

The Insolvency Act 1986

Administrator's progress report

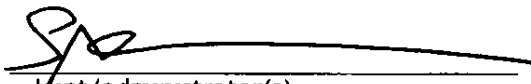
Name of Company Groundwork Bridgend and Neath Port Talbot	Company number 02388397
In the Birmingham District Registry [full name of court]	Court case number 8424 of 2014

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

I/We (a) Simon Edward Jex Girling and Ian James Gould of BDO LLP 5th Floor, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX

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

(b) Insert date	From (b) 6 November 2014	to (b) 5 May 2015
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Signed 
Joint/administrator(s)

Dated 2 JUNE 2015

Contact details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

BDO LLP, 5th Floor Bridgewater House, Finzels Reach,	
Counterslip, Bristol, BS1 6BX.	
Our Ref SG/JD/246812/C15/A6	Tel 0117 930 1500
DX Number	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



A16 *A48TF7NE* #352
04/06/2015
COMPANIES HOUSE

THURSDAY

2 June 2015

Your Ref
Our Ref SG/JD/246812/A6/A6Please ask for
Jonathan Dunn
0117 930 1556**TO ALL CREDITORS**

Dear Sirs

Groundwork Bridgend and Neath Port Talbot - In Administration ("the Trust")

It is now six months since my appointment in respect of the Trust. In accordance with Rule 2.47 of the Insolvency Rules 1986 I am now reporting the progress made in implementing the approved proposals and achieving the statutory purpose of the Administration

1 Statutory Information

The Joint Administrators are Simon Edward Jex Girling of BDO LLP, 5th Floor, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX and Ian James Gould of BDO LLP, 125 Colmore Row, Birmingham, B3 3SD ("the Administrators"). The Administrators were appointed in respect of the Trust on 6 November 2014. Under the provisions of paragraph 100(2) of Schedule B1 of the Insolvency Act 1986 the Administrators carry out their functions jointly and severally.

The Administrators were appointed by the Directors, pursuant to Paragraph 22 of Schedule B1 of the Insolvency Act 1986. The Administration proceedings are dealt with in the Birmingham District Registry and the court case number is 8424 of 2014.

The Trust's registered office is situated at 5th Floor, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX (formerly The Engine House, Parc Tondy, Maesteg Road, Bridgend, Mid Glamorgan) the registered number is 02388397. The Trust is also a registered charity under registration number 701896.

I enclose, for your information, a summary of my receipts and payments for the six month period ending 5 May 2015 showing a balance in hand of £96,193 and report as follows:

2 Receipts

The receipts shown are largely self-explanatory, although I would comment specifically on the following:



2.1 Resource Centre & Pre-Fab Buildings

The Resource Centre was included with certain pre-fab buildings in the Director's statement of affairs with an aggregate value of £75,000. The Resource Centre is actually a freehold building located on the head office site in Tondur and as such forms part of the longer term realisation strategy for freehold properties as discussed below in section 5.3

The Trust owned two pre-fab buildings. These were located on land owned by Valleys to Coast Housing Association and were used as local youth clubs. These units have been sold for £11,500 by my agents.

2.2 Vehicles and Chattel Assets

The Trust owned a number of vehicles and various chattel assets. My agents have achieved a sale of the trust's vehicles for £11,650 and a further sale of other larger chattel items for £2,700

The remaining chattel items have little or no value and include old play equipment, used small tools and poor quality used office equipment. On the advice of my agents, these items shall be abandoned as the costs of any sale are expected to exceed any realisations.

In my proposals report dated 16 December 2014 I advised of a potential claim of ownership of certain assets from Bridgend County Borough Council ("BCBC"), however, following internal investigations, BCBC were unable to provide any evidence in support of such a claim and the matter has been closed

2.3 Book Debts & Work in Progress ("WIP")

At the time of my appointment, the Trust's records included a debtor ledger of £92,000. Accordingly I instructed specialist debt collection agent Credent Limited ("Credent") to collect these amounts. However, upon investigation it transpired that debtor receipts of £43,000 had been received into the Trust's overdrawn bank account prior to the administration but had not been removed from the ledger.

