

The Insolvency Act 1986

## Administrator's progress report

Pursuant to Rule 2.38 of the Insolvency (Scotland) Rules 1986

Name of Company	Company number
Park Caledonia Associates Limited	SC144303

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

We (a)

Matthew Haw  
Baker Tilly Restructuring and Recovery  
LLP  
25 Farringdon Street  
London EC4A 4AB

Keith Anderson  
Baker Tilly Restructuring and Recovery  
LLP  
First Floor, Quay 2  
139 Fountainbridge  
Edinburgh EH3 9QG

(b) Insert dates

Administrators of the above company attach a progress report for the period

From

(b) 3 February 2012

to

(b) 2 August 2012

Signed

Joint Administrators

Dated

10 August 2012

### 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

Benjamin Dymant	
Baker Tilly Restructuring and Recovery LLP, 25 Farringdon Street, London EC4A 4AB	
Tel: 0203 201 8000	
DX Number: 1040	DX Exchange: Chancery Lane

When you have completed and signed this form please send it to the Registrar of Companies at:

Companies House, 4th Floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, EH3 9FF  
( 235 Edinburgh / LP 4 Edinburgh-2



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COMPANIES HOUSE

TUESDAY

# **PARK CALEDONIA ASSOCIATES LIMITED - IN ADMINISTRATION**

## **JOINT ADMINISTRATORS' PROGRESS REPORT**

**3 FEBRUARY 2012 – 2 AUGUST 2012**

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

This report is prepared pursuant to Rule 2.38 of the Insolvency (Scotland) Rules 1986 (as amended). The purpose of the report is to provide creditors with information relating to the progress of the administration from 3 February 2012 to 2 August 2012.

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

Matthew Haw of Baker Tilly Restructuring and Recovery LLP, 25 Farringdon Street, London EC4A 4AB and Keith Anderson of Baker Tilly Restructuring and Recovery LLP, 1<sup>st</sup> Floor, Quay 2, 139 Fountainbridge, Edinburgh EH3 9QG were appointed Joint Administrators ("Administrators") of Park Caledonia Associates Limited ("PCA" or "the Company") on 3 August 2011 by the qualifying floating chargeholder, Clydesdale Bank Plc ("the Bank"), 30 St Vincent Place, Glasgow G1 2HL.

The notice of appointment was filed in the Court of Session in Edinburgh under reference number P845/11.

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

### **3. COMPANY DETAILS**

The registered number of the Company is SC144303

The Registered Office of the Company is Baker Tilly Restructuring and Recovery LLP 25 Farringdon Street, London EC4A 4AB.

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

We attach as Appendix A receipts and payments summary for the period from 3 February 2012 to 2 August 2012.

#### **VAT Basis**

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

## **Prescribed Part**

There have been no payments to unsecured creditors in relation to the Prescribed Part (Section 176A of the Insolvency Act 1986 (as amended) 'the Act').

The "Prescribed Part" is a proportion of a company's "net property" calculated by statutory formula and ring-fenced for the benefit of a company's unsecured creditors. "Net property" is defined as property that would otherwise be available for distribution to the holders of floating charge security.

The Prescribed Part provisions are only applicable to post 15 September 2003 charges and therefore, where funds permit, are applicable in respect of the Company.

Until we know the extent of the commission receipts, however, we cannot confirm whether a Prescribed Part distribution will be made. Furthermore, and in line with Section 176A(5) of the Act, if the qualifying sums prove to be de minimis, the Prescribed Part may not apply if the Administrators apply to the Court for an Order under this subsection on the grounds that the cost of making a distribution to unsecured creditors would be disproportionate to the benefits and the Court agrees.

## **5. DIVIDEND PROSPECTS FOR CREDITORS**

### **Secured Creditor**

The Bank had an outstanding debt on appointment of £132,277.39.

To date, there have been no distributions to the Bank from the Administration. We will continue to liaise with the Bank in relation to the future dividend prospects.

