

The Insolvency Act 1986

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

Name of Company 360 HEALTHCARE LIMITED	Company number 04304974
In the Manchester District Registry of the High Court (full name of court)	Court case number 2648 of 2014

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

I/We (a) A Poxon & J M Tittle of Leonard Curtis, Tower 12, 18/22 Bridge Street,  
Spinningfields, M3 3BZ

administrator(s) of the above company attach a progress report for the period

(b) Insert dates	from	to
	(b) 27 May 2015	(b) 25 November 2015

Signed

Joint AdministratorDated 26 November 2015**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.

Leonard Curtis	
Tower 12, 18/22 Bridge Street, Spinningfields, M3 3BZ	
Ref SMB/20	Tel 0161 831 9999
DX Number	DX Exchange

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



A16  
27/11/2015  
COMPANIES HOUSE  
#152



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**360 HEALTHCARE LIMITED**  
**(IN ADMINISTRATION)**

Registered Number. 04304974  
Court Ref: 2648 of 2014  
Manchester District Registry of the High Court

**Joint Administrators' final progress report in accordance  
with Rules 2.47 and 2.110 of the Insolvency Rules 1986**

**Report period**  
**27 May 2015 to 26 November 2015**

**26 November 2015**

Leonard Curtis  
Tower 12, 18/22 Bridge Street, Spinningfields, Manchester, M3 3BZ  
Tel 0161 831 9999 Fax 0161 831 9090  
recovery@leonardcurtis.co.uk  
Ref M/20/SMB/NT756R/1010

**CONTENTS**

- 1 Introduction
- 2 Statutory Information
- 3 Joint Administrators' Proposals
- 4 Progress of the Administration
- 5 Assets Still to be Realised
- 6 Investigations
- 7 Joint Administrators' Remuneration and Disbursements
- 8 Outcome for Creditors
- 9 Extensions to the Administration
- 10 Ending the Administration

**APPENDICES**

- A Summary of Joint Administrators' Proposals
- B Summary of Joint Administrators' Receipts and Payments Account for the Period from 27 May 2015 to 26 November 2015
- C Summary of Joint Administrators' Time Costs for the Periods from 2 May 2015 to 26 May 2015 and 27 May 2015 to 29 October 2015
- D Additional Information in Relation to the Policy of Leonard Curtis regarding Fees and Disbursements
- E Form 2 35B – Notice of Move from Administration to Dissolution

**STRICTLY PRIVATE AND CONFIDENTIAL  
NOT FOR PUBLICATION**

**TO THE REGISTRAR OF COMPANIES  
ALL CREDITORS  
ALL MEMBERS**

**1 INTRODUCTION**

- 1.1 This report has been produced in accordance with Rules 2.47 and 2.110 of the Insolvency Rules 1986 to provide creditors with an update on the progress of the Administration of 360 Healthcare Limited ("the Company") for the period from 27 May 2015 to 26 November 2015. This is the Joint Administrators' final progress report to creditors.
- 1.2 The Administration of the Company is now for practical purposes complete. Section 10 of this report deals with how the Joint Administrators intend to bring the Administration to an end.
- 1.3 Much of the information contained in this report encompasses the whole period of the Administration. Please be aware, however, that where reference is made to "the period of this report", this specifically means 27 May 2015 to 25 November 2015, being the period since the end of the period covered by the last progress report.

**2 STATUTORY INFORMATION**

- 2.1 A Poxon and J M Titley were appointed as Joint Administrators of 360 Healthcare Limited ("the Company") in the jurisdiction of Manchester District Registry of the High Court, number 2648 of 2014 on 29 May 2014. The administration appointment was made by the director of the Company.
- 2.2 The administration is being handled by the Manchester office of Leonard Curtis, which is situated at Tower 12, 18/22 Bridge Street, Spinningfields, Manchester, M3 3BZ.
- 2.3 The principal trading address of the Company was Fairdale House, Enterprise Close, Blidworth, Mansfield. The business traded under its registered name.
- 2.4 The registered office address of the Company at the date of the appointment of Administrators was Fairdale House, Mansfield, NG21 0RS. Following the appointment, this was changed to Tower 12, 18/22 Bridge Street, Spinningfields, Manchester, M3 3BZ. The registered number of the Company is 04304974.
- 2.5 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Administrator may be exercised by all or any of the persons holding that office.
- 2.6 The Company's main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

**3 JOINT ADMINISTRATORS' PROPOSALS**

- 3.1 Attached at Appendix A is a summary of the Joint Administrators' approved proposals for achieving one of the three statutory purposes of Administration.

