

The Insolvency Act 1986

Administrator's progress report

Name of Company

Jeffery (Wandsworth) Limited

Company number

02981649

In the

High Court of Justice, Chancery Division,
Companies Court

Court case number

9493 of 2012

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

I/We (a)

Gregory Andrew Palfrey
Smith & Williamson LLP
Imperial House
18-21 Kings Park Road
Southampton
SO15 2ATDavid John Blenkarn
Smith & Williamson LLP
Imperial House
18-21 Kings Park Road
Southampton
Hampshire

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

From

To

(b) Insert date

(b) 1 May 2014

(b) 30 October 2014



Signed

Joint / Administrator(s)

Dated

26 November 2014

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

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Jeffery (Wandsworth) Limited T/A Phoenix (in administration)

Joint administrators' progress report
for the period from 1 May 2014 to
30 October 2014

26 November 2014



Contents

1. Glossary	1
2. Introduction	1
3. Progress of the administration	2
4. Investigations	2
5. Pre-administration costs	3
6. Administrators' remuneration	3
7. Administration expenses	4
8. Estimated outcome for creditors	5
9. Outstanding matters	6
10. Ending the administration	6
11. Creditors' rights	7
12. Next report	7

Appendices

I Statutory information	8
II Receipts and payments account	9
III Time analysis for the period	11
IV Cumulative time analysis	13
V Staffing, charging, subcontractor and adviser policies and charge out rates	14

1. Glossary

Abbreviation	Description
the Company	Jeffery (Wandsworth) Limited T/A Phoenix
the administrators/joint administrators	Gregory Andrew Palfrey and David John Blenkarn
SIP	Statement of Insolvency Practice (England & Wales)
IA86	Insolvency Act 1986 If preceded by S this denotes a section number
Sch B1	Schedule B1 to the Insolvency Act 1986 If preceded by P this denotes a paragraph number
IR86	Insolvency Rules 1986 If preceded by R this denotes a rule number
SOA	Statement of Affairs
ETR	Estimated to realise
HMRC	HM Revenue & Customs
QFCH	Qualifying Floating Charge Holder – a secured creditor who has the power to appoint an administrator
RPS	Redundancy Payments Service
Whitmore's	Whitmore's of Edenbridge Limited (now Go Motor Retailing Limited)

Note The IA86 and IR86 have been subject to a number of significant amendments since their original issue, including a number of substantial and important changes in April 2010. References to IA86 and IR86 in this report are to the legislation as it applies to this case.

2. Introduction

This report provides an update on the progress in the administration of the Company for the six month period ended 30 October 2014. It should be read in conjunction with any previous reports. By way of reminder, we, Gregory Andrew Palfrey and David John Blenkarn, of Smith & Williamson LLP, Imperial House, 18-21 Kings Park Road, Southampton, Hampshire, SO15 2AT, were appointed administrators of the Company on 19 December 2012.

Statutory information in respect of the Company and the administration is set out at Appendix I.

3. Progress of the administration

Attached at Appendix II is our receipts and payments account for the period from 1 May 2014 to 30 October 2014. This account includes cumulative figures for the period from 19 December 2012 to 30 October 2014.

The receipts and payments account also includes a comparison with the director's SOA values.

3.1. Sale of business and assets

Our previous reports provided details of the sale of the Company's business and assets to Whitmore's, including the provision that Whitmore's would pay a proportion (50%) of any net profit greater than £50,000 generated from the business acquired in the year after acquisition.

The information we have been provided with indicates that there will be no further balance payable by Whitmore's however this is subject to receipt of confirmation on one outstanding issue which we continue to pursue. If the required confirmation is not received then we may be required to re-assess the position.