### **Preferential Creditors**

All necessary documentation has been filed with the Redundancy Payments Office ("RPO") in respect of the Company's former employees. We understand that those qualifying employees have now received payments in respect of outstanding holiday pay and unpaid wages accruing as a consequence of the termination of their contracts of employment.

Due to the ongoing collection of the commissions (see section 6, below), we cannot as yet confirm whether a dividend will be declared to the preferential creditors.

### **Unsecured Creditors**

The Statement of Affairs estimates that unsecured creditor claims are in the sum of £1,473,171 (including contingent claims of £525,125 which may or may not crystallise).

I would reiterate that the value at which creditors' claims are stated in the Statement of Affairs are, as is required by legislation, those which are reflected in the books and records of the Company and it is our view that some balances may not be wholly correct.

We have, in one particular instance, received an unsecured claim which greatly exceeds the corresponding liability detailed on the Statement of Affairs. However, given that we do not anticipate a distribution to the unsecured creditors, we have not adjudicated the claim.

At this time we do not anticipate a dividend to unsecured creditors.

## **6. CONDUCT OF THE ADMINISTRATION**

### **Commissions**

As previously advised, the Administrators entered into an agreement with Phoenix Financial Advisers Ltd ("Phoenix"), an independent third party registered with the FSA, under which Phoenix have been sold the right to collect the commissions due to the Company. In accordance with the agreement, Phoenix will share the revenues with the Administrators on a formula basis, with 80% of the commissions being paid to the Administrators and the remaining 20% retained by Phoenix. The agreement will last 3 years.

Without this agreement the Administrators would have been unable to realise the benefit of this income stream owing to the fact that the Company's FSA approval had been withdrawn.

I can confirm that Phoenix paid the sum of £30,000 to the Administrators at the outset of the agreement. Such an up-front payment was requested in order to provide a degree of certainty, however, Phoenix will retain the first £30,000 collected in lieu of this payment.

Further to the commissions realised in the quarter to 31 July 2012, Phoenix has now received the sum of £30,000 and the Administration estate will shortly receive £6,259 in relation to commissions collected in this period.

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

The Administrators will continue to receive the aforementioned ongoing commissions as per the agreement with Phoenix.

In addition to this, as per the director's Statement of Affairs the Administrators will continue to investigate the position in respect of the Company's debtors.

## **8. JOINT ADMINISTRATORS' PROPOSALS**

The Joint Administrators' Proposals were approved by a resolution of the creditors. The Proposals can be summarised as follows:

- 8.1 The Administrators should consider and pursue the most appropriate alternative method of realising the assets for the benefit of the creditors.
- 8.2 The Administrators should arrange to distribute available funds from the realised assets to those creditors entitled to them in such manner as they consider will lead to an early distribution of the available assets in an economic manner.
- 8.3 The Administrators be authorised to make such application to Court for directions as they consider appropriate with a view to achieving the purposes of the administration or their Proposals.
- 8.4 The Administrators conclude the administration when all the property and assets have been realised and distributed (after costs).
- 8.5 Unless otherwise deemed appropriate (see below), to exit the Administration by way of Dissolution in accordance with Paragraph 84(1) of Schedule B1 to the Act.
- 8.6 To apply to Court in order to request a 36 month extension (bringing the administration to 48 months in length) to the administration or such a period as the Administrators see fit (i.e. in order to facilitate the realisation of commissions).
- 8.7 In the event that it is deemed appropriate to do so, to apply to Court (at such time as the application for extension is made) to seek approval for the distribution of the Prescribed Part during the Administration.
- 8.8 Notwithstanding the aforementioned, if circumstances arise which suggest that it may be more appropriate to exit Administration via a Creditors' Voluntary Liquidation, the Administrators propose to proceed in accordance with 8.8 below.
- 8.9 In the event that it is deemed appropriate to proceed to Creditors' Voluntary Liquidation, it is proposed that Matthew Haw of Baker Tilly Restructuring and Recovery LLP 25 Farringdon Street London EC4A 4AB and Keith Anderson of Baker Tilly Restructuring and Recovery LLP 1st Floor Quay 2 Fountainbridge, Edinburgh EH3 9QG be appointed as Joint Liquidators.
- 8.10 To seek a resolution from the secured and preferential creditors, as appropriate, for discharge from liability in respect of any action of ours as Administrators. This would take effect immediately following our cessation to act as Administrators.

