

## Liquidator's Progress Report

# S.192

Pursuant to Sections 92A and 104A and 192  
of the Insolvency Act 1986

To the Registrar of Companies

Company Number

04242681

Name of Company

Kensington Nominee No 1 Limited

I / ~~We~~

Malcolm Cohen, 55 Baker Street, London, W1U 7EU

the liquidator~~s~~ of the company attach a copy of my/~~our~~ Progress Report  
under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 04/06/2015 to 03/06/2016

Signed



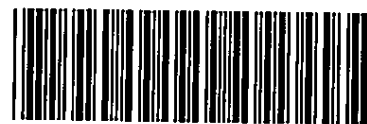
Date

13 6 16

BDO LLP  
55 Baker Street  
London  
W1U 7EU

Ref 00261563/MAC/SMB/CH

THURSDAY



A17 \*A599YFOI\* 16/06/2016 #29  
COMPANIES HOUSE

**Kensington Nominee No.1 Limited  
(In Liquidation)  
Liquidator's Abstract of Receipts & Payments**

**Statement  
of Affairs**

**From 04/06/2015  
To 03/06/2016**

**NIL**

REPRESENTED BY

**NIL**



**Malcolm Cohen  
Liquidator**



Tel: +44 (0)20 7486 5888  
Fax: +44 (0)20 7487 3686  
DX 9025 West End W1  
www.bdo.co.uk

55 Baker Street  
London W1U 7EU

**TO ALL SHAREHOLDERS**

13 June 2016

Our Ref 7/SMB/londonmetric

Please ask for Sharon Bloomfield  
Direct line. 020 7893 2905  
Email [sharon.bloomfield@bdo.co.uk](mailto:sharon.bloomfield@bdo.co.uk)

Dear Sirs

**Prestbury West Coast Limited - 04231858**  
**Prestbury West Coast Kensington Limited - 04231850**  
**Prestbury West Coast Maidenhead Limited - 04231851**  
**Kensington Nominee No.1 Limited - 04242681**  
**Kensington Nominee No.2 Limited - 04242690**  
**Maidenhead Nominee No.1 Limited - 04219618**  
**Maidenhead Nominee No.2 Limited - 04222889**  
**(the above seven companies "the English Companies")**

**Prestbury West Coast Caledonian Limited - SC190734**  
**(the above company "the Scottish Company")**

**(all together "the Companies") - All in Members' Voluntary Liquidation**

I enclose for your information an annual progress report in accordance with Section 92A of the Insolvency Act 1986 and Rule 4.49C of the Insolvency Rules 1986 for the period 4 June 2015 to 3 June 2016.

#### **Statutory Information**

I, Malcolm Cohen, of BDO LLP, 55 Baker Street, London, W1U 7EU was appointed as Liquidator of the Companies on 4 June 2015

The Companies' registered numbers are detailed above. Their former names are detailed in the attached Schedule A. They do not have any other trading styles.

Prior to liquidation, the English Companies' trading address and registered office was Cavendish House, 18 Cavendish Square, London, W1G 0PG. Their registered office was changed to 55 Baker Street, London, W1U 7EU following my appointment.

The Scottish Company's registered office was formerly 280 St Vincent Street, Glasgow, Lanarkshire, G2 5RL, and following my appointment was changed to 4 Atlantic Quay, York Street, Glasgow, G2 8JX.

#### **Receipts and Payments**

With the exception of Prestbury West Coast Limited ("PWCL") there have been no receipts or payments in the liquidation period, as the Companies' assets are intercompany debtor balances.

BDO LLP, a UK limited liability partnership registered in England and Wales under number OC305127, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the International BDO network of independent member firms. A list of members' names is open to inspection at our registered office, 55 Baker Street, London W1U 7EU. BDO LLP is authorised and regulated by the Financial Conduct Authority to conduct investment business.

Details of the authorising bodies of the insolvency appointment takers of BDO LLP are available at [www.bdo.co.uk/services/business\\_restructuring/authorising\\_bodies\\_of\\_insolvency\\_appointment\\_takers](http://www.bdo.co.uk/services/business_restructuring/authorising_bodies_of_insolvency_appointment_takers)



which will be distributed in specie before the conclusion of the liquidations. Details of these balances are shown in Schedule A

I enclose a receipts and payments account for PWCL. The contents are largely self-explanatory but I would expand as follows

- Cash of c £85,000 has been realised from PWCL's pre-liquidation bank accounts;
- A VAT refund for pre-liquidation periods of £1,900 has been received,
- A sundry refund of £7,582.36 has been received,
- Corporation tax has been paid for Prestbury West Coast Caledonian Limited pursuant to an accrual in the accounts of PWCL;
- Payment has been made to the Companies' tax agents for preparing the pre-liquidation tax returns for the Companies.