3.2. Other matters

During the period of this report we have also

- Continued to investigate the potential for bringing claims on behalf of the Company against one or more third parties with a view to achieving further recoveries in the administration;
- Reviewed the Company's pre-appointment Corporation Tax position to establish whether it may be possible to realise value from the Company's historic trading losses. From our review we established that there was a remote possibility of recovering some Corporation Tax previously paid. The costs of making the necessary claim, combined with the risk of the Crown applying set-off of any refund against other tax liabilities meant that this was not appropriate to pursue, and
- Complied with statutory filing and report obligations relating to the extension of the administration period.

3.3. Assets still to be realised

Other than any potential realisations from the actions referred to in section 3.2 we are not aware of any further realisations to be made.

4. Investigations

As previously reported we have complied with our duty under the Company Directors Disqualification Act 1986 to make a submission to the Secretary of State for Business,

Innovation and Skills on the conduct of all those persons who were directors at the date the Company entered administration or who held office at any time during the three years immediately preceding the administration. As all submissions are strictly confidential we are unable to disclose their content.

We are not aware of any further matters that require investigation or should be brought to the attention of the creditors and the position regarding investigations remains as stated in our previous reports

5. Pre-administration costs

As previously reported, on 28 May 2013 the following amounts in respect of pre-administration costs were approved.

Recipient	Brief description of services provided	Amount paid £
Smith & Williamson LLP	Joint Administrators' pre-appointment costs	72,075
Blake Laphorn	Pre-appointment legal costs relating to the pre-pack sale	13,474
Edward Symmons	Valuation of plant and equipment / site security	6,467
Colliers International	Valuation of leasehold property	1,500
Total		93,516

All payments were made prior to the period covered by this report. There are no further pre-administration expenses to be paid.

6. Administrators' remuneration

The secured and preferential creditors approved that the basis of the administrators' remuneration be fixed by reference to the time properly spent by them and their staff in attending to matters arising in the administration.

The administrators' time costs are:

Period	Total hours hrs	Total costs £	Average hourly rate £/hr	Fees drawn £
19 December 2012 to 18 June 2013	600.85	119,035.10	198.11	82,183.10
19 June 2013 to 31 October 2014	102.85	21,882.50	212.76	56,943.25
1 November 2014 to 30 April 2014	164.40	35,189.25	214.05	13,343.25
1 May 2014 to 30 October 2014	97.00	23,344.25	240.66	-
Total	965.10	199,451.10	206.66	152,469.60

Attached as Appendix III, is a time analysis which provides details of the activity costs incurred by staff grade during the period of this report in respect of the costs fixed by reference to time properly spent by the administrators and their staff in attending to

matters arising in the administration. Details of work carried out in the period are also included in the appendix

Also attached as Appendix IV, is a cumulative time analysis for the period from 19 December 2012 to 30 October 2014 which provides details of the administrators' time costs since appointment. A total of £152,469.60 has been drawn on account of these costs.

A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from the R3 website at the following address

http://www.r3.org.uk/media/documents/publications/professional/Guide_to_Administrators_Fees_Nov2011.pdf

Details of Smith & Williamson LLP's charge out rates and policies in relation to the use of staff are provided at Appendix V.

7. Administration expenses

7.1. Subcontractors

We have not utilised the services of any subcontractors during this period.

7.2. Professional advisers

On this assignment we have used the professional advisers listed below during the current period. We have also indicated alongside the basis of our fee arrangement with them, which is subject to review on a regular basis

Name of professional adviser	Basis of fee Arrangement	Costs incurred in current period £	Costs paid in current period £	Total costs outstanding at period end £
Blake Morgan (legal advice re administration extension application)	Hourly rate and disbursements	6,584.00	6,854.00	-

Note: Total costs outstanding may include costs incurred in prior periods, but not yet paid

Included within the fees and disbursements of Blake Morgan is an amount of £570 paid to Counsel. Counsel assisted in the preparation and presentation of the request to Court for a further extension to the Administration

7.3. Administrators' disbursements

We have paid and/or incurred the following disbursements in the current period

Description	Incurred in current period £	Paid in current period £	Total costs outstanding at period end £
Administrators' bonds	-	-	50.00
Travel (non-Category 2)	34.10	-	71.93

Storage costs	26.77	-	26.77
Total	60.87	-	148.70

Note: Total costs outstanding may include costs incurred in prior periods, but not yet paid.