## **9. EXTENSION OF THE ADMINISTRATION**

The administration was extended for a period of 6 months from 3 August 2012 to 2 February 2013 by a resolution of the secured and preferential creditors.

On the assumption that the commission receipts continue at the current rate, we anticipate making an application to Court to extend the Administration further.

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

### **Time costs and fees drawn to date**

The basis of the Joint Administrators' remuneration was approved by the secured and preferential creditors on 29 July 2012 when the following resolution was passed:

"The Joint Administrators shall be authorised to draw their remuneration based upon their time costs, by reference to the time properly given by the Joint Administrators and their staff, in attending to matters arising in the administration at Baker Tilly Restructuring and Recovery LLP standard hourly rates at the rates prevailing when the work is done, to be paid out of the assets of the company and which may be drawn on account as and when funds permit".

To date we have drawn a total of £20,000 plus VAT on account of our time costs incurred.

Attached are the following:

- Appendix B: Time and charge out summary;
- Appendix C: Charge out bands and disbursement rates;
- Appendix D: Summary of payments to Joint Administrators and associated parties; and
- Appendix E: Baker Tilly Restructuring and Recovery LLP charging, expenses and disbursements policy statement.

A total of 224.50 hours have been spent by our staff in the administration of the estate from the date of appointment to 3 August 2011 at an average hourly charge out rate of £224.87.

### **Analysis of time spent in administration of the estate**

Our staff have carried out the following tasks:

#### **a) Administration and Planning**

This includes dealing with the commencement of the administration, statutory filing of appointment documents with Companies' House, requesting the submission of the Statement of Affairs and filing it at Companies' House, together with day-to-day administration duties. These include but are not limited to: handling receipts and payments; VAT and corporation tax issues; pension queries and general correspondence.

#### **b) Realisation of Assets**

Our staff have been employed on various matters, including the sale of the Company's motor vehicles and the realisation of the commission book. In relation to the commissions, work completed has included negotiating the terms of the agreement and agreeing the sale documents.

#### **c) Creditors**

Queries from and correspondence with creditors and employees have been necessary aspects of the administration process. The preparation of the Joint Administrators' proposals and this 6 monthly progress report has been undertaken including the attendant aspects of providing and obtaining the required information.

#### **d) Investigation into the affairs of the Company**

In accordance with our statutory obligations under the Company Directors' Disqualification Act 1986, we have filed the appropriate documentation with the Department of Business, Enterprise & Regulatory Reform.

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

The basis of the Joint Administrators' drawing disbursements was approved by the secured and preferential creditors on 29 July 2012 when the following resolution was passed:

"The Joint Administrators shall be authorised to draw their disbursements and other expenses incurred by them in the administration, to be paid out of the assets of the company, such disbursements to include "Category 2 disbursements" at the rates prevailing when the cost is incurred."

Disbursements drawn from the company's assets in accordance with the resolution are detailed on Appendix D.



