

The Insolvency Act 1986
Administrator's progress report

Name of Company Bowesfield Properties Limited	Company number 02032032
In the High Court of Justice, Companies Court (full name of court)	Court case number 2354 of 2016

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

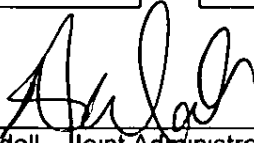
I/We (a)
Arron Kendall
Moorfields
88 Wood Street
London
EC2V 7QF

Simon Thomas
Moorfields
88 Wood Street
London
EC2V 7QF

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

From (b) Insert date (b) 29 April 2016	To (b) 28 October 2016
--	---------------------------

Signed


Arron Kendall – Joint Administrator

Dated

24 November 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

Arron Kendall
Moorfields
88 Wood Street
London
EC2V 7QF

DX Number

0207 186 1144
DX Exchange

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



A18 26/11/2016 #390
COMPANIES HOUSE

SATURDAY

Bowesfield Properties Limited (In Administration)

Joint Administrators' First Progress Report

in accordance with

Rule 2.47 of the Insolvency Rules 1986 (as amended)

24 November 2016

Contents

Section

- 1 Background and Statutory Information
- 2 Progress of the Administration
- 3 Pre-Administration Costs
- 4 Joint Administrators' Remuneration
- 5 Joint Administrators' Disbursements
- 6 Prescribed Part
- 7 Estimated Outcome for Creditors
- 8 Investigations
- 9 Exit from the Administration
- 10 Creditors' Rights

Appendices

- I Statutory Information
- II Joint Administrators' Receipts and Payments Account
- III Time Analysis for the period
- IV Moorfields' Charging and Disbursement Recovery Policy

Bowesfield Properties Limited – In Administration (“The Company”)

1. Background and Statutory Information

This is the Joint Administrators' first progress report on the conduct of the Administration from 29 April 2016 to 28 October 2016 in accordance with the requirements of Rule 2.47 of the Insolvency Rules 1986 (as amended) (“the Rules”)

This report should be read in conjunction with the Joint Administrators' Statement of Proposals (“the Proposals”) circulated to all known creditors on 13 June 2016. The Proposals were approved as circulated in accordance with Rule 2.33(5) of the Rules. There has been no major deviation from the strategy as proposed.

The Company entered administration on 29 April 2016 and Arron Kendall and Simon Thomas, both Licensed Insolvency Practitioners of Moorfields, 88 Wood Street, London EC2V 7QF (“Moorfields”), were appointed to act as Joint Administrators.

To date no fees have been drawn in respect of the Administration. Further information regarding fees is given in section 5.

Based on present information, there may be a distribution to unsecured creditors in respect of the Prescribed Part. Further information is provided at section 6 in this regard.

Statutory information relating to the Company and the Joint Administrators' appointment is attached at Appendix I.

2 Progress of the Administration

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

The Joint Administrators' receipts and payments account for the period 29 April 2016 to 28 October 2016 is attached at Appendix II.

I would comment on specific asset realisations in the period as follows:

2.1 Fixed Charge Asset Realisations

2.1.1 Freehold Land & Property

You will recall from the Proposals that the Company owned the following freehold properties known as:-

- Units 1 & 2 Crofton Road, Bowesfield Lane, Stockton-on-Tees TS18 2QZ (“Crofton Road”),
- Hunters Building, Bowesfield Lane, Stockton-on-Tees TS18 3QZ (“Hunters Building”), and
- The Pit Stop Diner, Bowesfield Lane, Stockton-on-Tees TS18 3HJ (“The Pit Stop”).

Prior to the Administration, Crofton Road was being marketed for sale by Bilfinger GVA of Central Square, Forth Street, Newcastle-upon-Tyne NE1 3PJ ("GVA")

The Proposals reported that the Administrators had instructed GVA to continue to market Crofton Road and to provide valuations in respect of Hunters Building and the Pit Stop, prior to marketing these properties

A sale commission of 1% of the gross sale proceeds in respect of Crofton Road was agreed. The sale commission in respect of Hunters Building and The Pit Stop was agreed at 1.5% of the gross sale proceeds, subject to a minimum fee of £2,500 and £1,500 respectively.