7.4. Policies regarding use of third parties and disbursement recovery

Appendix V provides details of Smith & Williamson LLP's policies in relation to the use of subcontractors and professional advisers, and the recovery of disbursements.

8. Estimated outcome for creditors

The estimated outcome for each class of creditors is set out below.

8.1. Secured creditors

8.1.1. RBS

RBS holds a fixed and floating charge dated 2 December 1994 over the Company's assets. At the date of our appointment there was (and continues to be) no balance outstanding to RBS.

8.1.2. RBSIF

RBSIF provided invoice discounting facilities to the Company. RBSIF holds a fixed and floating charge debenture dated 1 May 2012 over the Company's assets. In addition to the charge RBSIF took an assignment of debtors relating to the Company's service, bodyshop and parts operations.

RBSIF was paid in full, including termination charges, from the Company's book debts.

Details of the balance due to RBSIF, its recoveries from the Company's debtors and termination fees were disclosed in our previous reports.

8.1.3. GMAC

As previously reported GMAC held a number of charges over the Company's assets, with a total debt outstanding of £1,713k. Payments totalling £1,150,011 were made to GMAC under its charges in prior reporting periods.

It is not anticipated that GMAC will receive a full repayment of its debt from the administration unless there is a very significant recovery from the ongoing investigations.

8.1.4. GM

GM holds a fixed and floating charge debenture dated 2 December 1994 over the Company's assets.

At the date of our appointment the balance outstanding to GM was estimated to be £2,597k. We do not anticipate that any distribution will be made to GM from the administration unless there is a very substantial recovery from the ongoing investigations.

8.2. Prescribed Part

We do not believe that there is a requirement to create a fund out of the Company's net floating charge property for unsecured creditors, on the basis that there was no balance outstanding to RBS, RBSIF have been repaid in full from assigned book debts and the floating charges of GMAC and GM were both created prior to 15 September 2003.

8.3. Preferential creditors

As previously reported, preferential claims have been paid in full. The total sum distributed to preferential creditors was £8,268, the distribution having been declared on 15 January 2014.

8.4. Unsecured creditors

Total claims as per the director's SOA were £1,373k and we estimate actual claims to be of this order.

Due to insufficient realisations from the Company's assets we confirm that no dividend to unsecured creditors will be made in this case.

9. Outstanding matters

The remaining actions to be concluded in the administration are as follows

- Obtaining tax clearance from HMRC.
- Further investigation of potential claims that may be brought by the Company.
- Closure of the administration, including preparing and issuing the final report.

10. Ending the administration

No decision has yet been made regarding choice of exit route

Following an initial extension of the administration period to 18 June 2014 with the consent of the secured and preferential creditors, an additional extension to the administration period to 18 June 2015 was granted by the Court to allow the administrators to further investigate whether to bring claims on behalf of the Company against one or more third parties.

Depending on the outcome of these investigations, the joint administrators may make a further application to court to extend the administration beyond 18 June 2015.

The administrators will be discharged from liability under P98(3) of Sch B1 immediately upon their appointment as administrators ceasing to have effect.

Authorisation for discharge from liability was granted by the secured and preferential creditors, by virtue of a resolution by correspondence passed on 28 May 2013.

11. Creditors' rights

Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors or otherwise with the court's permission) may request in writing that the administrators provide further information about their remuneration or expenses which have been itemised in this report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors or otherwise with the court's permission) may within 8 weeks of receipt of this report make an application to court on the grounds that, in all the circumstances, the basis fixed for the administrators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred (including any paid) by the administrators, as set out in this report, are excessive.

