

The Insolvency Act 1986
Administrator's Progress Report

Name of Company AC Garage Services Limited ✓	Company Number 08068754
In the Exeter County Court	Court Case Number No 80 of 2015

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

I (a) Michelle Anne Weir of Lameys, One Courtenay Park, Newton Abbot, Devon, TQ12 2HD Julie Anne Palmer of Begbies Traynor (Central) LLP, 65 St Edmunds Church Street, Salisbury, SP1 1EF Joint Administrators' of the above Company attach a Progress Report for the period

(b) Insert date

from (b) 25 December 2015	to (b) 24 June 2016
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Signed


MICHELLE WEIR - JOINT ADMINISTRATOR

Dated 19 July 2016

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.

LAMEYS, ONE COURTENAY PARK,	
NEWTON ABBOT, DEVON, TQ12 2HD	
	Tel 01626 366117
DX Number	DX Exchange

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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FRIDAY

AC LANDSCAPE & TREE WORKS LIMITED
("Landscape")

AC TRAINING LIMITED
("Training")

AC GARAGE SERVICES LIMITED
("Garage")

(Together, hereinafter referred to as "the Companies")

ADMINISTRATOR'S PROGRESS REPORT
FOR THE PERIOD 25 DECEMBER 2015 TO 24 JUNE 2016

LAMEYS
One Courtenay Park
Newton Abbot
Devon
TQ12 2HD

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APPENDICES

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- B Time Analysis for the period 25 December 2015 to 24 June 2016, and for the period of the administration to 24 June 2016
- C Additional information in relation to Administrators Fees pursuant to Statement of Insolvency Practice 9 (SIP9)

1. Statutory Information

I was appointed Joint Administrator of the Companies Limited along with Julie Palmer on 25 June 2015 by the Directors of the Company. The Administrations are registered in the Exeter County Court under reference numbers

75 of 2015 (Landscape)
79 of 2015 (Training)
80 of 2015 (Garage)

The Registered Office of the Company is c/o Lameys, One Courtenay Park, Newton Abbot, Devon, TQ12 2HD and its registered numbers are

06279951 (Landscape)
08029118 (Training)
08068754 (Garage)

The Companies head office and main trading address was Tourism House, Woodwater Park, Pynes Hill, Exeter, EX2 5WS and it also had other trading addresses at Unit 3 Broadway Road, Kingsteignton, Devon, TQ12 3PJ and Central Boulevard, Blythe Valley Business Park, Birmingham, B90 8AG

Details of the Companies officers and shareholding is set out below -

Landscape

Directors Mr B C J Cockcroft
Mr S W Ablett
Mr S P Phillips (resigned 17 October 2014)

Secretary Mr B C J Cockcroft

Issued Share Capital 50 A Ordinary Shares of £1 each
50 B Ordinary Shares of £1 each

Shareholders AC Group (SW) Limited

Training

Directors Mr B C J Cockcroft
Mr S W Ablett
Mr S P Phillips
Mr L N Saunders

Secretary None

Issued Share Capital 100 Ordinary Shares of £1 each

Shareholders Mr B C J Cockcroft (50)
Mr S W Ablett (30)
Mr S P Phillips (20)

Garage

Directors Mr B C J Cockcroft
Mr S W Ablett
Mr S P Phillips
Mr C P Lodge

Secretary None

Issued Share Capital 100 Ordinary Shares of £1 each

Shareholders AC Group (SW) Limited

2 Administrators' Proposals

As previously advised, the Administrators must perform their functions with the purpose of achieving one of the following objectives -

- = Rescuing the Company as a going concern,
- = Achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration), or
- = Realising property in order to make a distribution to one or more secured or preferential creditors

As it was not possible to achieve the first objective, the second objective of achieving a better result for the Company's creditors than would be likely if the Company were wound up without first being in Administration was pursued

Creditors will recall that a sale of the Companies' business and assets as a going concern was completed on 25 June 2016, thereby maximising realisations. This has allowed the second objective to be achieved in accordance with my proposals as agreed by creditors

3. Progress of the Administration

This report should be read in conjunction with my Reports to Creditors dated 11 August 2015 and 22 January 2016

Attached at Appendix A is my Receipts & Payments Accounts for the year ended 24 June 2016

Receipts

Book Debts

I have assisted Lloyds Commercial Finance ("Lloyds CF") with the collection of the book debts of Landscape which is subject to an invoice discount agreement. As advised previously, there is no prospect of a surplus becoming available for the benefit of the administration

Training and Garage book debts have been collected but these are not particularly material and no further realisations are anticipated

Licence Fee

As advised previously, AC Landscape & Treeworks (UK) Limited ("the Purchaser") has paid a licence fee in relation to its occupation of the Companies leasehold premises, the Joint Administrators have been accounting to the landlord for the rent. The lease has now terminated, therefore, no further funds are to be realised in this respect

Goodwill, Plant & Equipment, Motor Vehicles, Office Furniture & Equipment and Stock