The Administrators also sought legal advice from Brecher concerning the title to the land south of Portrack Lane in order to ascertain whether it held any value prior to consideration of an appropriate disposal strategy.

I would comment on the sale of the Properties and the position regarding the land as follows:

Crofton Road

Following extensive marketing in the local area and having generated a good level of interest, a highest offer of £625,000 was received and recommended for acceptance by GVA. The Administrators accepted the offer on 17 June 2016 and heads of terms were issued.

Following a simultaneous exchange and completion, sale proceeds were received in the Administration on 16 September 2016.

Hunters Building

An offer of £260,000 was received from a corporate entity which was recommended for acceptance by GVA.

Heads of terms were issued on 20 June 2016 and following a simultaneous exchange and completion, sale proceeds were received in the Administration on 16 September 2016.

The Pit Stop

A cash offer of £50,000 was received and accepted with heads of terms issued on 17 June 2016.

The sale completed on 29 July 2016.

The combined gross sale proceeds in respect of the three properties total £935,000. All of the offers were recommended for acceptance by GVA and subject to the approval of OCM Albion Debtco DAC ("the Secured Creditor").

Land

The Proposals reported that the Company held title to a plot of land lying to the South of Portrack Lane, Stockton Upon Tees, upon which Crofton Road and other commercial units are situated ("the Land")

The Administrators sought legal advice from Brecher LLP, 4th Floor, 64 North Row, London W1K 7DA ("Brecher") concerning the title to the land to ascertain whether it held any value, prior to consideration of an appropriate disposal strategy

Brecher's advice confirmed that the majority of the land in the title had been removed and was in third party ownership, save for a small parcel in respect of which a 125 year lease had been granted on a peppercorn rent and consequently would have no reversionary value GVA reviewed the title and confirmed there was no value in the lease

There also remained a couple of small sections of land which GVA confirmed were of no value and will not be realisable

2 2 Floating Charge Asset Realisations

2 2 1 Cash at bank

The balance of cash held in the Company's bank account of £32,211 has been received

2 2 2 Rent

Rental income of £20,636 was received from tenants whilst the Properties were being marketed for sale

As all of the sales have now completed there will be no further rent receipts

2 2 3 Tenant Arrears

The Statement of Affairs reported tenant arrears of £8,279 in respect of rent and recharges due to the Company prior to the Administration You will note that current realisations in this regard are £7,891

There are further arrears due from tenants at Hunters Building which were assigned to the purchaser on completion Should the purchaser be successful in the recovery of the arrears they must account to the Administrators for the pre Administration arrears which amount to c £5,000

The Administrators are aware, however, that the tenants owing the arrears have vacated so recovery prospects are uncertain There will be an update in my next report

2 3 Unrealised Assets

2 3 1 Inter-company Debtors and Voidable Transactions

You will recall from the Proposals that the accounts for the financial year ended 31 March 2015 included amounts due from associated undertakings of £1,077,346

The director's statement of affairs listed intercompany debtors totalling £3 2m £2 2m of these debts are owed by companies which have been dissolved or are subject to a formal insolvency process

The Administrators have also identified a number of potentially voidable transactions between the Company and associated entities

The Administrators are pursuing the claims and there will be an update in my next progress report

2 4 Sale of assets to a connected party

In accordance with Statement of Insolvency Practice ("SIP") 13, the Joint Administrators confirm there have been no disposals to connected parties in the period of the Administration and they are not aware of any disposals in the two years preceding the Administration Order

2 5 Joint Administrators' Expenses

The expenses paid by the Joint Administrators in the period of this report are reflected in the receipts and payments account attached at Appendix II