These rights apply only to matters which have not been disclosed in previous reports

Further information regarding creditors' rights is available on application to the administrators.

12. Next report

We are required to provide a further report on the progress of the administration within one month of the end of the next six month period of the administration unless we have concluded matters prior to this, in which case we will write to all creditors with our final report.



Gregory Andrew Palfrey and David John Blenkarn

Joint Administrators

Date. 26 November 2014

I Statutory information

Relevant Court	High Court of Justice, Chancery Division, Companies Court
Court Reference	9493 of 2012
Trading Name(s)	Phoenix Vauxhall, Phoenix Chevrolet, Phoenix SAAB
Trading Addresses	80 Plough Lane, Wimbledon, London, SW17 0BW 75 Plough Lane, Wimbledon, London, SW17 0BJ 218 Purley Way, Croydon, Surrey, CR0 4XG
Former Name(s)	Retailsupply Limited (changed 4 November 1994)
Registered Office	Imperial House, 18-21 Kings Park Road, Southampton, Hampshire SO15 2AT (Formerly 10 Chiswell Street, London, EC1Y 4UQ)
Registered Number	2981649
Joint Administrators	Gregory Andrew Palfrey and David John Blenkarn both of Imperial House, 18-21 Kings Park Road, Southampton, SO15 2AT (IP No(s) 9060 and 6676) In accordance with P100 (2) Sch B1 1A 86 a statement has been made authorising the Joint Administrators to act jointly and severally
Date of Appointment	19 December 2012
Appointor	General Motors UK Ltd
Extension to period of administration	Initial extension to 18 June 2014 with the consent of the secured and preferential creditors. A further extension to 18 June 2015 was granted by the Court on 10 June 2014.