**Matthew Haw**

**Baker Tilly Restructuring and Recovery LLP**

**Joint Administrator**

Matthew Haw is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales

Keith Anderson is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants of Scotland

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

**Receipts and Payments Abstract Park Caledonia Associates Limited In Administration**  
**For the period 3 February 2012 to 2 August 2012**

SOA Value £	03/02/2012 to 2/08/2012		Total to 2/08/2012
	£	£	£
<b>FINANCE AND HIRE PURCHASE AGREEMENTS</b>			
16,670.00	Leased Assets	0.00	16,500.00
(15,790.30)	Payout on Lease or Finance	0.00	(15,790.30)
		0.00	709.70
<b>ASSET REALISATIONS</b>			
0.00	Bank Interest Gross	0.02	8.10
0.00	Cash on Hand	0.00	1,465.28
163,100.00	Commission receipts	0.00	33,975.17
		0.02	35,448.55
<b>COST OF REALISATIONS</b>			
0.00	Bank Charges	0.00	(24.00)
0.00	Commissions (to Phoenix)	0.00	(2,104.09)
0.00	Joint Administrators Disbursements	(108.54)	(108.54)
0.00	Joint Administrators Fees	(20,000.00)	(20,000.00)
0.00	Statutory Advertising	0.00	(139.50)
		(20,108.54)	(22,376.13)
<b>PREFERENTIAL CREDITORS</b>			
(2,533.88)	Holiday Pay	0.00	0.00
(1,300.39)	Wages	0.00	0.00
		0.00	0.00
<b>UNSECURED CREDITORS</b>			
(677,617.00)	Associated Creditors	0.00	0.00
(46,689.20)	Employees	0.00	0.00
(223,641.68)	Trade and Expense Creditors	0.00	0.00
		0.00	0.00
(787,802.45)		(20,108.52)	13,782.12
<b>REPRESENTED BY</b>			
	Bank - Floating (Clydesdale)		9,732.51
	VAT Receivable (Payable)		4,049.61
			13,782.12
			13,782.12



## Park Caledonia Associates Limited

## SIP 9 Time analysis for the period 3 February 2012 to 2 August 2012

HOURS SPENT	Partners	Managers	Administrators	Assistants	Total Hours	Total Time Costs	Average rates
<b>Administration and Planning</b>							
Case Management	0.0	0.7	0.5	2.7	3.9	£547.50	£142.57
Director(s)/debtor/bankrupt	0.8	0.0	0.8	0.0	1.6	£532.00	£332.50
Post-appointment - general	0.0	0.7	0.0	0.0	0.7	£175.00	£250.00
Receipts and Payments	0.0	0.0	3.1	0.0	3.1	£480.50	£155.00
Shareholders/Director/Debtor/ Bkpt	0.0	0.0	0.6	0.0	0.6	£108.00	£180.00
<b>Totals</b>	<b>0.8</b>	<b>1.4</b>	<b>5.0</b>	<b>2.7</b>	<b>9.9</b>	<b>£1,843.00</b>	<b>£187.94</b>
<b>Investigations</b>							
Investigations/CDDA	0.7	2.2	0.0	0.0	2.9	£889.50	£306.72
<b>Totals</b>	<b>0.7</b>	<b>2.2</b>	<b>0.0</b>	<b>0.0</b>	<b>2.9</b>	<b>£889.50</b>	<b>£306.72</b>
<b>Realisation of Assets</b>							
Assets - general/other	0.0	0.3	0.0	0.0	0.3	£75.00	£250.00
Debtors & sales finance	0.9	1.3	0.5	0.0	2.7	£851.50	£315.37
<b>Totals</b>	<b>0.9</b>	<b>1.6</b>	<b>0.5</b>	<b>0.0</b>	<b>3.0</b>	<b>£926.50</b>	<b>£308.83</b>
<b>Creditors</b>							
Investigations/CDDA	0.0	0.3	0.0	0.0	0.3	£75.00	£250.00
Other Creditor Meetings and Reports	0.0	2.2	10.7	0.0	12.9	£2,462.00	£190.85
Unsecured Creditors	0.9	0.6	0.4	0.0	1.9	£658.50	£346.58
<b>Totals</b>	<b>0.9</b>	<b>3.1</b>	<b>11.1</b>	<b>0.0</b>	<b>15.1</b>	<b>£3,195.50</b>	<b>£211.62</b>
<b>TOTAL HOURS</b>	<b>3.3</b>	<b>8.3</b>	<b>16.6</b>	<b>2.7</b>	<b>30.9</b>	<b>£6,854.50</b>	<b>£221.83</b>
<b>TOTAL TIME COST</b>	<b>£1,600.50</b>	<b>£2,061.00</b>	<b>£2,910.50</b>	<b>£282.50</b>		<b>£6,854.50</b>	