2 6 Professional Advisers

The Joint Administrators have used the professional advisers listed below

Name of Adviser	Brief description of services provided	Basis of fee arrangement	Costs incurred to date	Costs paid to date	Amount unpaid
Bilfinger GVA Limited	Marketing and sale of the Properties	Fixed fee basis / % Realisations	£11,650 00	£11,650 00	Nil
Brecher LLP	Legal Services	Fixed fee basis	£9,382 00	£5,706 00	£3,676 00
Helix Property Advisers	Facilities Management	Fixed Monthly Fee	£5,300 00	Nil	£5,300 00

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

3. Pre-Administration Costs

Pre-administration costs are defined as

- (i) Fees charged, and
- (ii) Expenses incurred

by the Administrators, or another person qualified to act as an insolvency practitioner before the company entered Administration (but with a view to its doing so), and "unpaid pre-Administration costs" are pre-Administration costs which had not been paid when the company entered Administration

The payment of unpaid pre-Administration costs as an expense of the Administration is subject to the approval of creditors, separately to the approval of the Administrators' Proposals. As the Administrators think that the company has insufficient property to enable a distribution to be made to unsecured creditors, approval will be sought from the Secured Creditor

The work undertaken by the Administrators prior to their appointment included consideration of the appointment, reviewing information pertaining to the Company, providing advice generally and facilitating the appointment of Administrators. The Administrators propose to agree a fee of £5,000 for this work with the Secured Creditor

Solicitors fees of £1,500 are payable to Brecher LLP for dealing with the application to appoint Administrators and advice leading up to the administration. Secured Creditor approval is due to be sought in respect of these fees

4. Joint Administrators' Remuneration

The statutory provisions relating to remuneration are set out in Rule 2.106 of the Rules. Further information is given in the Association of Business Recovery Professionals' publication 'A Creditors' Guide to Administrators' Fees', a copy of which may be accessed from the web site of the Insolvency Practitioners Association at www.insolvency-practitioners.org.uk (follow 'Regulation and Guidance' then 'Creditors' Guides to Fees'), or is available in hard copy upon written request to the Joint Administrators' offices

In accordance with the Proposals, and pursuant to Rule 2.106 of the Rules, approval for remuneration shall be sought from the Secured Creditor on more than one basis as set out in the Proposals. Further details were provided to creditors in the Proposals

The Administrators are yet to seek the approval of the Secured Creditor but do not anticipate the remuneration will differ to that set out in the Proposals

Although the Administrators are not seeking to fix their fees on a time cost basis what basis are we fixing them on. I am still obliged to include details of my time costs to date in accordance with Statement of Insolvency Practice 9 ("SIP 9"). I attach a time cost analysis at Appendix 4 which shows time costs totalling £91,343.50 which represents 313.55 hours spent at an average hourly rate of £291.32 per hour

Moorfields' remuneration policy is attached at Appendix IV which provides further details on remuneration and disbursements

5. Joint Administrators' Disbursements

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

5.1 Category 1 Disbursements

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

Such disbursements can be paid from the insolvent's assets without approval from the Creditors' Committee or the general body of creditors. In line with SIP 9, it is our policy to disclose category 1 disbursements drawn but not to seek approval for their payment. We are prepared to provide such additional information as may reasonably be required to support the disbursements drawn.

The Joint Administrators' have incurred category 1 disbursements of £687.20 during the period as shown in the table below -

Disbursement	Accrued as at 28 October 2016
	£
Specific Bond	58.00
Travel	559.98
Postage	28.36
Land Registry Searches	30.00
Staff Welfare	10.86
TOTAL	687.20

Disbursements of £669.02 have been drawn in the period covered by this report

5.2 Category 2 Disbursements

Category 2 disbursements are charges made by the Administrators' firm that include elements of shared or overhead costs. SIP 9 provides that such disbursements are subject to approval as if they were remuneration. As the Administrators do not consider that the Company has sufficient property to enable a distribution to be made to unsecured creditors, other than by virtue of the Prescribed Part, a meeting of creditors has not been held and it will be for the secured creditor to approve the Administrators' category 2 disbursements.