- 3 2 There have been no major amendments to, or deviations from, the proposals during the course of the Administration
- 3 3 The objective of the administration has been to realise property in order to make a distribution to secured or preferential creditors
- 3 4 The objective of the Administration has been achieved as payments totalling £148,602 will be made to the Company's secured creditor, HSBC Bank Plc ("HSBC") under the fixed element of their security following a sale of the property and goodwill
- 3 5 Furthermore Bibby Financial Services Limited ("Bibby") has achieved sufficient book debt collections to repay their outstanding liability in full under their fixed charge

#### 4 PROGRESS OF THE ADMINISTRATION

- 4 1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 27 May 2015 to 26 November 2015 Cumulative figures have also been provided to reflect transactions for the whole of the administration period to date

##### 4 2 Sale of Business

As previously reported to creditors, the business and certain assets of the Company were sold on 29 May 2014 to Choice Healthcare Limited ('the Purchaser'), a company with a common shareholder to 360 Healthcare Limited

The agreed sale consideration was £114,000, of which £35,000 was payable on completion followed by 11 weekly instalments of £6,580 and one final weekly instalment of £6,620 The sale consideration is secured by way of a personal guarantee provided by Stuart Carlton, director and shareholder of the Purchaser

Details of Assets sold to the Purchaser are as follows

Asset	£
Goodwill	89,000
Equity in the Assigned Ledger	15,500
Non-Assigned Ledger	8,500
Fixtures & Fittings	997
Transferred Records	1
Contracts	1
Business Name and Rights	1
<b>Total</b>	<b>114,000</b>

As advised in the last report to creditors, following the Purchaser being placed into Administration, part payment in the sum of £90,258 06 had been received from the Purchaser, therefore, it was necessary to call upon the personal guarantee provided to the Administrators by Stuart Carlton in respect of the consideration arrears Mr Carlton has made monthly payments in respect of the arrears, and payments of £6,136 01 have been received during the period The total consideration of £114,000 has now been received in full

##### 4 3 Book debts

The Company's book debt ledger was subject to an Invoice Discounting Agreement with Bibby As at the date of Administration, the outstanding balance of the ledger was £419,000 A sum of c£304,000 was due to Bibby under the terms of the Invoice Discounting Agreement

Prior to the appointment, Cerberus Receivables were instructed to value the equity held in the book debt ledger. Such equity was valued at £15,000. The offer received included the purchase of the equity which was sold to the Purchaser as part of the sale of business detailed at 4.2 of this report for £15,000.

**4.4 Freehold Property**

As previously reported, the Company's freehold property at 85-87 Durham Road, Blackhill, Co. Durham ("the Property") was subject to a legal charge in favour of HSBC who were the main beneficiary of the sale proceeds, net of realisation costs.

HSBC consented to the Property being placed into public auction on 16 April 2015, with the Company's appointed agents, Eddisons Commercial Limited ("Eddisons"), with a reserve price of £50,000. The Property sold for £76,000. As part of the sale, a contribution towards the legal costs of the transaction was also made of £600.

The sale of the Property completed on 14 May 2015, with the sale proceeds, net of realisation costs, payable to HSBC under their fixed charge in the sum of £64,602.05.

**4.5 Cash at Bank**

We previously reported that funds have been received in the sum of £2,605.93, representing post-appointment credits into the Company's bank account. These funds were monies due to the Purchaser and have been reallocated against the sales consideration.

**4.6 Mr David Johnson – Individual Voluntary Arrangement ("IVA")**

The Company records detail that a sum of £47,600 is due to the Company from a director, Mr David Johnson. Mr Johnson is currently subject to an IVA.

We will continue to monitor whether any dividend from Mr Johnson's Individual Voluntary Arrangement will be payable in respect of his indebtedness to the Company. It should be noted that any realisations from this source will rank as a floating charge and will initially be used to pay the Joint Administrators' outstanding time costs.