## Park Caledonia Associates Limited

## SIP 9 Time analysis for the period 3 August 2011 to 2 August 2012

HOURS SPENT	Partners	Managers	Administrators	Assistants	Total Hours	Total Time Costs	Average rates
<b>Administration and Planning</b>							
Appointment	0.0	0.4	21.4	0.0	21.8	£3,924.00	£180.00
Background information	0.0	0.1	1.4	0.0	1.5	£270.00	£180.00
Case Management	0.5	1.2	9.2	5.4	16.5	£2,709.50	£165.00
Director(s)/debtor/bankrupt	1.0	0.0	0.8	0.0	1.8	£629.00	£349.44
Pension Scheme	0.0	0.0	0.8	0.0	0.8	£144.00	£180.00
Post-appointment - general	0.0	9.2	4.4	0.0	13.6	£3,596.00	£264.41
Post-appointment taxation	0.0	0.3	1.4	0.0	1.7	£327.00	£192.35
Pre-appointment matters	1.0	0.8	4.5	0.0	6.3	£1,533.00	£243.33
Receipts and Payments	0.0	0.0	19.9	0.0	19.9	£3,137.00	£157.64
Shareholders/Director/Debtor/ Bkpt	0.0	0.3	3.3	0.0	3.6	£669.00	£185.83
Statement of Affairs	0.2	3.2	1.3	0.0	4.7	£1,131.00	£240.64
Unsecured Creditors	0.0	0.2	0.0	0.0	0.2	£36.00	£180.00
<b>Totals</b>	<b>2.7</b>	<b>15.7</b>	<b>68.4</b>	<b>5.4</b>	<b>92.4</b>	<b>£18,105.50</b>	<b>£196.16</b>
<b>Investigations</b>							
Investigations/CDDA	2.2	4.4	7.1	0.0	13.7	£3,445.00	£251.46
<b>Totals</b>	<b>2.2</b>	<b>4.4</b>	<b>7.1</b>	<b>0.0</b>	<b>13.7</b>	<b>£3,445.00</b>	<b>£251.46</b>
<b>Realisation of Assets</b>							
Assets - general/other	0.0	5.9	6.3	0.0	12.2	£2,609.00	£213.85
Debtors & sales finance	0.9	10.5	2.2	0.0	13.6	£3,692.50	£271.51
HP/Leasing creditors	0.0	0.8	1.1	0.0	1.9	£492.00	£258.95
ROT/Third Party Assets	0.0	0.4	0.0	0.0	0.4	£100.00	£250.00
Sale of business	0.2	2.5	0.0	0.0	2.7	£1,279.50	£473.89
Unsecured Creditors	0.0	0.2	0.0	0.0	0.2	£50.00	£250.00
<b>Totals</b>	<b>1.1</b>	<b>20.3</b>	<b>9.6</b>	<b>0.0</b>	<b>31.0</b>	<b>£8,223.00</b>	<b>£265.26</b>
<b>Trading</b>							
Trading	0.0	0.0	0.2	0.0	0.2	£36.00	£180.00
<b>Totals</b>	<b>0.0</b>	<b>0.0</b>	<b>0.2</b>	<b>0.0</b>	<b>0.2</b>	<b>£36.00</b>	<b>£180.00</b>
<b>Creditors</b>							
1st creditors/shareholders meetings and reports	6.8	5.7	16.6	0.0	29.1	£7,396.50	£254.18
Appointment	0.0	0.0	2.0	0.0	2.0	£360.00	£180.00
Employees	0.0	7.8	1.8	0.0	9.6	£1,843.00	£191.98
Investigations/CDDA	0.0	0.3	0.0	0.0	0.3	£75.00	£250.00
Legal Matters	0.0	0.0	0.2	0.0	0.2	£36.00	£180.00
Other Creditor Meetings and Reports	0.0	2.5	10.7	0.0	13.2	£2,537.00	£192.20
Secured Creditors	0.3	4.7	0.0	0.0	5.0	£1,579.00	£315.80
Unsecured Creditors	4.4	5.8	3.7	0.0	13.9	£4,250.00	£305.76
<b>Totals</b>	<b>11.5</b>	<b>26.8</b>	<b>35.0</b>	<b>0.0</b>	<b>73.3</b>	<b>£18,076.50</b>	<b>£246.61</b>
<b>Case Specific Matters - Legal Matters</b>							
Legal Matters	0.0	1.3	10.6	0.0	11.9	£2,233.00	£187.65
Major Issues - Employees	0.0	1.0	1.0	0.0	2.0	£365.00	£182.50
<b>Totals</b>	<b>0.0</b>	<b>2.3</b>	<b>11.6</b>	<b>0.0</b>	<b>13.9</b>	<b>£2,598.00</b>	<b>£186.91</b>
<b>TOTAL HOURS</b>	<b>17.5</b>	<b>69.5</b>	<b>131.9</b>	<b>5.6</b>	<b>224.5</b>	<b>£50,484.00</b>	<b>£224.87</b>
<b>TOTAL TIME COST</b>	<b>£8,217.50</b>	<b>£18,407.50</b>	<b>£23,272.00</b>	<b>£587.00</b>		<b>£50,484.00</b>	