The following Category 2 disbursements are charged by this firm

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

The following Category 2 disbursements have been incurred by the Administrators to date but not paid

Disbursement	Accrued as at 28 October 2016
	£
Experian Identification Search	10 00
Creditor Portal	50 00
TOTAL	60.00

6. Prescribed Part

There are provisions of the insolvency legislation that require an Administrator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "Prescribed Part of the net property". A Company's net property is that left after paying the costs of the Administration and preferential creditors, but before paying the holder of a floating charge. An Administrator has to set aside

- 50% of the first £10,000 of the net property, and
- 20% of the remaining net property up to a maximum of £600,000

The Company granted a floating charge to the Secured Creditor on 21 January 2009 and the Prescribed Part provisions will apply. Based on current information there will be insufficient floating charge asset realisations for the Prescribed Part to apply although this is subject to change depending on the outcome of remaining asset realisations.

Whilst the Secured Creditor is not entitled to participate in the Prescribed Part distribution in respect of the shortfall under its floating charge, should unsecured trade creditors be discharged in full from the Prescribed Part distribution, any balance shall be distributed to the Secured Creditor in respect of the unsecured shortfall.

7. Estimated outcome for creditors

7.1 Secured Creditor

You will recall that the liability to the Secured Creditor as reported in the Statement of Affairs was £40,630,925. The liability is as a result of a corporate guarantee provided in respect of a liability owed by Bowesfield Investments Limited ("BIL") to the Secured Creditor, also in Administration, secured by way of a debenture conferring fixed and floating charges over the Company's assets dated 21 January 2009.

There is anticipated to be a substantial shortfall to the Secured Creditor after all BIL's assets are realised and consequently sums totalling £894,502 have been made to the Secured Creditor from fixed charge realisations.

A further distribution may be paid to the Secured Creditor from fixed charge realisations once all costs are finalised.

It is uncertain at this stage as to whether there will be sufficient funds to enable a distribution to the secured creditor under its floating charge.

7.2 Preferential Creditors

The Company had no employees and consequently there are no known preferential creditors.

7.3 Unsecured Creditors

The Company's records reflect trade and expense creditors of £1,603. We are also aware of possible claims from associated companies although no claims have been received to date.

There may be sums due to HM Revenue & Customs in respect of VAT and other taxes, however, the quantum is unknown at this stage.

The possibility of a distribution to unsecured creditors by way of the Prescribed Part is discussed further in section 6.

8. Investigations

In accordance with the Company Directors Disqualification Act 1986 ("CDDA") I would confirm that I have submitted a report on the conduct of the Directors of the Company to the Department for Business Innovation & Skills. As this is a confidential report, I am not able to disclose the contents.

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

If creditors wish to bring any matters they believe to be relevant to the attention of the Joint Administrators, they are invited to do so in writing to Arron Kendall and Simon Thomas at Moorfields, 88 Wood Street, London EC2V 7QF

Although my statutory duty of investigation under the CDDA has been concluded, my investigations into the affairs of the Company and the actions of its director, prior to the Administration, remain ongoing. The purpose of these investigations is to ascertain whether there may be any further avenues of recovery available to the Administrators.

There will be an update in my next report.

9. Exit from Administration

It remains the Administrators' intention to exit the Administration by dissolution.

Dissolution is the most appropriate exit strategy in the Administration as it is anticipated there will be no funds to distribute at the end of the Administration to unsecured creditors other than by virtue of the Prescribed Part. It is also envisaged that there are no matters the Administrators consider should be dealt with through the appointment of a Liquidator.

The Administrators will send a notice to that effect to the Registrar of Companies. On registration of the notice the Administrators' appointment will come to an end. In accordance with the provisions of paragraph 84(6) of Schedule B1 of the Act the Company will be deemed to be dissolved three months after the registration of the notice.