Of the remaining £49,000 ledger, Credent have collected £16,991 with the remaining amounts being uncollectable due to heavy disputes and counterclaims. In many instances, the Trust had invoiced local authorities but not paid the subcontractors. The works were therefore incomplete with the local authorities making counter claims for the costs incurred in completing the projects. There are no further anticipated realisations in relation to debtors.

In addition to the debtor ledger, at the time of my appointment, the Trust had a number of ongoing projects. Whilst the Trust had ceased trading immediately upon my appointment I identified unbilled WIP and made arrangements for these amounts to be invoiced and collected resulting in additional receipts of £67,474. I do not anticipate any further realisations in this regard

3 Costs in the Administration

3.1 Professional fees

Chattel agents MGR Appraisals Limited were paid £9,893 plus VAT in respect of their fees and disbursements. We do not anticipate any further fees due in this regard.

Credebt were paid £1,302 in respect of commission on book debt collections. Two former members of staff were paid a total amount of £3,238 for their assistance in compiling the necessary project reports and supporting paperwork to allow WIP to be invoiced and collected. We do not anticipate any further fees due in this regard.

3.2 Other sundry costs

Other costs as set out on the attached receipts and payments account have been incurred in discharging our statutory duties as regards the Trust's records (including computerised records), advertising and specific penalty bonds.

3.3 Cost incurred not paid

I additionally provide a statement of Remuneration/Expenses (which can be found within the attached 'Supplementary Information'). This summarises the professional fees and other expenses which have been paid in the initial period of this Administration and the costs which have accrued and not yet been paid.

4 Pre Appointment Costs

The Administrators' proposal included provision for pre appointment fees of £6,000 plus VAT and disbursements of £85 plus VAT to be paid out of the estate. I can report that the proposals were approved without amendment, however, as set out in the proposals such matter remain subject to the approval of the secured and preferential creditors whose approval we shall seek in due course.

5 Future of the Administration

5.1 Investigations

The Administrators have a duty to investigate the affairs of the Trust and also the conduct of the directors and in this latter respect to submit a confidential statutory report to the Secretary of State. I confirm that a report has been submitted.

We have completed our review of the Company's affairs and assets to establish whether there are any actions that can be investigated for the benefit of the creditors and concluded there are no causes of action to be pursued.

5.2 Achieving the Purpose of the Administration

We remain confident of achieving the third statutory purpose as discussed in our previous report, namely to realise property in order to make a distribution to one or more secured or preferential creditors.

5.3 Remaining Assets - Freehold Property

The Trust's primary assets are the freehold properties located off Maesteg Road in Tondur. I comment below on the current strategy in relation to each.

The Engine House, Resource Centre and surrounding land

Specialist property advisors Alder King have undertaken initial investigations however further enquiries are required before being able to formalise the strategy for this site. The site is complicated by the presence of a scheduled ancient monument (as classified by Cadw, the Welsh Government's historic environment service) as well as a blanket tree preservation order although it is located within a designated regeneration area which may allow for potential redevelopment options.

We await further information from the local authority and shall advise creditors of the optimum realisation strategy in due course.

The Environment Centre

Alder King have been instructed to commence marketing this site for sale. Interest will be invited from all categories of potential interested parties although it is anticipated that the majority of all interest will come from those seeking to continue using the site in its current guise as office accommodation.

Access to the property is via a right of way over some adjoining land and we are seeking to clarify certain legal matters in this regard prior to releasing the property to the market as any ambiguity in this regard would almost inevitably reduce any offers received.

6 Extension of Administration

The Administration shall automatically expire on the anniversary on 5 November 2015. We would anticipate that the sale process for the freehold properties may run beyond that period. As such, and in accordance with the provision of Schedule B1 of the Insolvency Act 1986, we shall be seeking the consent of secured and preferential creditors to extend the Administration by a period of 12 months to 5 November 2016.

Notwithstanding the above, in the event that a need to disclaim onerous property arises, it may become necessary to place the Trust into liquidation, as provided for in the approved proposals.