## Appendix C

### BAKER TILLY RESTRUCTURING AND RECOVERY LLP CURRENT CHARGE OUT AND DISBURSEMENT RATES

CHARGE OUT RATES		
	Rate at commencement £	Current rate £
Partner	400-485	400-485
Manager	200-400	200-400
Administrator	105-185	105-185
Support staff	105	105

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

#### "CATEGORY 2" DISBURSEMENTS

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

"CATEGORY 2" DISBURSEMENT RATES (TABLE A)	
<b>Travel &amp; Subsistence</b>	
Motor travel	40p per mile (from 1 April 2010)
Subsistence	£23
<b>Circulars to Members / Creditors</b>	
Labels	£ 0.16 (BT) or £0.01 (avery plain – 7163) each
Headed paper	£ 0.08 per sheet
Plain paper (continuation)	£ 0.08 per sheet
Large envelopes	£ 0.22 each
Small envelopes	£ 0.08 each
Photocopying charge	£ 0.04 (b&w) £ 0.20 (colour) per sheet
<b>Stationery</b>	
Lever arch files	£ 0.75 per file
Cashiering files	£ 0.75 per file
A-Z dividers	£1.75 per set
1-31 dividers	£2.88 per set
Coloured dividers (5 part)	£0.49 per set
Coloured dividers (10 part)	£0.99 per set
Multi-punch pockets	£0.03 per pocket
Storage boxes	£1.50 per box

<b>Sundry</b>	
Faxes	N/a
Internal room hire (for meetings)	£50-200 dependent on room

## Appendix D

### BAKER TILLY RESTRUCTURING AND RECOVERY LLP JOINT ADMINISTRATORS' CATEGORY 2 DISBURSEMENTS TABLE

Amounts paid or payable to the Office Holder's firm or to any party in which the office holder or his firm or any associate has an interest			
Recipient, Type and Purpose	Category	Paid	Unpaid
		£	£
<b>Total</b>		<b>Nil</b>	<b>Nil</b>

## **Appendix E**

### **BAKER TILLY RESTRUCTURING AND RECOVERY LLP**

#### **CHARGING, EXPENSES AND DISBURSEMENTS POLICY STATEMENT**

##### **Charging policy**

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

##### **Expenses and disbursements policy**

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