**5 ASSETS STILL TO BE REALISED**

- 5.1 The only outstanding asset is the sums due from Mr Johnson's IVA. On receipt, these funds will be used to pay any outstanding costs and disbursements.

**6 INVESTIGATIONS**

- 6.1 As previously reported, following their initial assessment, no detailed investigations were considered to be required by the Administrators. Nothing further has been brought to the attention of the Administrators in the period of this report.

**7 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS**

**Pre-Administration Costs**

- 7.1 On 4 February 2015, the secured creditors approved the following pre-appointment costs to be drawn as an expense of the Administration:

Charged by	Services provided	Total amount charged £
Leonard Curtis	Review of the Company's position, forming a sale strategy, negotiation with the Purchaser, reporting to HSBC and Bibby, negotiating sale with HSBC, obtaining valuations and formalities of appointment	£29,043
Cereberus Receivables	Review and valuation of book debt ledger	£1,000
Summerlin Corporate Finance	Review and valuation of goodwill	£1,000
Bermans Solicitors	Dealing with sale contract, deeds of release and appointment documentation	£3,000
<b>TOTAL</b>		<b>£34,693</b>

A sum of £19,910 has been paid in relation to Leonard Curtis pre-appointment costs. If any future unanticipated receipts are received, then these funds will initially be used to discharge the outstanding pre-appointment costs. The remaining pre-appointment costs which have now been paid are detailed in the Receipts and Payments account attached at Appendix B.

#### Joint Administrators' Remuneration

- 7.2 On 4 February 2015, the secured creditors agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration. Approval was also received to draw category 2 disbursements as detailed at Appendix D.
- 7.3 The Joint Administrators' time costs are summarised below:

	Hours No	Rate / hr £	Total value of time £
Time previously reported to 1 May 2015	101.2	262.35	26,550.00
Time incurred in the period 2 May 2015 to 26 May 2015	8.0	260.00	2,080.00
Time incurred in the period 27 May 2015 to 29 October 2015	26.2	275.61	7,221.00
<b>Total Administrators' time costs</b>	<b>135.4</b>	<b>264.79</b>	<b>35,851.00</b>

Please note that Leonard Curtis' chargeout rates were increased on 6 January 2014. Details of the new rates are set out at Appendix D.

- 7.4 The time charged by the Joint Administrators' for the period 27 May 2015 to 29 October 2015 amounts to £7,221. This represents 26.2 hours at an average rate of £275.61 per hour. Attached at Appendix C is a time analysis which provides details of the activity costs incurred by staff grade during this period, along with a description of the work done by the Joint Administrators and their staff in respect of which the time has been charged. Additional time has been spent in November which has not yet been posted to the system. Also attached at Appendix C is detail of time charged between 2 May 2015 and 26 May 2015, totalling £2,080, which is prior to the period of this report but not detailed in the previous report. Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from <http://www.leonardcurtis.co.uk/resources/creditorsguides>. If you would prefer this to be sent to you in hard copy please contact Samantha Booth of this office on 0161 831 9999.
- 7.5 A sum of £3,000 has been drawn in respect of time costs incurred which relate to the property sale and paid from fixed charge realisations. In the absence of any future unanticipated funds, the balance of time costs will be written off in full. If any future unanticipated receipts are received, then these funds will initially be used to discharge these costs.

**Joint Administrators' Disbursements**

7.7 The following Category 1 and Category 2 disbursements have been incurred on the case since appointment

**Category 1 disbursements**

Charged by	Services provided	Total amount pd by LC £	Amount recovered from case £	Amount still to be recovered from case £
Companies House	Company searches	17 00	-	17 00
Business Tax Centre	Client Identification	20 00	-	20 00
Pelstar Computing	Licence Fee	101 00	-	87 00
Creditor Gateway	Document Hosting	42 00	-	42 00
AUA Insolvency Risk Services	Administrators' insurance bond	90 00	-	90 00
Courts Advertising	Statutory Advertising	84 60	-	84 60
Auctus Limited	Storage	6 47	-	1 86

**Category 2 disbursements**

Charged by	Services provided	Total amount pd by LC £	Amount recovered from case £	Amount still to be recovered from case £
LC Employee	Mileage @45p / mile	59 40	-	59 40