7 Prospects for Creditors

Under Section 176A of the Insolvency Act 1986 where after 15 September 2003 a company has granted to a creditor a floating charge a proportion of the net property of the company (after settlement of costs and preferential claims) must be made available purely for the unsecured creditors although these provisions do not apply if the net property is less than a prescribed minimum amount (currently £10,000).

In this case, whilst the Trust granted fixed and floating charges to Barclays Bank Plc ("the Bank") on 1 June 2006, I estimate that the Trust's net property, after allowing for costs will be insufficient to settle preferential claims in full. As a result, I do not expect that the provision of section 176A of the Insolvency Act 1986 will apply

However, in the event that, after costs and full repayment of the Bank, there are surplus realisations from fixed charge assets (i.e. the freehold properties), these surplus funds may enable a distribution to creditors

The Trust's records identify amounts due to the Bank of approximately £306,000 although this claim remains subject to verification with the Bank

I am yet to adjudicate preferential claims but can advise that I have received claims from 20 of the Trust's 37 former employees. I am yet to receive a claim from the Redundancy Payments Service

The Insolvency Service has established a central gateway for considering complaints in respect of Insolvency practitioners. In the event that you make a complaint to me but are not satisfied with the response from me then you should visit <https://www.gov.uk/complain-about-insolvency-practitioner> where you will find further information on how you may pursue the complaint.

8 Administrators' Remuneration

The creditors have already approved the Administrators' remuneration on a time costs basis albeit this remains subject to the approval of preferential and secured creditors. I would refer creditors to the attachment 'A Creditors Guide to Fees' provided with my initial proposals in December 2014 although a further copy can be found on the website of R3 using the link below.

[www.r3.org.uk/media/documents/publications/professional/Guide to Administrators Fees Nov2011.pdf](http://www.r3.org.uk/media/documents/publications/professional/Guide_to_Administrators_Fees_Nov2011.pdf)

In the first six months of the administration to 5 May 2015, time costs of £92,133 have accrued but not been drawn. Attached is a schedule which summarises these time costs and indicates the work undertaken in that respect. Greater detail is included within this report and my previous proposals (circulated on 16 December 2015) but in summary our work in the period has included:

- Immediate steps upon our appointment including statutory reporting, advertising and notifications.
- Attending the Trust's locations, meeting with staff and ongoing ad hoc queries from creditors.
- Identifying and safeguarding the Trust's assets
- Realising the Trust's chattel assets, debtor book and taking steps to secure and invoice outstanding WIP
- Dealing with Retention of Title claims in relation to the Trust's chattel assets.

- Complying with our obligations in relation to the Company Directors Disqualification Act 1986 and additional investigation matters.
- Arranging insurance and ensuring compliance with unoccupied property conditions in relation to the Trust's freehold properties.
- Liaising with legal and property advisors as regards appropriate sales strategy for the freehold properties
- Other statutory and compliance matters.

I also provide further details on this firms' current policy on fees and disbursements which includes details on our current charge out rates

In addition, I provide at the end of this report an extract from the Insolvency Rules 1986 setting out the rights of creditors to request further information and/or challenge the remuneration or fees within the Administration

Yours faithfully
for and on behalf of
Groundwork Bridgend and Neath Port Talbot



Simon Girling
Joint Administrator
Authorised by the Insolvency Practitioners Association in the UK

Enc

Simon Edward Jex Girling of BDO LLP, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX and Ian Gould of BDO LLP, 125 Colmore Row, Birmingham, B3 3SD were appointed Joint Administrators of Groundwork Bridgend and Neath Port Talbot ("the Trust") on 6 November 2014. The affairs, business and property of the Trust are being managed by the Joint Administrators. Please note that the Joint Administrators are agents of the Trust and act without personal liability

Statement from the Insolvency Rules 1986 (as amended) regarding the rights of creditors in respect of the Joint Administrators' fees and expenses:-