#### **HM Revenue & Customs ("HMRC")**

##### Corporation Tax

Following my appointment the Companies' tax agents prepared corporation tax returns for the pre-liquidation period to 31 December 2014 and 3 June 2015. However, none were required for Maidenhead Nominee No 1 Limited, Maidenhead Nominee No 2 Limited or Kensington Nominee No.2 Limited as these three companies were dormant for tax purposes. As detailed above, only Prestbury West Coast Caledonian Limited had liabilities to settle.

Accordingly I sought clearances from HMRC that there were no outstanding issues and that there were no objections to the liquidations being closed. In February 2016, the Corporation Tax inspector responded to require that the accounts be prepared in full iXBRL format and filed online. Following consultation with the Companies' tax agents, I responded to advise HMRC that as the Companies were in liquidation, no statutory accounts had been prepared, and as per HMRC's guidance manual, they were able to agree the returns on the basis of the management accounts previously submitted.

I received the clearances from the Corporation Tax Inspector in mid-April 2016 for all the Companies with the exception of PWCL. For this company they required the post-liquidation return to be submitted.

I have responded to advise that the only taxable income was a small amount of bank interest, most of which had been received net of tax, and have asked that this is sufficient and that the liability of less than £2 be waived. I have yet to receive their response.

##### VAT

I am also required to obtain clearances from HMRC's Enforcement and Insolvency Service ("EIS") which confirms HMRC's overall claim, and provides VAT and PAYE clearances.

Five of the Companies were part of a VAT group; the exceptions being the three dormant Companies outlined above. Historically, once a company entered members' voluntary liquidation, HMRC would send a de-registration enquiry to the Liquidator, and would routinely de-register the company.

A recent change in policy means that the Liquidator now has to submit a de-registration application to HMRC's VAT unit in Grimsby. The application was made and I have received

confirmation that the Companies were de-registered with effect from close of play on 3 June 2015.

I have received all clearances from EIS in respect of all of the Companies with the exception of PWCL, and am pursuing this

Once all clearances have been received, I will be in a position to convene the final meetings of members to close the liquidations

#### **Other Matters**

The only other potential asset in the liquidation of PWCL would be a distribution due from PWCL's immediate parent company, Prestbury West Coast Holdings Limited ("PWCHL") in respect of a debt of £353k written off prior to liquidation. PWCHL is in creditors' voluntary liquidation and Bryan Jackson and James Money of BDO LLP are the Joint Liquidators

PWCL is able to meet all of its creditor and the costs of liquidations. My tax colleagues have advised on the tax implications of PWCHL paying a dividend to PWCL, as the funds would flow from PWCHL to PWCL and then be paid back to PWCHL at the end of PWCL's liquidation as a shareholder distribution

In summary, the tax advice received is that if PWCL does not require the unsecured dividend from PWCHL in order to meet its claims in full, then PWCL should waive any claim against PWCHL. This will reduce the taxable income for PWCL, and remove the risk of any transfer pricing rules being applied on the flow of funds between the two companies. PWCHL will also avoid incurring any unnecessary capital gains tax liability on the flow of monies to and from PWCL.

#### **Liquidator's Remuneration**

Pursuant to the Insolvency Rules 1986, the Liquidator is obliged to fix his remuneration in accordance with Rule 4.148A(2) of the Insolvency Rules 1986. This permits remuneration to be fixed either

- (1) as a percentage of the assets realised and distributed, and/or
- (2) by reference to the time the Liquidator and the staff have spent attending to matters in the liquidation; and/or
- (3) as a set amount; and/or
- (4) as a combination of the above.

My remuneration was approved on a time costs basis on the date of my appointment. Time costs for the period under review total £18,758.45 represented by 61.55 hours of work carried out by myself and my staff at an average hourly rate of £304.77 as detailed by the enclosed time costs summaries

As agreed with the ultimate shareholder of the Companies, the costs of all of the liquidations will be paid by Prestbury West Coast Limited.

My staff and I have spent time on matters arising in the normal course of the liquidations. The main areas dealt with include

- liaising with the Companies in relation to matters prior to the Liquidator's appointment;
- statutory reporting requirements to members;

- statutory reporting requirements to the Registrar of Companies,
- dealing with statutory advertising requirements;
- liaising with the Companies and their parent group to arrange submission of corporation tax and VAT returns for the pre-liquidation periods,
- correspondence with HMRC in order to obtain the necessary clearances to close the liquidations,
- taking advice on the PWCHL potential dividend;
- corresponding with the parent group and providing updates of the progress of the liquidations, and
- preparing the annual progress report

#### **Disbursements**

Where disbursements are recovered in respect of precise sums expended to third parties there is no necessity for these costs to be authorised. These are known as category 1 disbursements.