II Receipts and payments account

Receipts and payments account to 30 October 2014

Statement of Affairs £	From To	FIXED CHARGE			FLOATING CHARGE		
		19/12/2012 30/04/2014 £	01/05/2014 30/10/2014 £	19/12/2012 30/10/2014 £	19/12/2012 30/04/2014 £	01/05/2014 30/10/2014 £	19/12/2012 30/10/2014 £
RECEIPTS							
Goodwill		25,000.00	-	25,000.00	-	-	-
Leasehold Property (1)		-	-	-	1.00	-	1.00
113,865.00 Plant & Equipment		-	-	-	93,944.00	-	93,944.00
Motor Vehicles		-	-	-	13,000.00	-	13,000.00
311,265.00 Stock/WIP		-	-	-	25,712.98	-	25,712.98
1,132,417.00 Book Debts		-	-	-	282,461.11	258.97	282,720.08
Pre-appointment PDQ receipts		-	-	-	27,392.94	-	27,392.94
RBS Debtor funds on trust		-	-	-	48,525.53	-	48,525.53
Rent apportionment		-	-	-	10,235.11	-	10,235.11
301,872.00 Prepayments		-	-	-	934,114.18	-	934,114.18
363,314.00 Cash at Bank		-	-	-	15,152.35	-	15,152.35
Property Licence Fee		-	-	-	100,849.18	-	100,849.18
Rent (under licence agreement)		-	-	-	(86,328.89)	-	(86,328.89)
Property licence fee refund		-	-	-	(14,520.29)	-	(14,520.29)
Bank Interest Gross		20.67	-	20.67	1,505.16	-	1,505.16
Bank Interest Net of Tax		-	-	-	67.90	-	67.90
Bonus adjustment		-	-	-	9,953.99	-	9,953.99
Third party monies (receipts)		-	-	-	32,025.06	-	32,025.06
Third party monies (payments)		-	-	-	(32,025.06)	-	(32,025.06)
Cash held on site on appointment		-	-	-	3,475.95	-	3,475.95
Sundry refunds		-	-	-	6,812.45	61.62	6,874.07
Rates Refunds		-	-	-	82,020.24	-	82,020.24
Sundry receipts		-	-	-	1,306.32	58.86	1,365.18
2,222,733.00		25,020.67	-	25,020.67	1,555,681.21	379.45	1,556,060.66
PAYMENTS							
RBSIF debtor funds on trust		-	-	-	48,525.53	-	48,525.53
Legal Fees re Appointment		-	-	-	2,280.00	-	2,280.00
Legal Disbursements re Appointment		-	-	-	80.80	-	80.80
Pre-appointment legal fees		-	-	-	13,435.00	-	13,435.00
Pre-appointment legal expenses		-	-	-	38.87	-	38.87
Pre-appointment agents fees		-	-	-	6,467.00	-	6,467.00
Joint Administrators pre appointment fees		5,000.00	-	5,000.00	67,075.00	-	67,075.00
Joint Administrators pre-appointment expenses		-	-	-	3,973.42	-	3,973.42
Joint Administrators fees		-	-	-	152,469.60	-	152,469.60
Joint Administrators expenses		-	-	-	690.58	-	690.58
Book Debt Collection Fees		-	-	-	16,676.78	-	16,676.78
Agents Fees		-	-	-	4,292.40	-	4,292.40
Agents Expenses		-	-	-	2,275.76	-	2,275.76
Legal Fees		-	-	-	13,535.00	5,850.00	19,385.00
Legal Expenses		-	-	-	20.00	734.00	754.00
Corporation Tax		-	-	-	-	200.00	200.00
Bodyshop rectification settlement		-	-	-	3,000.00	-	3,000.00
Insurance of Assets		-	-	-	2,363.09	-	2,363.09
Amex Charges		-	-	-	32.87	-	32.87
Computing Costs		-	-	-	2,352.88	-	2,352.88
Invoice Discounting Termination Charges		-	-	-	32,312.57	-	32,312.57
Bank Charges		10.00	-	10.00	804.85	-	804.85
Sundry expenses		-	-	-	144.70	-	144.70
7,848,540.76 Secured Creditors		-	-	-	-	-	-
8,343.00 GMAC UK Plc		20,010.67	-	20,010.67	1,130,000.00	-	1,130,000.00
Preferential creditors		-	-	-	-	-	-
Employee Wages & Holiday pay		-	-	-	8,268.78	-	8,268.78
Cancelled preferential dividend cheques		-	-	-	(19.65)	(19.65)	(19.65)
		25,020.67	-	25,020.67	1,511,115.48	6,764.35	1,517,879.83
Balances in hand		-	-	-	-	-	-
Net VAT Receivable/(Payable)		-	-	-	-	-	2,170.86
Current Account (non-interest bearing)		-	-	-	-	-	36,009.97
				25,020.67			1,556,060.66

Notes and further information required by SIP 7

- Smith & Williamson received £20,000 on account of pre-appointment fees from outside the estate. These fees were paid by the Company prior to our appointment in respect of advice provided to it relating to its financial position and the options available to it
- Details of significant expenses paid are provided in the body of our report.
- Details of payments made to sub-contractors are shown in the body of our report.
- Information concerning our remuneration and disbursements incurred is provided in the body of the report.
- Information concerning the ability to challenge remuneration and expenses of the administration is provided in our report.
- The liquidation bank account was interest bearing up to 3 December 2013 and was put on a non-interest bearing basis after this date to allow the Company's tax affairs to be

brought to a conclusion and to save the costs of administering relatively small amounts of interest.