I continue receiving the deferred consideration as agreed in the pre-packaged sale. I can confirm that the monthly consideration payments have not strictly been received in line with the agreement. The Purchaser has been constantly 30 days in arrears since early 2016. However, the Purchaser has explained the reasons for the arrears and agreed suitable repayments. As at the date this report is being sent to creditors the deferred consideration has been repaid in full. Due to the arrears, the administrators have been charging the Purchaser daily interest at 3.5%

Statutory Interest and VAT Refunds

The only other realisations in the period covered by this report have been post administration VAT refunds and gross bank interest

Future Receipts

The only receipts which have not yet been received are the additional consideration provided for in the pre-packaged sale agreement. The quantum of this will depend upon the Purchaser's trading results for its first two years of trading. Any receipts in this regard will be classed as goodwill. Any goodwill received in Landscape will be a fixed charge asset and due to be repaid to the fixed charge holder, after the relevant costs have been deducted. Training and Garage do not have any secured creditors and therefore goodwill is an uncharged asset.

Payments

Administrators' remuneration

The administrators have received remuneration on account of their time spent. Further details are included at section 6.

Legal Fees

Michelmores solicitors have received the balance (including disbursements) for the pre appointment costs which were agreed by creditors of £15,000 plus disbursements of £210 and VAT. £7,285 plus disbursements of £8 plus VAT has accrued since the appointment of the administrators, and has been paid.

Agent Fees

Lambert Smith Hampton ("LSH") have received the balance for the pre appointment costs which were agreed by creditors of £5,300 plus VAT. £640 plus VAT which has accrued since the appointment of the administrators has been paid.

Lloyds CF

In addition to the book debts, work in progress ("WIP") is also subject to the invoice discounting agreement. I have accounted to Lloyds CF during the period covered by this report for the WIP and book debts since the commencement of the administration.

4. Investigations

My investigations into the Company, its Directors, former Directors and the reason for failure have been carried out in accordance with the relevant legislative requirements, and the appropriate report was submitted to The Insolvency Service. As creditors will be aware, the report is strictly confidential in nature and I am unable to disclose its contents.

5 Outcome for Creditors

As advised previously, based on the receipts and payments to date and setting aside provisions for future realisations and costs, it is unlikely there will be any distribution to unsecured creditors.

Secured Creditors

Lloyds CF provided an invoice discounting facility to Landscape. In addition to the invoice discounting agreement, as security Lloyds CF hold a debenture comprising fixed and floating charges over Landscape's assets, which was created on 22 February 2011 and personal guarantees from the directors Mr Cockcroft, Mr Ablett, Mr Phillips as well as a cross guarantee from AC Groundworks & Construction Limited ("Groundworks"). Lloyds CF charge ranks ahead of Lloyds Bank Plc's charge. Lloyds CF continue to receive any book debts and goodwill subject to the costs thereof.

Lloyds CF are likely to suffer a significant shortfall. The book debt recoveries are unlikely to cover the indebtedness the guarantors are unlikely to be in a position to pay anything under their respective guarantees. Groundworks is in liquidation and Mr Cockcroft and Mr Ablett are now bankrupt.

Also Lloyds Bank Plc ("the Bank") provided an overdraft facility to Landscape. As security, the Bank hold a debenture comprising fixed and floating charges over Landscape's assets, which was created on 14 January 2014 and personal guarantees from the directors Mr

Cockcroft and Mr Ablett It is unlikely that Lloyds Bank Plc will receive any return from the administration

Training and Garage do not have any secured creditors

Preferential Creditors

There are no preferential creditors in any of the administrations Preferential creditors are normally only claims in respect of employees being made redundant The pre-packaged sale agreement provided for all the Companies' employees to be transferred to the Purchaser Therefore, all rights and entitlements have transferred and no redundancies were necessary

Landscape Unsecured Creditors

I have received 10 claims totalling £124,127 97 with a large number of creditors yet to claim No claims agreement work has been undertaken to date, as there are unlikely to be funds available for unsecured creditors

Training Unsecured Creditors

I have received 1 claim totalling £1,359 14 with a large number of creditors yet to claim No claims agreement work has been undertaken to date, as there are unlikely to be funds available for unsecured creditors

Garage Unsecured Creditors

I have received 3 claims totalling £773 94 with a large number of creditors yet to claim No claims agreement work has been undertaken to date, as there are unlikely to be funds available for unsecured creditors

6. Administrator's Remuneration

Landscape

The Secured Creditors, approved that the basis of the Administrator's remuneration be fixed by reference to the time properly spent by myself and my staff in managing the Administration

J A Palmer (Begbies Traynor)

Time costs for the period 25 December 2015 to 24 June 2016 amount to £132 50 (excluding VAT) representing 0 5 hours at an average rate of £265 per hour Total time costs to date are £4,276 (excluding VAT) This represents 17 4 hours at an average rate of £245 75 per hour To date no fees have been drawn

M A Weir (Lameys)