In the absence of any future unanticipated funds, the disbursements detailed above will be written off

**Expenses of the Administration**

7.8 The Joint Administrators have also incurred expenses during the period of this report. These expenses are detailed in the table below, which also indicates whether these expenses have been paid from the case funds

Nature of expenses	By whom provided	Amount incurred this period £	Total amount incurred to date £	Amount paid £	Amount unpaid £
Agents' fees (fixed)	Dodds Brown	-	400 00	400 00	-
Auction costs and expenses (fixed)	Eddisons	-	2,170 00	2,170 00	-
Solicitors' fees (fixed)	Bermans LLP	-	1,393 17	1,393 17	-
Agent's fees	Clarius Business Services Ltd	-	240 00	240 00	-
Agent's fees (fixed)	Cerberus Asset Management	-	2,000 00	2,000 00	-
<b>TOTAL</b>		-	6,203 17	6,203 17	-



- 7 9 Attached at Appendix D is additional information in relation to the firm's policy on staffing, the use of sub-contractors, disbursements and details of our current charge-out rates by staff grade
- 7 10 Unsecured creditors whose debts amount to at least 5% of the total value of the unsecured claims, or any secured creditor, may request further information regarding remuneration or expenses (other than pre administration costs) by submitting their written requests before 21 December 2015
- 7 11 In addition, unsecured creditors whose debts amount to at least 10% of the total value of the unsecured claims, or any secured creditor, may apply to court, if they believe the remuneration charged or expenses incurred by the Joint Administrators to be excessive or the basis fixed for the Joint Administrators' remuneration to be inappropriate. Any application should be made within 8 weeks of receipt of this report

## **8 OUTCOME FOR CREDITORS**

### **8 1 Secured Creditors**

#### **HSBC**

HSBC holds the following security

- All assets debenture, incorporating a fixed and floating charge, created on 18 December 2001 and registered on 20 December 2001,
- Legal Mortgage, created on 13 May 2005 and registered on 20 May 2005,

HSBC provided the Company's current account with the benefit of an overdraft facility, up to a limit of £100,000

In addition to the overdraft facility, HSBC provided the Company with a secured loan and two mortgages secured over the Property

The total amount outstanding to HSBC at the date of appointment of the Administrators was £230,539. This liability is also personally guaranteed by former director and shareholder, David Johnson.

Following the sale of the business and certain assets of the Company, further details of which are provided at 4 2, payments totalling £41,580 were made to HSBC under the fixed element of their security following realisations from the sale of the Company's goodwill.

The net proceeds of the Property sale have now also been paid to HSBC under the fixed element of their security in the sum of £72,366.60

The total amount paid to HSBC under their fixed charge to date is £113,946.60. A final distribution of £34,655.45 is due to be paid to HSBC. Total distributions made to HSBC under its fixed charge security will be £148,602.05

No further fixed charge distributions are anticipated and HSBC will suffer a shortfall in respect of its indebtedness.

#### **Bibby**

Bibby holds the benefit of a debenture incorporating a fixed and floating charge over the Company's business and assets, created on 12 December 2013. This security relates to a confidential Invoice Discounting Facility provided to the Company by Bibby.

At the date of Administration, Bibby's outstanding liability was c£304,000 against an outstanding book debt ledger of £419,000

Bibby has confirmed that it has achieved sufficient book debt collections to enable full repayment of its indebtedness including any applicable charges

As the book debt equity was sold to the Purchaser, should any additional collections be achieved, any available surplus would be paid to them by Bibby

**8.2 Preferential Claims**

The only categories of claims which have preferential status are those of employees in respect of wages and accrued holiday pay. As all employees were transferred to the purchaser of the business and assets of the Company, it is not anticipated that there will be any preferential claims in this instance.

**8.3 Prescribed Part**

Pursuant to Section 176A of The Insolvency Act, where a company creates a floating charge over its business and assets on or after 15 September 2003, an Administrator must set aside a prescribed part of the net property available to the floating charge creditor for the benefit of unsecured creditors, known as the prescribed part fund.