The sum of £2,009.39 has been incurred in respect of category 1 disbursements for statutory advertising costs and the costs of the indemnity bonding. Further advertising costs will be incurred when the final meetings of members of the Companies are convened.

#### **Members' rights**

I provide at the end of this report an extract from the Insolvency Rules 1986 setting out the rights of members to request further information and/or challenge the remuneration or expenses within the liquidations.

#### **Future Prospects and Liquidation Closure**

The final meetings of members required to close the liquidations will be convened when all tax clearances have been received from HMRC.

Distributions in specie and in cash of the Companies' respective assets will be made before the final meetings have been held.

#### **Further Information**

If you have a complaint you should address it in the first instance to the Senior Partner, BDO LLP, 55 Baker Street, London W1U 7EU. If you are still dissatisfied, complaints to the office holder's regulatory body should be made via the Insolvency Service Complaints Gateway.

Complaints to the single Complaints Gateway may be made either by

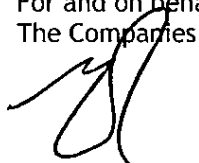
- calling the Insolvency Service Enquiry Line on 0845 602 9848 (Monday to Friday 8am to 5pm), or
- completing and emailing the online complaints form on the Insolvency Service website <http://www.insolvencydirect.bis.gov.uk/contactus/ipcomplaint/complaintform.htm>, or

- completing the online complaints form and posting it to: IP Complaints, Insolvency Service, 3rd Floor, 1 City Walk, Leeds, LS11 9DA

For more details, please visit <https://www.gov.uk/complain-about-insolvency-practitioner>

If you have any queries please contact Sharon Bloomfield as detailed above

Yours faithfully  
For and on behalf of  
The Companies



Malcolm Cohen  
Liquidator  
Enc

**SCHEDULE A**

Company Name	Former Names	Intercompany Debtor Balance (£)
Prestbury West Coast Limited	Tilegreen Limited (09/07/2001)	N/A
Prestbury West Coast Kensington Limited	Slippergrove Limited (09/07/2001)	1
Prestbury West Coast Maidenhead Limited	Slipperpoint Limited (09/07/2001)	Nil
Kensington Nominee No 1 Limited	Hackremco (No.1837) Limited (11/07/2001)	Nil
Kensington Nominee No.2 Limited	Hackremco (No 1838) Limited (11/07/2001)	2
Maidenhead Nominee No 1 Limited	Hackremco (No.1833) Limited (11/07/2001)	2
Maidenhead Nominee No 2 Limited	Hackremco (No 1834) Limited (11/07/2001)	2
Prestbury West Coast Caledonian Limited	Caledonian Land Renfrew Limited - (26/10/2001)  Collegium 180 Limited - (12/11/1998)	3,100

**Statement from the Insolvency Rules 1986 (as amended) regarding the rights of members in respect of the Liquidators' fees and expenses:****Rule 4.49E Creditors' and members' request for further information****(1) If-**

- (a) within the period mentioned in paragraph (2)–
  - (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
  - (iii) members of the company in a members voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company, or
- (b) with the permission of the court upon an application made within the period mentioned in paragraph (2)–
  - (i) any unsecured creditor, or
  - (ii) any member of the company in a members' voluntary winding up,

makes a request in writing to the liquidator for further information about remuneration or expenses set out in a progress report in accordance with Rule 4 49B(1)(e) or (f) (including by virtue of Rule 4 49C(5)) or in a draft report under Rule 4 49D, the liquidator must, within 14 days of receipt of the request, comply with paragraph (3) except to the extent that the request is in respect of matter[s] in a draft report under Rule 4 49D or a progress report required by Rule 4 108 which (in either case) was previously included in a progress report not required by Rule 4 108

**(2) The period referred to in paragraph (1)(a) and (b) is-**

- (a) 7 business days of receipt (by the last of them in the case of an application by more than one member) of the progress report where it is required by Rule 4 108, and
- (b) 21 days of receipt (by the last of them in the case of an application by more than one member) of the report or draft report in any other case

**(3) The liquidator complies with this paragraph by either-**

- (a) providing all of the information asked for, or
- (b) so far as the liquidator 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 liquidation or might reasonably be expected to lead to violence against any person, or
  - (iii) the liquidator is subject to an obligation of confidentiality in respect of the information, giving reasons for not providing all of the information

**Rule 4.148C Members' claim that remuneration is excessive**

- (1) Members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or any member with the permission of the court, may apply to the court for one or more of the orders in paragraph (6) on the grounds that–
  - (a) the remuneration charged by the liquidator,
  - (b) the basis fixed for the liquidator's remuneration under Rule 4 148A, or