- There are no foreign currency holdings.
- All amounts in the receipts and payments account are shown exclusive of VAT. VAT is expected to be payable / recoverable on all transactions in the estate subject to VAT. In the event of any variations to this, such amounts would be disclosed as irrecoverable VAT
- The entries in the receipts and payments summary entitled 'Third party monies' relate to balances received by Whitmore's that were due to the Company, and balances received by the Company due to Whitmore's. A detailed reconciliation of these balances has been undertaken between us and Whitmore's and all payments required have been made.
- As outlined in previous reports, the receipt entitled 'Property Licence Fee' above relates to funds paid by the purchaser in respect of its occupation of the Company's leased premises under licence pending the agreement of a new lease, which have been paid to the landlords of the properties in respect of rent due or refunded to Whitmore's as appropriate.
- Included within the heading 'Joint Administrators' pre-appointment expenses' is a payment of £1,500.00 to Colliers International, which is detailed in Section 5.
- The cash balance held includes the sum of £19.76 relating to unbanked and expired preferential dividend cheques. Should the parties entitled to these funds come forward the payments will be re-issued, otherwise they will be paid into the Insolvency Services Account as unclaimed dividends once the Company is dissolved

III Time analysis for the period

From 1 May 2014 to 30 October 2014

Activity	Partner	Managers	Other Senior Professionals	Assistants & Support Staff	Hours	Total £	Ave Rate £ / hr
Administration and Planning							
Statutory, returns, reports and meetings		12 30	20 15		32 45	7,143 75	220 15
Cashiering general, including bonding		2 15	1 55		3 70	711 00	192 16
Job planning, reviews and progression	2 95	1 90	6 55		11 40	2,792 75	244 98
Post-appointment taxation	1 00	0 45	5 65		7 10	1,375 25	193 70
File and information management Inc redirected post			0 55	0 40	0 95	114 00	120 00
Agents and advisers, general		0 10	0 30	0 10	0 50	90 00	180 00
Director/ manager review approval and signing	0 25				0 25	87 50	350 00
	4 20	16 90	34 75	0 50	56 35	12,314 25	218 53
Investigations							
Investigations of legal claims	10 50	11 65	0 55		22 70	6,754 75	297 57
	10 50	11 65	0 55	0 00	22 70	6,754 75	297 57
Realisation of Assets							
Debtors			0 20		0 20	38 50	192 50
Sale of business, post completion matters		0 60	3 95		4 55	927 25	203 79
Other		5 80	0 90		6 70	1 857 50	277 24
	0 00	6 40	5 05	0 00	11 45	2,823 25	246 57
Creditors							
Secured creditors	0 75				0 75	262 50	350 00
RPO and ERA claims and tribunals		0 40	1 00		1 40	304 00	217 14
Employees and pensions (other)			0 60		0 60	109 50	182 50
Unsecured creditors	0 75	0 40	1 65		2 80	612 00	218 57
Distributions to preferential & unsecured creditors			0 20		0 20	39 00	195 00
Other			0 75		0 75	125 00	166 67
	1 50	0 80	4 20	0 00	6 50	1,452 00	223 38
Total Hours - Period	16 20	35 75	44 55	0 50	97 00		
Total £ - Period	5,890 00	9,437 00	8,002 25	15 00		23,344 25	240 66
Total Hours - Brought Forward	109 30	183 30	562 80	12 70	868 10		
Total £ - Brought Forward	38,452 25	46,646 75	90,550 25	457 60		176,106 85	202 86
Total Hours - Carried Forward	125 50	219 05	607 35	13 20	965 10		
Total £ - Carried Forward	44,342 25	56,083 75	98,552 50	472 60		199,451 10	206 66

Explanation of major work activities undertaken

Administration and planning

The following activities have been undertaken during the period:

- Preparation and circulation of statutory reports relating to the extension of the administration period by way of Court application. We have also undertaken the relevant statutory filings associated with the extension
- Completion of and submission of Corporation Tax returns for the administration period, including correspondence relating to penalties applied by HMRC due to late submission arising from finalising whether any additional consideration was due from Whitmore's, which were reduced following appeal.
- Maintaining bank accounts;
- Progress reviews of the case

Investigations

The time spent relates to investigations in relation to potential actions that may be brought on behalf of the Company that may lead to further recoveries in the administration

Realisation of assets

The major activity under this heading has been the review of the Company's historic Corporation Tax position to establish whether any realisations could be achieved from the Company's historic trading losses and assessing the prospects of making a recovery against the work and costs of making a claim.