In this instance, it is not anticipated that asset realisations will be sufficient to enable a floating charge distribution to be made. In view of this, it is not expected that it will not be necessary to set aside a prescribed part fund.

**8.4 Unsecured Non-Preferential Claims**

There are insufficient funds available to enable a distribution to unsecured creditors. This statement is being made in accordance with paragraph 52(1)(b) of Schedule B1 to the Act.

**9 EXTENSIONS TO THE ADMINISTRATION**

9.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.

9.2 In certain circumstances it becomes necessary to extend the Administrators' term of office.

9.3 In this case, consent to a six-month extension of the administration was obtained from the secured creditors in order to allow the arrears of deferred sale consideration to be received in full, the Joint Administrators' investigations to be finalised and the distribution to be made to HSBC under their fixed charge.

9.5 No further extensions are required.

**10 ENDING THE ADMINISTRATION**

10.1 The Administration is now for practical purposes complete. As there are insufficient funds available to allow payment of a dividend to unsecured creditors in this case, the appropriate exit route from the Administration is Dissolution of the Company. Attached at Appendix E is Form 2.35B – Notice of Move from Administration to Dissolution. On the registration of this Notice by Companies House, the Administration will be brought to an end and the appointment of the Joint Administrators will cease to have effect.

## 360 HEALTHCARE LIMITED – IN ADMINISTRATION

---

- 10.2 At the end of the period of three months beginning with the date of registration of Form 2.35B, the Company will be dissolved
- 10.3 The Joint Administrators will be discharged from liability in respect of any action(s) of theirs as Administrators immediately upon their appointment ceasing to have effect

If you wish to discuss the issues raised in this report or require any additional information please contact this office

for and on behalf of  
**360 HEALTHCARE LIMITED**



**A POXON**  
**JOINT ADMINISTRATOR**

Licensed 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 without personal liability

SUMMARY OF JOINT ADMINISTRATORS' PROPOSALS

It was proposed that

- 1 The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration
- 2 If appropriate, the Joint Administrators take any action they consider necessary with a view to the approval of a Company Voluntary Arrangement ("CVA") or Scheme of Arrangement in relation to the Company
- 3 If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors Voluntary Liquidation. It is further proposed that A Poxon and/or J M Titley be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved.
- 4 Alternatively, if appropriate, the Joint Administrators apply to Court under Para 65 (3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration
- 5 In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved
- 6 The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company
- 7 The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that A Poxon and/or J M Titley be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them
- 8 The Joint Administrators shall do all such other things and generally exercise all of his powers as contained in Schedule 1 of the Insolvency Act 1986, as he considers desirable or expedient to achieve the statutory purpose of the Administration

**SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM  
27 MAY 2015 TO 25 NOVEMBER 2015**

	Estimated to realise	Previously Reported	This Period	Cumulative
	£	£	£	£
<b>RECEIPTS</b>				
Cash at Bank	-	2,605 93	(2,605 93)	-
Property	150,000 00	76,000	-	76,000 00
Contribution to Legal Costs	-	600 00	-	600 00
Goodwill	89,000 00	91,297 56	(2,297 56)	89,000 00
Business Name & Rights	1 00	1 00	-	1 00
Transferred Records	1 00	1 00	-	1 00
Contracts	1 00	-	1 00	1 00
Equity in the Debtor Ledger	15,500 00	8,680 21	6,819 79	15,500 00
Non-assigned Ledger	8,500 00	4,692 18	3,807 82	8,500 00
Fixtures and Fittings	997 00	586 11	410 89	997 00
<b>TOTAL</b>	<u>114,000 00</u>	<u>184,463 99</u>	<u>6,136 01</u>	<u>190,600 00</u>
<b>PAYMENTS</b>				
Pre-appointment Administrators' fees		(19,910 00)	-	(19,910 00)
Administrators' fees (fixed)		(3,000 00)	-	(3,000 00)
Pre-appointment Agent's Fees		(1,000 00)	(1,000 00)	(2,000 00)
Agent's Fees (fixed)		(1,730 00)	(990 00)	(2,720 00)
Pre-Appointment Legal Fees and disbursements		(3,000 00)	-	(3,000 00)
Post-Appointment Legal Fees and disbursements		(108 00)	-	(108 00)
Utilities (fixed)		-	(135 11)	(135 11)
Insurance (fixed)		-	(861 44)	(861 44)
Irrecoverable VAT		(6,302 23)	(398 00)	(6,700 23)
Auction Costs and Expenses (fixed)		(2,170 00)	-	(2,170 00)
Legal Fees and disbursements (fixed)		(1,393 17)	-	(1,393 17)
HSBC – Secured Distribution		(113,946 60)	-	(113,946 60)
<b>TOTAL</b>		<u>(152,560 00)</u>	<u>3,384 55</u>	<u>(155,944 55)</u>
<b>BALANCE IN HAND</b>				<u>34,655 45</u>
<b>PROPOSED FINAL TRANSACTIONS</b>				
HSBC – Secured Distribution				(34,655 45)
				<u>Nil</u>