The Administrators will seek to be discharged from liability under Paragraph 98(3) of Schedule B1 to the Act immediately upon their appointment as Administrators ceasing to have effect.

10. Creditors' rights

Within 21 Days of the receipt of this report, a secured creditor, or an unsecured creditor (with concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Joint Administrators provide further information about their remuneration or expenses (other than pre-Administration costs) which have been itemised in this progress report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that the basis fixed for the Joint Administrators' remuneration, the remuneration charged or the expenses incurred by the Joint Administrators as set out in the progress report are excessive (Rule 2.109).

If you have any queries regarding this report please contact Robert McIlroy of this office in the first instance. I will report to you again at the conclusion of the Administration or in six months' time, whichever is the sooner.

For and on behalf of
Bowesfield Properties Limited

A handwritten signature in black ink, appearing to read 'A S Kendall', written over a horizontal line.

A S Kendall
Joint Administrator

DDI 0207 186 1157
Fax 0207 186 1177
Email rmcilroy@moorfieldscr.com

Arron Kendall and Simon Thomas of Moorfields, 88 Wood Street, London, EC2V 7QF were appointed Joint Administrators on 29 April, 2016. The Administrators now manage the affairs, business and property of the Company. The Joint Administrators act as agents only and without personal liability.

Appendix 1 – Statutory information

Company information

Company name	Bowesfield Properties Limited
Previous names	Spintop Limited (27/06/1986 to 15/10/1986) Pool and Snooker Centre Limited (16/10/1986 to 18/07/1990)
Company number	02032032
Date of incorporation	27/06/1986
Trading address	Mandale House, 5 Neville Road, North Tees Industrial Estate, Stockton-on-Tees TS18 2RD
Current registered office	Moorfields, 88 Wood Street, London EC2V 7QF
Former registered office	Mandale House, 5 Neville Road, North Tees Industrial Estate, Stockton-on-Tees TS18 2RD
Principal trading activity	Real estate investment

Appointment details

Date of appointment	29 April 2016
Appointment made by	OCM Albion Debtco DAC
Court name and reference	High Court of Justice, Companies Court Number 2354 of 2016
Administrators appointed	Arron Kendall & Simon Thomas (IP No's 1826 & 1289)

Officers of the Company

Director	David Harriman
Company Secretary	Joseph Darragh Paula Davidson
Nominal Share Capital	£100 divided into 100 ordinary shares of £1 each
Registered Shareholders	David Harriman 14,750 ordinary share held

Bowesfield Properties Limited - In Administration
Joint Administrators' Abstract of Receipts and Payments
for the period 29/04/2016 to 28/10/2016

	Notes	Fixed Charge £	Floating Charge £	29/04/2016 to 28/10/2016 £	Estimated to realise per Statement of Affairs £
RECEIPTS					
Bank Interest		2 13	29 41	31 54	
Cash at bank			32,211 19	32,211 19	32,000 00
Freehold Land & Property		935,000 00		935,000 00	800,000 00
Inter-company debtors				0 00	
Rent			20,636 06	20,636 06	893,000 00
Tenant Arrears			7,890 68	7,890 68	8,000 00
VAT Payable			3,233 56	3,233 56	
Total		935,002 13	64,000 90	999,003 03	1,733,000 00
PAYMENTS					
Joint Administrators' Disbursements			669 02	669 02	
Agents Fees		11,650 00		11,650 00	
Bank charges		50 10	22 80	72 90	
Insurance		1,755 04		1,755 04	
Legal Fees		1,040 00	4,666 00	5,706 00	
Statutory Advertising			84 60	84 60	
Storage costs			12 50	12 50	
VAT Receivable		1,250 00	3,450 00	4,700 00	
VAT Irrecoverable	1	1,285 00		1,285 00	
Total		(17,030 14)	(8,904 92)	(25,935 06)	
DISTRIBUTIONS					
OCM Albion Debtco DAC		(894,502 00)	0 00	(894,502 00)	(40,630,925 00)
Balance in hand	2	23,469 99	55,095 98	78,565 97	