Time costs for the period 25 December 2015 to 24 June 2016 amount to £4,198 (excluding VAT) representing 25 3 hours at an average rate of £165 93 per hour Total time costs to date are £19,098 (excluding VAT) This represents 112 9 hours at an average rate of £169 16 per hour To date the sum of £5,000 (plus VAT) has been drawn

Attached as Appendix B is a Time Analysis for both Lameys and Begbies Traynor Group Plc which provides details of the activity costs incurred by staff grade, for the period 25 December 2015 to 24 June 2016, as well as for the period of the administrations to 24 June 2016

The time costs incurred by both Lameys and Begbies Traynor Group Plc have been primarily as a consequence of dealing with matters associated with realisations, deferred consideration from the sale agreement, extension of the administration and the general administration of the case I advise that the following activities have been undertaken -

- = Necessary administration and planning of the administration, including progress meetings, case reviews and general management
- = Preparation of the Creditors' Reports, attendance at the Meeting of Creditors and all other statutory duties

- = Liaising and dealing with calls and correspondence from creditors
- = Completing post appointment VAT returns
- = Liaising with agents in relation to recoveries from disposal of vehicles, plant & machinery and other assets
- = Overseeing of monthly payments of consideration
- = Correspondence with the secured creditor, Lloyds CF
- = Dealing with the application to court for an extension to the administrations

Set out below are details of the expenses paid during the period covered by this report. The payments include payment of any accrued costs detailed in the last progress report.

Nature of Expense	Amount
Agents Fee – Pre	5,300 00
Agents Fee – Post	640 00
Legal Fees – Pre	15,000 00
Legal Disbursements – Pre	210 00
Legal Fees – Post	4,791 66
Rent	1,388 88
Statutory Bonding	35 00

With the exception of administrators remuneration (detailed earlier) and small amount of postage there were no accrued expenses at the end of the period of this report.

Training

Unsecured Creditors, approved that the basis of the Administrator's remuneration be fixed by reference to the time properly spent by myself and my staff in managing the Administration.

J A Palmer (Begbies Traynor)

I have no time costs for the period 25 December 2015 to 24 June 2016. Total time costs to date are £2,582 (excluding VAT). This represents 12.2 hours at an average rate of £211.64 per hour. To date no fees have been drawn.

M A Weir (Lameys)

Time costs for the period 25 December 2015 to 24 June 2016 amount to £2,277 (excluding VAT) representing 17 hours at an average rate of £133.94 per hour. Total time costs to date are £7,371 (excluding VAT). This represents 45.4 hours at an average rate of £162.36 per hour. To date the sum of £3,500 (plus VAT) has been drawn.

Attached as Appendix B is a Time Analysis for both Lameys and Begbies Traynor Group Plc which provides details of the activity costs incurred by staff grade, for the period 25 December 2015 to 24 June 2016, as well as for the period of the administrations to 24 June 2016.

The time costs incurred by both Lameys and Begbies Traynor Group Plc have been primarily as a consequence of dealing with matters associated with realisations, deferred consideration from the sale agreement, extension of the administration and the general administration of the case. I advise that the following activities have been undertaken -

- = Necessary administration and planning of the administration, including progress meetings, case reviews and general management
- = Preparation of the Creditors' Reports, attendance at the Meeting of Creditors and all other statutory duties
- = Completing post appointment VAT returns

= Dealing with the application to court for an extension to the administrations

Set out below are details of the expenses paid during the period covered by this report. The payments include payment of any accrued costs detailed in the last progress report.

Nature of Expense	Amount
Statutory Bonding	28 00
Postage	32 54

With the exception of administrators remuneration (detailed earlier) and small amount of postage there were no accrued expenses at the end of the period of this report.

Garage

Unsecured Creditors, approved that the basis of the Administrator's remuneration be fixed by reference to the time properly spent by myself and my staff in managing the Administration.

J A Palmer (Begbies Traynor)

Time costs for the period 25 December 2015 to 24 June 2016 amount to £53 (excluding VAT) representing 0.2 hours at an average rate of £265 per hour. Total time costs to date are £8,198.50 (excluding VAT). This represents 29.7 hours at an average rate of £276.04 per hour. To date the sum of £5,000 (plus VAT) has been drawn.

M A Weir (Lameys)

Time costs for the period 25 December 2015 to 24 June 2016 amount to £3,121 (excluding VAT) representing 17.9 hours at an average rate of £174.36 per hour. Total time costs to date are £9,424 (excluding VAT). This represents 59.8 hours at an average rate of £157.59 per hour. To date the sum of £8,400 (plus VAT) has been drawn.

Attached as Appendix B is a Time Analysis for both Lameys and Begbies Traynor Group Plc which provides details of the activity costs incurred by staff grade, for the period 25 December 2015 to 24 June 2016, as well as for the period of the administrations to 24 June 2016.

