithfully



**N H O'Reilly**  
**Former Joint Liquidator**

DDI 0207 186 1155  
Fax 0207 186 1177  
Email [ssartin@moorfieldscr.com](mailto:ssartin@moorfieldscr.com)

## Appendix I

### **Electoral Reform International Services Limited (In Creditors' Voluntary Liquidation) Statutory Information**

#### **Company Information**

Company Number	04194448
Registered Office	3 Hardman Street, Manchester, M3 3HF
Trading Address	201 Lincoln House, 1-3 Brixton Road, London SW9 6DE
Principal Activity	Electoral Reform Consultancy Services

#### **Appointment details**

Joint Liquidators	Nicholas O'Reilly (IP Number 8309) and Simon Thomas (IP Number 8920)
Joint Liquidators' address	Moorfields, 88 Wood Street, London EC2V 7QF
Date of appointment	6 May 2015
Appointed by	Paragraph 83 Schedule B1 Insolvency Act 1986 for the purposes of effecting a distribution to the unsecured creditors
Functions	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Joint Liquidators acting jointly or alone.
EC Regulations	The Company's registered office is from where the Company carries on its business. Therefore, in the absence of proof to the contrary, the Company's centre of main interests is in the United Kingdom and as such these proceedings will be the main proceedings as defined in article 3 of the EC regulation.

**Electoral Reform International Services Limited**  
**(In Creditors' Voluntary Liquidation)**

**Joint Liquidators' Abstract Of Receipts And Payments**  
**6 May 2016 to 18 October 2016**

		Estimated to realise per Statement of Affairs £	Total for period 06/05/16 - 18/10/16 £	Total for Liquidation £
<b>RECEIPTS</b>	<b>Notes</b>			
Bank Interest Gross			54 07	171 96
Rent Deposit			-	1,123 94
Debtors		50,000 00	-	-
Surplus from Administration			-	75,277 36
VAT from Administration			-	5,069 64
<b>Total Receipts</b>			<b>54.07</b>	<b>81,642 90</b>
<b>PAYMENTS</b>				
Liquidators' Remuneration			15,000 00	15,000 00
Liquidators' Disbursements			204 40	204 40
Corporation Tax			23 60	23 60
Professional Fees			-	335 94
Legal Fees			-	2,583 00
Stationery & Postage			-	174 80
Storage Costs			128 96	767 20
Statutory Advertising			84 60	253 80
VAT Receivable			3,083 59	3,140 17
<b>Total Payments</b>			<b>18,525 15</b>	<b>22,482 91</b>
<b>Net Receipts and Payments</b>			<b>(18,471 08)</b>	<b>59,159.99</b>
<b>DISTRIBUTIONS</b>				
Preferential Creditors	1		-	29,357 66
<b>Balances in Hand</b>			<b>(18,471 08)</b>	<b>29,802.33</b>
<b>Made up as follows</b>				
Interest Bearing Account				<u>29,802 33</u>
				<u>29,802.33</u>
<b>Notes</b>				