IV Cumulative time analysis

From 19 December 2012 to 30 October 2014

Activity	Partner	Managers	Other Senior Professionals Hours	Assistants & Support Staff	Total Hours	£	Ave Rate £ / hr
Administration and Planning							
Statutory, returns, reports and meetings	18 00	36 20	95 75		149 95	33,221 00	221 55
Initial post-appointment notification letters	1 75	18 75	2 30	0 50	23 30	5,808 25	249 28
Cashiering general, including bonding	0 50	21 95	14 35	0 30	37 10	7,067 75	190 51
Job planning, reviews and progression	5 70	7 45	27 95		41 10	9,120 25	221 90
Post-appointment taxation	5 60	2 75	24 65		33 00	6,016 25	182 31
Protection of company records (including electronic)		1 05	8 10		9 15	1,554 75	169 92
Insurance and general asset protection	0 25	0 35	6 10		6 70	1,042 00	155 52
Travelling		2 00	18 90		20 90	3,399 50	162 66
File and information management inc redirected post	0 45	0 25	28 00	6 00	34 70	4,186 80	120 66
Pre-appointment non-creditor tax			3 40		3 40	646 00	190 00
Agents and advisers, general		0 60	3 75	0 70	5 05	739 90	146 51
Director/ manager review, approval and signing	13 80	3 15			16 95	5,601 25	330 46
Other	1 50	1 80	1 30	0 50	5 10	1,214 25	238 09
	47 55	96 30	234 55	8 00	386 40	79,617 95	2,579 36
Investigations							
Directors' correspondence and conduct questionnaires		1 00	13 30	0 20	14 50	2,670 35	184 16
Creditor and shareholder complaints			0 60	0 10	0 70	114 30	163 29
Statutory book and accounting records review			23 90		23 90	2,870 00	120 08
Investigations of legal claims	26 00	19 60	1 35		46 95	14,438 25	307 52
SIP2 and SIP4 obligations	1 50	13 65	23 55		38 70	8,449 50	218 33
	27 50	34 25	62 70	0 30	124 75	28,542 40	993 39
Realisation of Assets							
Fixed charge property (land and buildings)			0 20		0 20	36 00	180 00
Debtors subject to invoice discounting/factoring			2 40		2 40	400 00	166 67
Debtors no subject to finance (including reassigned ledgers)	1 25	6 10	44 40	0 45	52 20	8,804 05	168 66
Stock		1 35	2 45		3 80	657 50	173 03
Other chattel assets	0 50	5 95	2 40		8 85	2,213 50	250 11
Sale of business as a whole	11 25	3 00	3 10		17 35	5,305 50	305 79
Completion of Work in Progress			0 10		0 10	19 00	190 00
Cash at bank	2 25	0 85	6 60		9 70	2,061 50	212 53
Liaising with agents, general			2 40		2 40	439 50	183 13
Sale of business, post completion matters	12 85	19 50	46 70	0 30	79 35	18,285 65	230 44
Filing		0 10	0 55		0 65	75 50	116 15
Director/ manager review approval and signing		0 20			0 20	57 00	285 00
Other		6 40	6 35		12 75	2,948 75	231 27
	28 10	43 45	117 65	0 75	189 95	41,303 45	2,692 78
Trading							
Trading on decision and day 1-3 operations			1 30		1 30	234 00	180 00
Sales and customers			1 50		1 50	270 00	180 00
Purchasing/Suppliers (not landlord)			0 60		0 60	67 50	112 50
Staff and payroll (including PAYE/NIC for trading period)			0 75		0 75	123 00	164 00
Premises issues (including landlord and site clearance)	0 50	3 45	6 40		10 35	2,022 00	195 36
Shutdown or handover			0 40		0 40	72 00	180 00
Other			0 75		0 75	75 00	100 00
	0 50	3 45	11 70	0 00	15 65	2,863 50	1,111 86
Creditors							
Secured creditors	9 60	7 20	10 40		27 20	7,249 50	266 53
HP and lease creditors		0 35	0 95		1 30	241 25	185 58
RPO and ERA claims and tribunals	3 00	13 25	21 95	1 20	39 40	8,718 80	221 29
Employees and pensions (other)	4 20	3 85	25 50	1 00	34 55	6,944 00	200 98
Crown	0 55	0 25	3 75	0 10	4 65	928 80	199 74
Unsecured creditors	1 25	7 95	70 50	1 75	81 45	12,272 65	150 68
Retention of title claims	2 35	7 10	22 10		31 55	6,344 25	201 09
Distributions for preferential and unsecured creditors	0 55	1 20	10 15	0 10	12 00	2,387 55	198 96
Filing			12 00		12 00	1,210 50	100 88
Director/ manager review approval and signing		0 20			0 20	57 00	285 00
Other	0 35	0 25	3 45		4 05	769 50	190 00
	21 85	41 60	180 75	4 15	248 35	47,123 80	2,200 72
Total Hours	125 50	219 05	607 35	13 20	965 10		
Total £	44,342 25	56,083 75	98,552 50	472 60		199,451 10	206 66