The time costs incurred by both Lameys and Begbies Traynor Group Plc have been primarily as a consequence of dealing with matters associated with realisations, deferred consideration from the sale agreement, extension of the administration and the general administration of the case. I advise that the following activities have been undertaken -

- = Necessary administration and planning of the administration, including progress meetings, case reviews and general management
- = Preparation of the Creditors' Reports, attendance at the Meeting of Creditors and all other statutory duties
- = Completing post appointment VAT returns
- = Dealing with the application to court for an extension to the administrations

Set out below are details of the expenses paid during the period covered by this report. The payments include payment of any accrued costs detailed in the last progress report.

Nature of Expense	Amount
Statutory Bonding	127 00
Postage	117 18

With the exception of administrators remuneration (detailed earlier) and small amount of postage there were no accrued expenses at the end of the period of this report.

Attached at Appendix C is additional information in relation to Lameys and Begbies Traynor Group Plc policy on staffing, the use of sub-contractors, disbursements and details of Lameys current charge-out rates by staff grade

7 Extension of the Administrations

In my previous progress report I confirmed the requirement to extend the administration of the Companies beyond the statutory 12 months. I also confirmed my intention to apply to the Court so the extension could be made for the necessary time period. No creditors objected to my proposed actions and we made our application on 20 May 2016. The Court has granted an 18 month extension to the administrations until 27 November 2017.

8 Ending the Administrations

On present information it remains unlikely that there will be sufficient funds to allow a distribution to be paid to unsecured creditors. Therefore I believe the most appropriate exit route is that of dissolution of the Company. In this situation the Administrator will file a Notice with the Registrar of Companies to move the Company from Administration to dissolution.

Yours faithfully

A handwritten signature in black ink, appearing to be 'M. Weir', written over a horizontal line.

**MICHELLE WEIR
JOINT ADMINISTRATOR**

APPENDIX A

AC LANDSCAPE AND TREE WORKS LIMITED - IN ADMINISTRATION
RECEIPTS & PAYMENTS ACCOUNT
FOR THE PERIOD 25 DECEMBER 2015 TO 24 JUNE 2016

	FIXED CHARGE £	FLOATING CHARGE £	TOTAL TO DATE £	25-12-15 to 24-6-16 £
RECEIPTS				
Cash at bank	-	228 00	228 00	-
Book debts	10,005 76	-	10,005 76	2,800 00
Goodwill	-	-	-	-
Plant & machinery	-	31,600 00	31,600 00	23,350 00
Motor vehicles	-	17,500 00	17,500 00	9,250 00
Work in progress	35,289 98	-	35,289 98	-
Licence fee	-	8,388 84	8,388 84	1,388 88
Fee received for deed of variation	-	600 00	600 00	-
Sundry refund	-	75 55	75 55	-
Interest on Late Payment	-	100 00	100 00	100 00
Interest	-	20 29	20 29	10 50
	45,295.74	58,512 68	103,808.42	36,899.38
PAYMENTS				
Pre-administration costs				
Lameys	-	10,000 00	10,000 00	-
Legal fees	-	15,210 00	15,210 00	15,210 00
Agents fees	-	5,300 00	5,300 00	5,300 00
Administrators' Remuneration	-	5,000 00	5,000 00	5,000 00
Statutory advertising	-	50 00	50 00	-
Statutory bonding	-	143 00	143 00	35 00
Accountancy fee	-	143 00	143 00	-
Legal fees	-	4,793 00	4,793 00	4,793 00
Agents fees	-	640 00	640 00	640 00
Rent	-	8,388 84	8,388 84	1,388 88
Administrators' disbursements				
Searches	-	3 00	3 00	-
Postage	-	192 00	192 00	-
Payment to fixed charge creditor	45,295 74	-	45,295 74	2,800 00
	45,295.74	49,862.84	95,158.58	35,166.88
Balance of funds	-	8,649.84	8,649.84	1,732.50

Balance of funds held as follows.

VAT receivable	5,592 00
Bank balance (floating charge)	3,057 84
	8,649.84

Notes

- 1 Receipts and payments are stated net of VAT

AC TRAINING LIMITED
IN ADMINISTRATION

RECEIPTS & PAYMENTS ACCOUNT
25 JUNE 2015 TO 24 JUNE 2016

	TOTAL TO DATE	25 12 2015 TO 24 06 2016
RECEIPTS	£	£
Balance at Bank	674 49	0 00
Debtors	1,840 00	0 00
Goodwill	5,000 00	0 00
Interest	1 64	0 22
	7,516 13	0 22
PAYMENTS	£	£
Administrator's Remuneration - Lameys	3,500 00	0 00
Advertising	87 50	0 00
Legal Fees	2,500 00	0 00
Accountancy Fee	143 00	0 00
Administrator's Disbursement - Begbies-Traynor - Bonding	10 00	10 00
Administrator's Disbursement - Lameys - Bonding	18 00	18 00
Administrator's Disbursement - Lameys - Postage	32 54	32 54
	6,291 04	60 54
	1,225 09	-60 32
Held as		
VAT receivable	2 00	
Plus Balance at Bank	1,223 09	
Total	1,225 09	