1 Distribution of 100p in the £ in relation to Employee wages arrears and accrued holiday

# Time Entry - Detailed SIP9 Time & Cost Summary

ERIS003 - Electoral Reform International Services Limited  
From 06/05/2015 To 18/10/2016  
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
11 Administrative Set Up	0.00	2.50	4.00	0.00	6.50	2,000.00	316.92
12 Appointment Notification	0.00	0.00	4.00	0.00	4.00	980.00	245.00
13 Maintenance of Records	0.00	0.00	1.30	0.00	1.30	318.50	245.00
14 Statutory Reporting	0.00	0.80	2.30	0.00	3.10	878.00	283.23
15 Case Monitoring	0.00	1.50	9.80	7.80	19.10	4,482.00	234.66
17 General Administration	0.00	0.00	0.00	3.20	3.20	624.00	195.00
18 Cashflowing	0.00	0.00	0.80	11.80	12.70	2,148.00	169.21
19 Partner Review	2.75	0.00	0.00	0.00	2.75	1,420.00	516.36
20 Post appointment VAT and CT returns	0.00	0.50	4.40	1.50	6.40	1,592.00	248.75
80 Case closure	0.00	0.00	5.10	0.00	5.10	1,360.50	268.76
<b>Admin &amp; Planning</b>	<b>2.75</b>	<b>9.30</b>	<b>31.80</b>	<b>24.30</b>	<b>64.15</b>	<b>15,864.00</b>	<b>247.30</b>
71 Other Assets	0.00	0.00	2.80	0.00	2.80	686.00	245.00
30 Freehold / Leasehold Property	0.00	0.00	0.50	0.00	0.50	122.50	245.00
34 Debtors	0.00	0.00	7.00	0.00	7.00	1,740.50	248.64
38 Asset related legal matters	0.00	0.00	2.00	0.00	2.00	497.00	248.50
<b>Asset Realisation</b>	<b>0.00</b>	<b>0.00</b>	<b>12.30</b>	<b>0.00</b>	<b>12.30</b>	<b>3,046.00</b>	<b>247.64</b>
50 Creditor Correspondence	0.00	0.00	6.10	0.00	6.10	1,522.50	248.59
51 Unsecured creditor claims	0.00	0.00	0.50	0.00	0.50	127.50	255.00
55 Payment of dividends	0.00	0.00	4.70	5.80	10.50	2,288.50	218.05
57 Employee creditor claims	0.00	0.00	5.50	0.00	5.50	1,347.50	245.00
59 Creditors meetings	0.00	0.00	1.30	0.00	1.30	357.50	275.00
73 Preferential creditor claims	0.00	0.70	1.30	0.00	2.00	616.00	308.00
<b>Creditors</b>	<b>0.00</b>	<b>0.70</b>	<b>19.40</b>	<b>5.80</b>	<b>25.90</b>	<b>6,260.50</b>	<b>241.72</b>
85 Director's Correspondence	0.00	0.00	1.90	0.00	1.90	474.50	248.74
21 CDDA Reports	1.00	0.30	0.00	0.00	1.30	657.50	505.77
<b>Investigations</b>	<b>1.00</b>	<b>0.30</b>	<b>1.90</b>	<b>0.00</b>	<b>3.20</b>	<b>1,132.00</b>	<b>353.75</b>
<b>Total Hours</b>	<b>3.75</b>	<b>6.30</b>	<b>65.40</b>	<b>30.10</b>	<b>105.55</b>	<b>26,302.50</b>	<b>249.19</b>
<b>Total Fees Claimed</b>						<b>15,000.00</b>	

# Time Entry - Detailed SIP9 Time & Cost Summary

ERIS003 - Electoral Reform International Services Limited  
From 06/05/2016 To 18/10/2016  
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
14 Statutory Reporting	0.00	0.00	2.00	0.00	2.00	784.00	283.57
15 Case Monitoring	0.00	0.00	4.50	7.80	12.30	2,758.50	215.51
17 General Administration	0.00	0.00	0.00	3.20	3.20	624.00	195.00
18 Cashiering	0.00	0.00	0.20	3.60	3.80	658.50	173.29
19 Partner Review	0.25	0.00	0.00	0.00	0.25	132.50	530.00
70 Post appoint VAT and CT returns	0.00	0.00	0.00	1.50	1.50	282.50	188.00
80 Case closure	0.00	0.00	5.10	0.00	5.10	1,360.50	266.76
<b>Admin &amp; Planning</b>	<b>0.25</b>	<b>1.30</b>	<b>11.80</b>	<b>16.10</b>	<b>29.45</b>	<b>6,620.50</b>	<b>224.80</b>
34 Debtors	0.00	0.00	0.30	0.00	0.30	76.50	255.00
38 Asset related legal matters	0.00	0.00	0.70	0.00	0.70	178.50	255.00
<b>Asset Realisation</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>255.00</b>	<b>255.00</b>
50 Creditor Correspondence	0.00	0.00	2.40	0.00	2.40	612.00	255.00
59 Creditors meetings	0.00	0.00	1.30	0.00	1.30	357.50	275.00
<b>Creditors</b>	<b>0.00</b>	<b>0.00</b>	<b>3.70</b>	<b>0.00</b>	<b>3.70</b>	<b>969.50</b>	<b>262.03</b>
65 Director's Correspondence	0.00	0.00	0.60	0.00	0.60	163.00	255.00
<b>Investigations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.60</b>	<b>0.00</b>	<b>0.60</b>	<b>153.00</b>	<b>255.00</b>
<b>Total Hours</b>	<b>0.25</b>	<b>1.30</b>	<b>17.10</b>	<b>16.10</b>	<b>34.75</b>	<b>7,598.00</b>	<b>230.16</b>
<b>Total Fees Claimed</b>						<b>15,000.00</b>	

## Appendix IV

### Moorfields' Charging and Disbursement Recovery Policy

#### 1. Explanation of Time Analysis Headings

Appendix IV of this report outlines the time costs to date in relation to activities undertaken during this matter. Set out below is a more detailed explanation of those activities included in the headings provided.