Rule 2.48A Creditors' request for further information

(1) If—

- (a) within 21 days of receipt of a progress report under Rule 2.47—
 - (i) a secured creditor, or
 - (ii) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or
- (b) with the permission of the court upon an application made within that period of 21 days, any unsecured creditor, makes a request in writing to the administrator for further information about remuneration or expenses (other than pre administration costs) set out in a statement required by Rule 2.47(1)(db) or (dc), the administrator must, within 14 days of receipt of the request, comply with paragraph (2)

(2) The administrator complies with this paragraph by either—

- (a) providing all of the information asked for, or
 - (b) so far as the administrator considers that—
 - (i) the time or cost of preparation of the information would be excessive, or
 - (ii) disclosure of the information would be prejudicial to the conduct of the administration or might reasonably be expected to lead to violence against any person, or
 - (iii) the administrator is subject to an obligation of confidentiality in respect of the information, giving reasons for not providing all of the information
- (3) Any creditor, who need not be the same as the creditor who requested further information under paragraph (1), may apply to the court within 21 days of—**
- (a) the giving by the administrator of reasons for not providing all of the information asked for, or
 - (b) the expiry of the 14 days provided for in paragraph (1),
- and the court may make such order as it thinks just.

(4) Without prejudice to the generality of paragraph (3), the order of the court under that paragraph may extend the period of 8 weeks provided for in Rule 2.109(1B) by such further period as the court thinks just

Rule 2.109 Creditors' claim that remuneration or other expenses are excessive

(1) Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court for one or more of the orders in paragraph (4)

(1A) Application may be made on the grounds that—

- (a) the remuneration charged by the administrator,
 - (b) the basis fixed for the administrator's remuneration under Rule 2.106, or
 - (c) expenses incurred by the administrator,
- is or are, in all the circumstances, excessive or, in the case of an application under sub-paragraph (b), inappropriate

(1B) The application must, subject to any order of the court under Rule 2.48A(4), be made no later than 8 weeks after receipt by the applicant of the progress report which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").

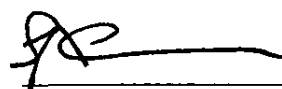
(2) The court may, if it thinks that no sufficient cause is shown for a reduction, dismiss it without a hearing but it shall not do so without giving the applicant at least 5 business days' notice, upon receipt of which the applicant may require the court to list the application for a without notice hearing. If the application is not dismissed, the court shall fix a venue for it to be heard, and give notice to the applicant accordingly

Statement from the Insolvency Rules 1986 (as amended) regarding the rights of creditors in respect of the Joint Administrators' fees and expenses (continued):-**Rule 2.109 (continued)**

- (3) The applicant shall, at least 14 days before the hearing, send to the administrator a notice stating the venue and accompanied by a copy of the application, and of any evidence which the applicant intends to adduce in support of it
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders—
- (a) an order reducing the amount of remuneration which the administrator was entitled to charge,
 - (b) an order fixing the basis of remuneration at a reduced rate or amount,
 - (c) an order changing the basis of remuneration,
 - (d) an order that some or all of the remuneration or expenses in question be treated as not being expenses of the administration,
 - (e) an order that the administrator or the administrators personal representative pay to the company the amount of the excess of remuneration or expenses or such part of the excess as the court may specify,
- and may make any other order that it thinks just, but an order under sub-paragraph (b) or (c) may be made only in respect of periods after the period covered by the relevant report
- (5) Unless the court orders otherwise, the costs of the application shall be paid by the applicant, and are not payable as an expense of the administration

Groundwork Bridgend and Neath Port Talbot
(In Administration)
Joint Administrators' Abstract of Receipts & Payments