Notes

1 Receipts & Payments are stated net of VAT

AC GARAGE SERVICES LIMITED
IN ADMINISTRATION

APPENDIX A

RECEIPTS & PAYMENTS ACCOUNT

25 JUNE 2015 TO 24 JUNE 2016

	TOTAL TO DATE	25 12 2015 TO 24 06 2016
RECEIPTS	£	£
Debtors	3 256 64	0 00
Goodwill	5,000 00	3,500 00
Sale of Stock	3,000 00	0 00
Sale of Office Furniture	2,000 00	0 00
Plant & Equipment	4,000 00	0 00
Interest	2 72	1 73
	<u>17,259 36</u>	<u>3,501 73</u>
PAYMENTS	£	£
Administrator's Remuneration - Lameys	8 400 00	2,200 00
Administrator's Remuneration - Begbies-Traynor	5,000 00	5,000 00
Advertising	87 50	0 00
Accountancy Fees	143 00	0 00
Administrator's Disbursements - Lameys - Postage	117 18	117 18
Administrator's Disbursements - Lameys - Bonding	72 00	72 00
Administrators Disbursements - Begbies-Traynor - Bonding	55 00	55 00
	<u>13,874 68</u>	<u>7,444 18</u>
Balance of funds	<u>3,384 68</u>	<u>-3,942 45</u>
Balance of funds held as follows		
VAT receivable	0 00	
Plus Balance at Bank	<u>3,384 68</u>	
Total	<u><u>3,384 68</u></u>	

Notes

1 Receipts & Payments are stated net of VAT

Time Cost Analysis Summary

Period of Time Costs from **25 December 2015**
to **24 June 2016**

	Partner	Senior Manager	Administrators	Assistants & Support Staff	Total Hours	Total Cost	Average Rate £/hr
Description of Work							
Administration and Planning	1 00	11 70	1 80	6 90	21 40	£ 3,598.00	£ 168 13
Realisations of Assets	1 70	-	-	0 90	2 60	£ 431 00	£ 165 77
Creditors	0 10	-	0 60	-	0 70	£ 115.00	£ 164 29
Tax/VAT	-	-	-	0 60	0 60	£ 54.00	£ 90 00
Total Hours	2 80	11.70	2 40	8 40	25 30	£ 4,198 00	£ 165 93

Total Time Costs (£)	£	4,198 00
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LAMEYS

AC LANDSCAPE AND TREE WORKS LIMITED - ADMINISTRATION

Time Cost Analysis Summary

Period of Time Costs from **25 June 2015**
to **24 June 2016**

	Partner	Senior Manager	Administrators	Assistants & Support Staff	Total Hours	Total Cost	Average Rate £/hr
Description of Work							
Administration and Planning	8 20	20 70	9 10	27 50	65 50	£10,237 00	£ 156 29
Investigations	0 20	-	-	-	0 20	£ 50 00	£ 250 00
Realisations of Assets	14 60	8 30	3 00	4 50	30 40	£ 6,173 00	£ 203 06
Creditors	0 80	7 00	0 60	6 10	14 50	£ 2,309 00	£ 159.24
Tax/VAT	0 20	-	1 50	0 60	2 30	£ 329 00	£ 143 04
Total Hours	24 00	36 00	14 20	38 70	112 90	£19,098 00	£ 169 16

Total Time Costs (£) £ 19,098 00

BEGBIES TRAYNOR GROUP PLC

SIP9 AC Landscape & Tree Works Ltd - Administration - 25AC089.ADM : Time Costs Analysis From 25/06/2015 To 24/06/2016

Staff Grade	Consultants (rate)	Director	Snr Mgr	Mngr	Asst Mgr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average Hourly Rate £
General Case Administration and Planning	Case planning											0.00
	Administration				1.0					1.0	205.00	205.00
	Total for General Case Administration and Planning				1.0					1.0	205.00	205.00
Compliance with the Insolvency Act, Rules and best practice	Appointment											0.00
	Banking and Bonding							0.2		0.2	22.00	110.00
	Case Closure											0.00
	Statutory reporting and statement of affairs											0.00
	Total for Compliance with the Insolvency Act, Rules and best practice							0.2		0.2	22.00	110.00
Investigations	CCDA and investigations			4.5	3.0		3.5			14.7	3,741.50	254.52
	Total for Investigations			4.5	3.0		3.5			14.7	3,741.50	254.52
Realisation of assets	Debt collection											0.00
	Property business and asset sales											0.00
	Retention of Title/Third party assets											0.00
	Total for Realisation of assets											0.00
	Trading											0.00
Dealing with all creditors claims (including employees) correspondence and distributions	Total for Trading											0.00
	Secured											0.00
	Others											0.00
	Creditors committee											0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions											0.00
Other matters which includes meetings, tax litigation, pensions and travel	Meetings				1.5					1.5	307.50	205.00
	Other											0.00
	Tax											0.00
	Litigation											0.00
	Total for Other matters				1.5					1.5	307.50	205.00
	Total hours by staff grade	3.7		4.5	5.5		3.5	0.2		17.4		
	Total time cost by staff grade	1,481.50		1,192.50	1,127.50		472.50	22.00			4,276.00	
	Average hourly rate £	395.00	0.00	265.00	205.00	0.00	135.00	110.00	0.00			245.75
	Total fees drawn to date £										0.00	