V Staffing, charging, subcontractor and adviser policies and charge out rates

Introduction

Detailed below are

- Smith & Williamson LLP's policies in relation to
 - Staff allocation and the use of subcontractors
 - Professional advisers
 - Disbursement recovery
- Smith & Williamson LLP's current charge out rates

Staff allocation and the use of subcontractors

Our 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 and a partner or associate director as joint office holders, a manager, and an administrator or assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment. The charge out rate schedule below provides details of all grades of staff and their experience level.

We may use subcontractors to perform work which might ordinarily be carried out by us and our staff where it is cost effective to do so and/or where the specific expertise offered by the subcontractor is required.

Details of any subcontractors' services utilised in the period covered by this report are set out in the body of this report.

Use of professional advisers

We select professional advisers such as agents and solicitors on the basis of balancing a number of factors including

- The industry and/or practice area expertise required to perform the required work.
- The complexity and nature of the assignment.
- The availability of resources to meet the critical deadlines in the case.
- The charge out rates or fee structures that would be applicable to the assignment.
- The extent to which we believe that the advisers in question can add value to the assignment.

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 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.

Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage.

Since 7 July 2012 Smith & Williamson LLP's policy is to recover only one type of Category 2 disbursement, namely business mileage at HMRC's approved mileage rates at the relevant time. Current mileage rates are 45p per mile plus 5p per passenger per mile. Prior to 7 July 2012 approval may have been obtained to recover other types of Category 2 disbursements

Details of any Category 2 disbursements incurred and/or recovered in the period covered by this report are set out in the body of this report.

Charge out rates

A schedule of Smith & Williamson LLP's charge out rates was issued to creditors at the time the basis of the administrators' remuneration was approved.

The rates applicable to this appointment are set out below

Staff Grade	£/hour	£/hour	£/hour
	From 1/7/2012	From 1/7/2013	From 1/7/2014
Partner / Associate Director	350 - 440	350 - 480	350 - 480
Senior Managers / Managers	200 - 270	200 - 285	200 - 290
Other Senior Professionals	100 - 180	110 - 190	110 - 195
Assistants and support staff	28 - 60	28 - 75	30 - 75

Notes

1. Time is recorded in units representing 3 minutes or multiples thereof
2. It may be necessary to utilise staff from both regional and London offices, subject to the requirements of individual cases.
3. The firm's cashiering function is centralised and London rates apply.

www.smith.williamson.co.uk

Principal offices: London, Belfast, Birmingham, Bristol, Dublin, Glasgow, Guildford, Manchester, Salisbury and Southampton

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