Statement of Affairs		From 06/11/2014 To 05/05/2015	From 06/11/2014 To 05/05/2015
	FIXED CHARGE ASSETS		
400,000 00	Freehold Land & Property	NIL	NIL
		NIL	NIL
	FIXED CHARGE CREDITORS		
(285,000 00)	Barclays Bank plc	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
75,000 00	Resource Centre & pre-fab buildings	11,500 00	11,500 00
10,000 00	Chattel assets	14,350 00	14,350 00
	Work in Progress	67,473 91	67,473 91
	Book debts	16,991 13	16,991.13
	Petty Cash	3,089 03	3,089.03
	Interest Gross	33 92	33 92
	Sundry Refunds	566 59	566 59
		114,004 58	114,004 58
	COST OF REALISATIONS		
	Specific Bond	105 00	105 00
	Agents' Fees & Disbs	9,893 00	9,893 00
	Debt Collection Fees	1,302 41	1,302 41
	Commission	3,237 60	3,237.60
	Collection & Storage of Records	1,988 71	1,988.71
	Re-direction of Mail	120 00	120.00
	Statutory Advertising	198 56	198.56
	IT Support	966 30	966 30
		(17,811 58)	(17,811 58)
	PREFERENTIAL CREDITORS		
(30,000 00)	Preferential Wages	NIL	NIL
(10,000 00)	Preferential Hol Pay	NIL	NIL
(15,000 00)	Pension Schemes	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(209,000 00)	Trade & Expense Creditors	NIL	NIL
(32,000 00)	Unsecured Employees	NIL	NIL
		NIL	NIL
(96,000 00)		96,193 00	96,193 00
	REPRESENTED BY		
	Royal Bank of Scotland Floating Acc'		96,193 00
			96,193.00



Simon Edward Jex Girling
Joint Administrator

**Groundwork Bridgend & Neath Port Talbot
(In Administration)**

Supplementary Information

Registered Office / Home Address

Bridgewater House
Finzels Reach
Counterslip
Bristol
BS1 6BX

Registered Number

02388397

Appointment Details

First Partner Simon Edward Jex Girling
BDO LLP, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX
Appointment Date 6 November 2014

Second Partner Ian James Gould

BDO LLP, 125 Colmore Row, Birmingham, B3 3SD
Appointment Date - 6 November 2014

Changes to Office Holders

None

Court Details

Birmingham District Registry
8424 of 2014

Dividends / Distributions / Consigned Funds

No Dividends Paid

Unrealisable Assets

Debts of c £32,000 due to heavy disputes and counterclaims
Chattel assets of nominal value as discussed within body of report

Details of Basis of Remuneration

Time costs per Administrators proposals dated 16 December 2014

To be approved by Barclays Bank Plc, being the secured creditor, and preferential creditors

Statement of Remuneration / Expenses

For period 6 November 2014 to 5 November 2015

	Incurred and Paid To Date	Accrued In Previous Periods (but not paid)	Accrued In Current Period (but not paid)	Total
	£	£	£	£
Pre Administration fee	-	6,000 00	-	6,000 00
Pre Administration disbursements	-	84 44	-	84 44
Pre Appointment legal fees and disbursements	-	TBC	-	TBC
Administrators' fees	-	-	92,132 95	92,132 95
Administrators' disbursements	-	-	785 60	785 60
Legal fees and disbursements	-	-	-	-
Specific Bond	105 00	-	-	105 00
Agents' Fees & Disbs	9,893 00	-	-	9,893 00
Debt Collection Fees	1,302 41	-	-	1,302 41
Commission on WIP collections	3,237 60	-	-	3,237 60
Property costs disbursements	-	-	2,036 42	2,036 42
IT Backup Costs	966 30	-	-	966 30
Records Collection & Storage Costs	1,988 71	-	1,598 87	3,587 58
Statutory Advertising	198 56	-	-	198 56
Utilities	-	-	TBC	TBC
Mail Redirection	120 00	-	-	120 00
Insurance	-	-	13,961 81	13,961 81
	17,811 58	6,084.44	110,515 65	134,411 67

Name of Assignment: Groundwork Bridgend & Neath Port Talbot (In Administration)

Summary of Time Charged and Rates Applicable for the Period From 6 November 2014 to 5 May 2015