BEGBIES TRAYNOR GROUP PLC

SIP9 AC Landscape & Tree Works Ltd - Administration - 25AC089.ADM : Time Costs Analysis From 25/12/2015 To 24/06/2016

Staff Grade	Case planning	Administration	Director	Sr Mgr	Mgr	Asst Mgr	Sr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning													0.00
	Administration												0.00
	Total for General Case Administration and Planning												0.00
Compliance with the Insolvency Act, Rules and best practice	Appointment												0.00
	Banking and Bonding												0.00
	Case Closure												0.00
	Statutory reporting and statement of affairs												0.00
	Total for Compliance with the Insolvency Act, Rules and best practice												0.00
Investigations	COA and Investigations				0.5						0.5	132.50	265.00
	Total for Investigations				0.5						0.5	132.50	265.00
Realisation of assets	Debt collection												0.00
	Property business and asset sales												0.00
	Retention of Title/Third party assets												0.00
	Total for Realisation of assets												0.00
Trading	Trading												0.00
	Total for Trading												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured												0.00
	Others												0.00
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions												0.00
Other matters which includes meetings, tax litigation, pensions and travel	Meetings												0.00
	Other												0.00
	Tax												0.00
	Litigation												0.00
	Total for Other matters												0.00
	Total hours by staff grade				0.5						0.5		
	Total time cost by staff grade				132.50							132.50	
	Average hourly rate £				265.00							0.00	265.00
	Total fees drawn to date £											0.00	

LAMEYS

AC TRAINING LIMITED - ADMINISTRATION

Time Cost Analysis Summary

Period of Time Costs from **25 December 2015**
to **24 June 2016**

Description of Work	Partner	Senior Manager	Administrators	Assistants & Support Staff	Total Hours	Total Cost	Average Rate £/hr
Administration and Planning	0 70	10 50	1 30	3 10	15 60	£ 2,044 00	£ 131 03
Realisations of Assets	0 30	-	-	0 60	0 90	£ 68 00	£ 75 56
Tax/VAT	-	-	-	0 50	0 50	£ 165 00	£ 330 00
Total Hours	1 00	10 50	1 30	4 20	17 00	£ 2,277 00	£ 133 94

Total Time Costs (£) £ 2,277 00

LAMEYS

AC TRAINING LIMITED - ADMINISTRATION

Time Cost Analysis Summary

Period of Time Costs from **25 June 2015**
to **24 June 2016**

	Partner	Senior Manager	Administrators	Assistants & Support Staff	Total Hours	Total Cost	Average Rate £/hr
Description of Work							
Administration and Planning	1 70	19 50	6 20	10 40	37 80	£ 6,119.00	£ 161 88
Investigations	0 20	-	-	-	0 20	£ 27 00	£ 135 00
Realisations of Assets	1 00	-	2 90	0 80	4 70	£ 629 00	£ 133 83
Creditors	-	-	-	1 10	1 10	£ 470 00	£ 427 27
Tax/VAT	0 10	-	1 00	0 50	1 60	£ 126 00	£ 78 75
Total Hours	3 00	19 50	10 10	12 80	45 40	£ 7,371 00	£ 162 36

Total Time Costs (£)

£	7,371 00
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BEGBIES TRAYNOR GROUP PLC

SIP9 AC Training Ltd - Administration - 25AC088.ADM : Time Costs Analysis From 25/12/2015 To 24/06/2016

Staff Grade	Consultant's rate	Director	Sr Mngt	Mngt	Asst Mngt	Sr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning												0.00
Case planning												
Administration												0.00
Total for General Case Administration and Planning												0.00
Compliance with the Insolvency Act, Rules and best practice												0.00
Appointment												0.00
Banking and Bonding												0.00
Case Closure												0.00
Statutory reporting and statement of affairs												0.00
Total for Compliance with the Insolvency Act Rules and best practice												0.00
Investigations												0.00
CDDA and investigations												0.00
Total for Investigations												0.00
Realisation of assets												0.00
Debt collection												0.00
Property business and asset sales												0.00
Retention of Title/Third party assets												0.00
Total for Realisation of assets												0.00
Trading												0.00
Trading												0.00
Total for Trading												0.00
Dealing with all creditors (including employees) correspondence and distributions												0.00
Secured												0.00
Others												0.00
Creditors committee												0.00
Total for Dealing with all creditors claims (including employees), correspondence and distributions												0.00
Meetings												0.00
Other												0.00
Tax												0.00
Litigation												0.00
Total for Other matters												0.00
Total hours by staff grade												
Total time cost by staff grade												
Average hourly rate £	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Total fees drawn to date £											0.00	

BEGBIES TRAYNOR GROUP PLC

SIP9 AC Training Ltd - Administration - 25AC088.ADM : Time Costs Analysis From 25/06/2015 To 24/06/2016