Notes

- 1 Both Hunters Building and the Pit Stop are not opted to tax Any VAT on payments made in connection with the disposal is irrecoverable
- 2 Fixed and Floating Charge funds are held in an interest bearing account

SIP9 Time & Cost Summary

Bowesfield Properties Limited - In Administration
From 29/04/2016 To 28/10/2016
Post appointment time cost analysis

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
10 Case Planning	0 00	1 50	16 50	0 00	17 00	4 627 50	272 21
11 Administrative Set Up	0 00	0 00	1 00	0 00	1 00	255 00	255 00
12 Appointment Notification	3 00	1 80	3 50	0 00	8 30	3 121 50	376 08
14 Statutory Reporting	0 00	1 00	10 00	0 00	11 00	2 905 00	264 09
15 Case Monitoring	3 00	5 75	20 50	0 00	29 25	8 996 50	307 57
17 General Administration	0 00	3 30	3 00	0 00	6 30	1 936 50	307 38
18 Cashiering	0 20	0 30	2 00	13 40	15 90	2 866 50	180 28
70 Post appoint VAT and CT returns	0 00	1 70	6 00	0 00	7 70	2 133 50	277 08
Admin & Planning	6 20	15 35	61 50	13 40	96 45	26 842 00	278 30
71 Other Assets	0 00	0 00	2 50	0 00	2 50	637 50	255 00
77 Managing Agent	0 00	1 80	5 50	0 00	7 30	2 041 50	279 66
30 Freehold / Leasehold Property	7 50	12 60	92 10	0 00	112 20	31 981 00	285 04
34 Debtors	0 00	0 00	3 00	0 00	3 00	765 00	255 00
36 Identifying Securing Insuring	0 00	0 00	13 70	0 00	13 70	3 198 50	233 32
38 Asset related legal Matters	0 00	0 00	0 50	0 00	0 50	127 50	255 00
Asset Realisation	7 50	14 40	117 30	0 00	139 20	36 749 00	278 37
52 Secured creditor claims/Reporting	0 00	0 80	0 00	0 00	0 80	284 00	355 00
63 Secured creditor reports	0 00	1 40	2 00	0 00	3 40	1 007 00	296 18
Creditors	0 00	2 20	2 00	-0 00	4 20	1,291 00	307 38
21 CDDA Reports	0 00	0 00	3 50	0 00	3 50	892 50	255 00
22 Antecedent Transactions	19 00	14 30	35 40	0 00	68 70	23 186 50	337 50
Investigations	19 00	14 30	38 90	0 00	72 20	24,079 00	333 50
40 Management of Operations	0 00	0 00	0 50	0 00	0 50	127 50	255 00
41 Accounting for Trading	0 00	0 00	1 00	0 00	1 00	255 00	255 00
Trading	0 00	0 00	1 50	0 00	1 50	382 50	255 00
Total Hours	32 70	46 25	221 20	13 40	313 55	91,343 50	291 32

Moorfields
Statement of Policy on Charging Remuneration and Disbursements January 2016

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

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

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

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

GRADE	£
Partner	530
Director/ Senior Manager	450
Manager	355
Assistant Manager	300
Senior Administrator	255
Administrator	225
Cashier/ Support	195

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

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

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

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time in units of 6 minutes.

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

Where remuneration has been approved on a time cost basis the time invoiced will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors, the report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs. The current hourly rates may be higher than the average rates, if hourly rates have increased over the period covered by the fee request.

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

OTHER COSTS

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

Category 1 Disbursements

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

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

Category 2 Disbursements

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred by Moorfields for the provision of services which include an element of recharged overhead, for example, room hire or document storage. Statement of Insolvency Practice No 9 provides that such disbursements are subject to approval as if they were remuneration. It is our policy, in line with the Statement, to seek approval for Category 2 disbursements before they are drawn.

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

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

Appendix IV

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