	PARTNER		MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
B Steps on Appointment											
02. Statutory Documentation					15 00	2,580.00			15.00	2,580 00	
04. Meet Directors/Debtors etc.	3 25	1,498 25							3 25	1,498 25	
07 Attendance at Premises					29 00	4,988 00			29 00	4,988 00	
08. Detail Documentation Review					7 00	1,204 00			7 00	1,204 00	
09 Preparation of Proposals			6 25	1,693 75					6 25	1,693.75	
SUB TOTAL Steps on Appointment	3 25	1,498 25	6 25	1,693 75	51 00	8,772.00	0 00	0.00	60 50	11,964 00	197 75
C. Planning and Strategy											
05 Review Options Available			19 00	5,149 00					19 00	5,149.00	
07 Strategy Planning	1 85	852 85	0 50	135 50	1.00	172 00			3.35	1,160 35	
SUB TOTAL Planning and Strategy	1 85	852 85	0 50	5,284 50	1.00	172 00	0 00	0 00	22 35	6,309.35	282.30

Name of Assignment: Groundwork Bridgend & Neath Port Talbot (In Administration)

Summary of Time Charged and Rates Applicable for the Period From 6 November 2014 to 5 May 2015

	PARTNER		MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
D General Administration											£
01 Insurance Matters			3 75	1,016.25	3.75	645 00			7 50	1,661 25	
02. VAT			3 45	1,354 15	4.00	688.00	0.85	146.20	8.30	2,188 35	
05. Investigations	4 70	2,166 70	19 50	5,284 50	4 50	774 00			28 70	8,225 20	
06 Conduct Reports	0.50	230.50	0.50	135.50					1 00	366 00	
07 Receipts/Payments Accounts			1 25	253 75	0 80	146.40	3 50	321 20	5.55	721.35	
09 Statutory Matters					3 50	602 00			3 50	602 00	
12. Press/PR Matters			0 75	203 25					0 75	203 25	
14 General Discussions					1 00	172 00			1 00	172 00	
15. General Admin/Correspondence	0 10	46 10	15 25	4,132 75	20 50	3,526 00	4 85	669 30	40 70	8,374 15	
16. Maintain Internal Files			2 50	677 50					2 50	677.50	
99. Other Matters							0.75	103 50	0.75	103 50	
SUB TOTAL. General Admin	5 30	2,443 30	46 95	13,057 65	38 05	6,553 40	9 95	1,240 20	100 25	23,294 55	232 36

Name of Assignment: Groundwork Bridgend & Neath Port Talbot (In Administration)

Summary of Time Charged and Rates Applicable for the Period From 6 November 2014 to 5 May 2015

	PARTNER		MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
E Assets Realisation/Dealing											
03 Asset Tracing			2.25	609.75					2.25	609.75	
04 Agent Instruction/Liasing			7.75	2,100.25	0.50	86.00			8.25	2,186.25	
06. Property Related Matters			38.50	10,433.50	33.75	5,805.00			72.25	16,238.50	
07 Debt Collection			13.50	3,658.50	15.75	2,709.00			29.25	6,367.50	
08 Dealing with Chattel Assets			6.50	1,761.50	0.50	86.00			7.00	1,847.50	
09 Dealing with Other Assets	1.50	691.50			0.75	129.00			2.25	820.50	
12 Retention of Title			4.75	1,287.25					4.75	1,287.25	
14. Sale of Business/Assets			0.50	135.50					0.50	135.50	
99 Other Matters			0.50	135.50	6.25	1,075.00			6.75	1,210.50	
SUB TOTAL, Asset Realisation/Dealing	1.50	691.50	74.25	20,121.75	57.50	9,890.00	0.00	0.00	133.25	30,703.25	230.42

Name of Assignment: Groundwork Bridgend & Neath Port Talbot (In Administration)

Summary of Time Charged and Rates Applicable for the Period From 6 November 2014 to 5 May 2015

	PARTNER		MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
G. Employee Matters											
02 Dealing with Employees	0 10	46 10	3 70	768 10	3 50	602 00			7 30	1,416 20	
03 EPA Matters			12 50	2,537 50			19 40	1,920 60	31 90	4,458 10	
04 Pension Issues			1 75	474 25					1 75	474 25	
99 Other Matters					0 25	43 00			0 25	43 00	
SUB TOTAL Employee Matters	0 10	46 10	17 95	3,779 85	3 75	645 00	19 40	1,920 60	41 20	6,391 55	155 13
H Creditor Claims											
04 Non-Preferential Creditors			3 00	813 00			6 50	1,118 00	9 50	1,931 00	
SUB TOTAL Creditor Claims	0 00	0 00	3 00	813 00	0 00	0 00	6 50	1,118 00	9 50	1,931 00	203 26