Staff Grade	Consultant/Partner	Director	Sr Mngt	Mngt	Asst Mngt	Sr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning												
Administration					1.0					1.0	205.00	205.00
Total for General Case Administration and Planning					1.0					1.0	205.00	205.00
Compliance with the Insolvency Act, Rules and best practice												
Appointment												0.00
Bailing and Bonding								0.2		0.2	22.00	110.00
Case Closure												0.00
Statutory reporting and statement of affairs												0.00
Total for Compliance with the Insolvency Act, Rules and best practice								0.2		0.2	22.00	110.00
Investigations												
CDDA and Investigations				4.0	3.5		2.0			9.5	2,047.50	215.53
Total for investigations				4.0	3.5		2.0			9.5	2,047.50	215.53
Realisation of assets												
Debt collection												0.00
Property business and asset sales												0.00
Retention of Title/Third party assets												0.00
Total for Realisation of assets												0.00
Trading												
Trading												0.00
Total for Trading												0.00
Dealing with all creditors claims (including employees), correspondence and distributions												
Secured												0.00
Others												0.00
Creditors committee												0.00
Total for Dealing with all creditors claims (including employees), correspondence and distributions												0.00
Other matters which includes meetings tax litigation pensions and travel												
Meetings					1.5					1.5	307.50	205.00
Other												0.00
Tax												0.00
Litigation												0.00
Total for Other matters					1.5					1.5	307.50	205.00
Total hours by staff grade				4.0	5.0		2.0	0.2		12.2		
Total time cost by staff grade				1,040.00	1,230.00		270.00	22.00			2,662.00	
Average hourly rate £				265.00	205.00	0.00	135.00	110.00	0.00			211.64
Total fees drawn to date £											0.00	

LAMEYS

AC GARAGE SERVICES LIMITED - ADMINISTRATION

Time Cost Analysis Summary

Period of Time Costs from **25 December 2015**
to **24 June 2016**

	Partner	Senior Manager	Administrators	Assistants & Support Staff	Total Hours	Total Cost	Average Rate £/hr
Description of Work							
Administration and Planning	0 70	10 50	1 30	3 80	16 30	£ 2,917.00	£ 178 96
Realisations of Assets	0 30	-	-	0 60	0 90	£ 129 00	£ 143 33
Tax/VAT	-	-	0 20	0 50	0 70	£ 75 00	£ 107 14
Total Hours	1 00	10 50	1 50	4 90	17 90	£ 3,121 00	£ 174 36

Total Time Costs (£) £ **3,121.00**

LAMEYS

AC GARAGE SERVICES LIMITED - ADMINISTRATION

Time Cost Analysis Summary

Period of Time Costs from **25 June 2015**
to **24 June 2016**

	Partner	Senior Manager	Administrators	Assistants & Support Staff	Total Hours	Total Cost	Average Rate £/hr
Description of Work							
Administration and Planning	1 90	19 50	6 10	14 60	42.10	£ 6,799 00	£ 161 50
Investigations	0 20	-	-	-	0 20	£ 50 00	£ 250 00
Realisations of Assets	1 50	0 50	5 40	2 60	10 00	£ 1,524 00	£ 152 40
Creditors	0 30	2 00	-	3 40	5 70	£ 801 00	£ 140 53
Tax/VAT	0 10	-	1 20	0 50	1 80	£ 250 00	£ 138.89
Total Hours	4 00	22 00	12 70	21.10	59 80	£ 9,424 00	£ 157 59

Total Time Costs (£) £ 9,424 00

[illegible]

BEGBIES TRAYNOR GROUP PLC

SIP9 AC Garage Services Ltd - Administration - 25AC090.ADM : Time Costs Analysis From 25/12/2015 To 24/06/2016

Start Date	Case Name	Consultant	Director	Snr Mgr	Mgr	Asst Mgr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning												0.00
	Administration				0.2						0.2	53.00	265.00
	Total for General Case Administration and Planning				0.2						0.2	53.00	265.00
Compliance with the Insolvency Act, Rules and best practice	Appointment												0.00
	Banking and Bonding												0.00
	Case Closure												0.00
Investigations	Statutory reporting and statement of affairs												0.00
	Total for Compliance with the Insolvency Act Rules and best practice												0.00
	CDDA and investigations												0.00
Realisation of assets	Total for Investigations												0.00
	Debt collection												0.00
	Property business and asset sales												0.00
Trading	Retention of Title/Third party assets												0.00
	Total for Realisation of assets												0.00
	Trading												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Total for Trading												0.00
	Secured												0.00
	Others												0.00
Other matters which includes meetings tax litigation pensions and travel	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions												0.00
	Meetings												0.00
Total for Other matters	Other												0.00
	Tax												0.00
	Litigation												0.00
Total time cost by staff grade	Total for Other matters												0.00
	Total hours by staff grade				0.2						0.2	53.00	265.00
	Total time cost by staff grade				53.00							53.00	265.00
Total fees drawn to date £	Average hourly rate £	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		5,000.00	
	Total fees drawn to date £												