\* It should be noted that the negative payments for cash at bank and goodwill in the period of this report represent funds that have been re-allocated in respect of the sales consideration

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD  
FROM 2 MAY 2015 TO 26 MAY 2015**

	Administrator 1		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	
Assets	10	260 00	10	260 00	260 00
Liabilities	40	1,040 00	40	1,040 00	260 00
Debenture Holder	30	780 00	30	780 00	260 00
<hr/>					
Total	80	2,080 00	80	2,080 00	
<hr/>					
Average Hourly Rate (£)		260 00		260 00	

All Units are 6 minutes

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD  
FROM 27 MAY 2015 TO 29 OCTOBER 2015**

	Manager 2		Administrator 1		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	5	160.00	-	-	-	-	5	160.00	320.00
Receipts & Payments	23	736.00	-	-	44	660.00	67	1,396.00	208.36
Insurance	4	128.00	-	-	-	-	4	128.00	320.00
Assets	10	320.00	-	-	-	-	10	320.00	320.00
Liabilities	98	3,136.00	-	-	5	75.00	103	3,211.00	311.75
Debenture Holder	10	320.00	55	1,430.00	-	-	65	1,750.00	269.23
General Administration	8	256.00	-	-	-	-	8	256.00	320.00

Total	158	5,056.00	55	1,430.00	49	735.00	262	7,221.00
-------	-----	----------	----	----------	----	--------	-----	----------

Average Hourly Rate (£)

320.00	260.00	150.00	275.61
--------	--------	--------	--------

All Units are 6 minutes

**DESCRIPTION OF TIME SPENT BY CATEGORY**

**Statutory and Review**

This involved undertaking regular reviews of the case file to ensure all matters were being progressed and statutory requirements were met

Other work included in this category comprises regular reviews of estate expenses incurred and preparation of estimated outcome projections

**Receipts and Payments**

Time has been spent recording the receipts and payments in the Administration and ensuring that the bank account and receipts and payments account are properly reconciled and maintained

**Insurance**

Time has been spent liaising with the insurance company in relation to the Property

**Assets**

Time has been spent in pursuing the Mr Carlton, in his capacity as guarantor of the sale consideration, which has included agreement of a repayment structure with email and telephone contact regarding the ongoing payment of arrears

**Liabilities**

Time has been spent dealing with creditor queries by telephone, email and post

Additional time has been incurred in drafting, reviewing and circulating the Joint Administrators' progress report to creditors

**Debenture Holder**

Time has been spent reporting to HSBC on the progress of the Administration, obtaining updates as to their outstanding indebtedness and distributing funds under their security

**General Administration**

Time spent has involved corresponding with the Company's director, and responding to general correspondence received in the Administration



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

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

### Staff Allocation and Support Staff

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution of the secured creditors, a creditors' committee or creditors generally, that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters arising in the appointment, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below.

With effect from 6 January 2014 the following hourly charge out rates apply to all assignments undertaken by Leonard Curtis

With effect from 6 Jan 2014	Standard £
Director	450
Senior Manager	410
Manager 1	365
Manager 2	320
Administrator 1	260
Administrator 2	230
Administrator 3	210
Administrator 4	150
Support	0

### Subcontractors

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

### Professional Advisors

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

### Disbursements

- a) Category 1 disbursements. These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements. These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£66.09 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

FORM 2.35B – NOTICE OF MOVE FROM ADMINISTRATION TO DISSOLUTION