Name of Assignment: Groundwork Bridgend & Neath Port Talbot (In Administration)

Summary of Time Charged and Rates Applicable for the Period From 6 November 2014 to 5 May 2015

	PARTNER		MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
I. Reporting											
02 Reporting to Appointor			9 25	2,506 75					9 25	2,506 75	
04. Reporting to Creditors			15 00	4,065 00	19 50	3,354 00			34.50	7,419 00	
06 Reporting to Other Bodies	3 50	1,613 50							3 50	1,613 50	
SUB TOTAL Reporting	3 50	1,613 50	24 25	6,571 75	19 50	3,354 00	0 00	0 00	47 25	11,539 25	244.22
	15 50	7,145 50	173 15	51,322 25	170 80	29,386 40	35.85	4,278 80			
									414 30	92,132 95	222 38
										0.00	
										4,420 89	
										0 00	
										96,553.84	

Net Total

Secretarial Expense

Other Disbursements

Billed

Grand Total



Groundwork Bridgend and Neath Port Talbot - In Administration

In accordance with best practice I provide below details of policies of BDO LLP in respect of fees and expenses for work in relation to the above insolvency

The current charge out rates per hour of staff within my 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	461
Director	319
Senior Manager	295-271
Manager	230-183
Executive	172-125
Junior Executive	113-64
Support staff/Secretary	63

The rates charged by BDO LLP, 5th Floor, Bridgewater House, , Finzels Reach, Counterslip, Bristol, BS1 6BX are reviewed in December and July each year and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. Units of time can be as small as 3 minutes. BDO LLP records work in respect of insolvency work under the following categories:-

Pre Appointment
Steps upon Appointment
Planning and Strategy
General Administration
Asset Realisation/Management
Trading Related Matters
Employee Matters
Creditor Claims
Reporting
Distribution and Closure
Other Issues.

Under each of the above categories the work is recorded in greater detail in sub categories. Please note that the 11 categories provide greater detail than the six categories recommended by the Recognised Professional Bodies who are responsible for licensing and monitoring insolvency practitioners

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 costs basis a periodic report 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

1) Other Costs

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



2) Category 1

This heading covers expenses where BDO LLP has met a specific cost in respect of the insolvent estate where payment has been made to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), land registry searches, fees in respect of swearing legal documents etc. In each case the recharge will be reimbursement of a specific expense incurred.

3) Category 2

Insolvency practice additionally provides for the recharge of expenses such as postage, stationery, photocopying charges, telephone, fax and other electronic communications, which cannot be economically recorded in respect of each specific case. Such expenses, which are apportioned to cases, must be approved by the creditors in accordance with the Insolvency Rules 1986, before they can be drawn, and these are known as category 2 disbursements. The current policy of BDO LLP is to recharge this expense on the basis of a figure based upon the number of creditors with whom we have to communicate and report during the insolvency. This is the method of calculation that was historically provided under statutory orders for the Official Receiver.

In respect of the Administration of Groundwork Bridgend and Neath Port Talbot we propose to charge £12.50 (plus VAT) for the first year and £6.25 (plus VAT) for each subsequent year, per creditor. This will cover the disbursement costs of postage and stationery for all reports and letters, together with all copying charges and telephone and email costs. Creditors will be invited to approve a resolution to this effect. During the first year the Administrators will issue 3 reports and in successive years 2 reports.

A further disbursement under this heading is the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. In these cases a charge of 45p per mile is raised which is in line with the Inland Revenue Approved Mileage Rates (median - less than 10,000 miles per annum) which is the amount the firm pays to staff. Where costs are incurred in respect of mileage, approval will be sought in accordance with the Insolvency Rules 1986 to recover this disbursement.

Where applicable, all disbursements will be subject to VAT at the prevailing rate.

BDO LLP
1 June 2015