##### 1.1. Administration and Planning

The following activities have been undertaken:

- Statutory duties associated with the appointment including the filing of relevant notices,
- Notification of the appointment to creditors, members, employees and other interested parties,
- Setting up of case files,
- Reviewing available information to determine the appropriate strategy,
- Setting up and maintaining bank accounts,
- Implementing the strategy for the Administration,
- 6 monthly progress review of the case,
- Annual Progress Report,
- Completion of statutory returns to the Insolvency Compliance Unit of the Department for Business Innovation and Skills, and,
- Convening a meeting of creditors to resolve to remove the Liquidators.

Staffs at different levels were involved in the above activities, depending upon the experience required.

##### 1.2. Realisation of assets

Appendix I shows the realisations made during the period of the Liquidation. In this case the assets belonging to the Company were as follows:

- Rent Deposit Refund, and,
- Debtors.

The time spent includes the following matters:

- Liaising with the landlord of the Company's previous trading premises in order to recover rent deposit, and
- Correspondence with debtors and instructing solicitors to pursue debts.

##### 1.3. Creditors

The time spent includes the following matters:

- Recording and maintaining the list of creditors,
- Dealing with employee related matters,
- Recording creditor claims,
- Dealing with specific creditor calls and correspondence,

- Adjudicating claims of preferential creditors, and
- Issuing a dividend to preferential creditors

#### 1.4. Investigations

The time spent includes the following matters

- Corresponding with Company directors for purposes of conduct report,
- Issuing questionnaires and requests for Statement of Affairs, and
- Reviewing Company records and questionnaires and preparing the statutory return in accordance with the requirements of the Department for Business Innovation and Skills

#### 2. Statement of Policy on Charging Remuneration and Disbursements January 2016

In accordance with best practice we provide below details of policies of Moorfields, in respect of fees and disbursements for work in relation to insolvency estates

The Partners will engage managers and other staff to work on the insolvent estate and statutory compliance diaries. The work required is delegated to the most appropriate level of staff taking account of the nature of the work and the individual's experience. Additional assistance is provided by accounting and treasury executives dealing with the estate's bank accounts. Work carried out by all staff is subject to the overall supervision of the Partners.

All time spent by staff working directly on case related matters is charged to a time code established for the case. Each member of staff has a specific hourly rate, which is subject to change over time.

The current charge out rates per hour of staff within the 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	£
Partner	530
Director/Senior Manager	450
Manager	355
Assistant Manager	300
Senior Administrator	255
Administrator	225
Cashier/ Support	195

The rates charged by Moorfields are reviewed periodically in January & July each year and are adjusted to take account of inflation and the firm's overheads.

Our rates increased on 1 January 2016. The charge out rates per hour for the period from 1 January 2015 to 31 December 2015 were

GRADE	£
Partner	515
Director/ Senior	425
Manager	355
Manager	
Assistant Manager	280
Senior Administrator	245
Administrator	195-225
Cashier/ Support	195

The rates charged by Moorfields are reviewed periodically in January & 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 in units of 6 minutes.

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 cost basis the time invoiced 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

Approved remuneration will be drawn at such times that sufficient funds are available

## OTHER COSTS

In accordance with Statement of Insolvency Practice No 9, where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories

### Category 1 Disbursements

Separate charges are made in respect of directly attributable expenses (Category 1 disbursements) such as travelling, postage, photocopying (if external provider), statutory advertising and other expenses made on behalf of the assignment

Such disbursements can be paid from the insolvent's assets without approval from the Creditors' Committee or the general body of creditors. In line with Statement of Insolvency Practice No 9, it is our policy to disclose Category 1 disbursements drawn but not to seek approval for their payment. We are prepared to provide such additional information as may reasonably be required to support the disbursements drawn.

### Category 2 Disbursements

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred by Moorfields for the provision of services which include an element of recharged overhead, for example, room hire or document storage. Statement of Insolvency Practice No. 9 provides that such disbursements are subject to approval as if



they were remuneration. It is our policy, in line with the Statement, to seek approval for Category 2 disbursements before they are drawn.

The following Category 2 disbursements are currently charged by this firm:

- Postage charge for sending out circulars – 5 pence per sheet plus postage at cost
- A set-up charge of £50 per case for online creditor reporting where applicable
- Mileage allowances are paid at HM Revenue & Customs approved rates. For personnel using their own vehicles, these are currently 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter.

It should be noted that disbursements costs might increase from time to time, however, increases would only be in line with inflation or increases from our supplier.