APPENDIX C

LAMEYS ADDITIONAL INFORMATION IN RELATION TO ADMINISTRATORS FEES AND EXPENSES

1 Policy

Detailed below is Lameys policy in relation to -
Staff allocation and the use of sub-contractors
Professional advisors
Disbursements

1.1 Staff allocation and the use of sub-contractors

Lameys general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case

The constitution of the case team will usually consist of a Partner Manager Senior and Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and on larger, more complex cases several Seniors/Assistants may be allocated to meet the demands of the case

It has been my policy as Administrator to delegate the routine administration of the case to senior staff in order to maximise the cost effectiveness of the work performed. These staff are supervised by the Administrator. Any matter of particular complexity or significant that requires responsibility of exceptional kind will be dealt with by the Administrator or a Partner

In common with all professional firms the Administrator's scale rates increase from time to time over the period of the administration of each Insolvency case. Lameys or any successor firm reserves the right to change the rates and grade structure

Lameys does not utilise the services of any sub-contractors

1.2 Professional advisors

On this assignment I have used the professional advisors listed below. I have also indicated alongside the basis of my fee arrangement with them which is subject to review on a regular basis

Professional Advisor	Nature of Work	Basis of Fee Arrangement
Michelmores LLP	Legal advice	Time costs

The choice was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them

1.3 Disbursements

Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. Lameys seeks to recover those expenses and costs that constitute Category 1 disbursements if funds permit

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred which relate to payments due to associated companies for the provision of services to the office holder. It is Lameys policy not to charge for Category 2 disbursements other than business mileage at the published rate

2 Charge out rates

A schedule of Lameys charge-out rates was issued to creditors at the time the basis of the Administrator's remuneration was approved. Time is recorded in 6 minute units. There have been no material increases in charge out rates since that date

The current charge-out rates are as follows -

Partner	£250 per hour
Senior Manager	£210 per hour
Manager	£170 per hour
Other Senior Professionals	£150 per hour
Assistants & Support Staff	£90 per hour

3 Requests for further information/Rights to challenge remuneration and expenses

3.1 In accordance with Rule 2.48A of the Insolvency Rules 1986 (as amended) a creditor may within 21 days of receipt of a Progress Report, request the Administrator to provide further information about the remuneration and expenses set out in the Report. Such a request must be in writing and may be made by either (a) a secured creditor, (b) an unsecured creditor with the concurrence of at least 5% in value of the creditors (including that creditor), or (c) any unsecured creditor with the permission of the Court

The Administrator must provide the requested information within 14 days unless he considers that the time or cost involved would be excessive, disclosure would be prejudicial to the conduct of the administration or might be expected to lead to violence against any person, or the Administrator is subject to an obligation of confidentiality in relation to the information requested, in which case he must give the reasons for not providing it

3.2 If a creditor believes that the Administrator's remuneration is in the circumstances excessive, the basis is inappropriate or the expenses incurred are excessive pursuant to Rule 2.109 of the Insolvency Rules 1986 (as amended) he may, subject to certain conditions, make application to Court

Any such application must be made within 8 weeks of receipt of the Progress Report and can be made by either (a) any secured creditor, (b) any secured creditor with either the concurrence of at least 10% in value of the creditors (including that creditor) or the permission of the Court, or (c) the bankrupt

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance¹ requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest. Best practice guidance² indicates that such charges should be disclosed to those who are responsible for approving the office holder's remuneration together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- *Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- *Category 2 disbursements (approval required)* - items of expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.

(A) The following items of expenditure are charged to the case (subject to approval):

- Car mileage is charged at the rate of 45 pence per mile.
- Storage of books and records (when not chargeable as a *Category 1 disbursement*) is charged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates.

Expenses which should be treated as Category 2 disbursements (approval required) - in addition to the two categories referred to above, best practice guidance indicates that where payments are to be made to outside parties in

¹ Statement of Insolvency Practice 9 (SIP 9) - Remuneration of insolvency office holders in England & Wales
² Ibid 1

which the office holder or his firm or any associate has an interest, these should be treated as Category 2 disbursements

- (B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*

- Telephone and facsimile
- Printing and photocopying
- Stationery

BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the Salisbury office as at the date of this report are as follows

	Standard 1 May 2011 – until further notice
	Regional
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Trainee Administrator	110
Support	110

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead

Time is recorded in 6 minute units

BEGBIES TRAYNOR

PROFESSIONAL FEES

We seek to recover fees on a time cost basis, i.e. with reference to the time properly given by the Liquidators and their staff in attending to the matters arising in the Liquidation. Time is recorded for each case in 6 minute units.

Begbies Traynor hourly rates (excluding VAT) with effect from 1 May 2011, are as follows -

Partner	£395 per hour
Director	£345 per hour
Senior Manager	£310 per hour
Manager	£265 per hour
Assistant Manager	£205 per hour
Senior Administrator	£175 per hour
Administrator	£135 per hour
Trainee Administrator	£110 per hour
Support	£110 per hour