- (c) expenses incurred by the liquidator,  
is or are, in all the circumstances, excessive or, in the case of an application under sub-paragraph (b), inappropriate
- (2) Application must, subject to any order of the court under Rule 4 49E(5), be made no later than 8 weeks (or 4 weeks when the liquidator has resigned in accordance with Rule 4 142) after receipt by the applicant of the report or account which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report")
- (3) The court may, if it thinks that no sufficient cause is shown for a reduction, dismiss the application, but it must not do so unless the applicant has had the opportunity to attend the court for a hearing of which the applicant has been given at least 5 business days' notice but which is without notice to any other party
- (4) If the application is not dismissed under paragraph (3), the court must fix a venue for it to be heard and give notice to the applicant accordingly
- (5) The applicant must at least 14 days before the hearing send to the liquidator 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
- (6) 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 liquidator 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 liquidation,
  - (e) an order that the liquidator or the liquidator's 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
- (7) Unless the court orders otherwise, the costs of the application must be paid by the applicant and are not payable as an expense of the liquidation

**PRESTBURY WEST COAST LIMITED**  
**(In Members' Voluntary Liquidation)**

**Liquidator's Abstract Of Receipts And Payments**  
**For period from 4 June 2015 (date of appointment) to 3 June 2016**

<b>RECEIPTS</b>	<b>Per Declaration of Solvency (£)</b>	<b>Total (£)</b>
Cash at bank	83,629	85,147 12
VAT refund	11,754	1,900.00
Sundry refunds	-	7,582 36
Bank interest gross	-	6 68
Bank interest net	-	65.56
Investments in subsidiaries	7	-
	<u>95,390</u>	<u>94,701 72</u>

**PAYMENTS**

Pre-liquidation taxation fees	23,400	19,500 00
Corporation tax	3,506	3,526 62
Bank charges		1.05
VAT input		3,900 00
Intercompany creditors	3,101	
	<u>30,007</u>	<u>26,927 67</u>

Net Receipts / (Payments)	<u><u>67,774 05</u></u>
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**MADE UP AS FOLLOWS**

Bank account	67,774.05
	<u><u>67,774 05</u></u>



Malcolm Cohen  
Liquidator

Name of Assignment

Prestbury West Coast Limited

00261594

Summary of Time Charged and Rates Applicable for the Period From 08/03/2014 to 03/06/2016

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL		AVRT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
A Pre Appointment Matters			1 00	446 50	2 00	580 00							3 00	1,026 50	342 17
B Steps on Appointment			1 00	455 00	2 70	783 00			2 00	414 00			5 70	1,652 00	289 82
C Planning and Strategy			0 65	302 65									0 65	302 65	465 62
D General Administration	0 10	48 40	1 15	549 70	3 45	1,064 25	0 05	9 60	3 55	445 55	0 30	31 20	8 60	2,148 70	249 85
E Assets Realisation/Dealing					1 40	427 00							1 40	427 00	305 00
	0 10	48 40	3 80	1,753 85	9 55	2,854 25	0 05	9 60	5 55	859 55	0 30	31 20			

Net Total

Secretarial Expense

Other Disbursements

Billed

Grand Total

19 35	5,556 85
	0 00
	1,234 10
	0 00
	6,790 95

Name of Assignment

Prestbury West Coast Kensingto

00261561

## Summary of Time Charged and Rates Applicable for the Period From 07/03/2015 to 03/06/2016

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL		AVRT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
A Pre Appointment Matters			1 85	870 50	3 25	942 50							5 10	1,813 00	355 49
B Steps on Appointment			0 50	227 50	1 40	406 00							1 90	633 50	333 42
D General Administration			0 50	239 00	2 00	629 50							2 50	868 50	347 40
I Reporting					1 50	516 00							1 50	516 00	344 00
	0 00	0 00	2 85	1,337 00	8 15	2,494 00	0 00	0 00	0 00	0 00	0 00	0 00			

Net Total	11 00	3,831 00
Secretarial Expense		0 00
Other Disbursements		0 00
Billed		0 00
Grand Total		3,831 00

Name of Assignment

Prestbury West Coast Maidenhea

00261567

## Summary of Time Charged and Rates Applicable for the Period From 10/01/2015 to 03/06/2016

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
A Pre Appointment Matters					5 25	1,526 25							5 25	1,526 25	290 71
B Steps on Appointment					1 30	377 00							1 30	377 00	290 00
D General Administration					3 75	1,113 75							3 75	1,113 75	297 00
	0 00	0 00	0 00	0 00	10 30	3,017 00	0 00	0 00	0 00	0 00	0 00	0 00	10 30	3,017 00	
Net Total															
Secretarial Expense															
Other Disbursements															
Billed															
Grand Total															
														3,017 00	

Name of Assignment

Prestbury West Coast Caledonia

00261566

## Summary of Time Charged and Rates Applicable for the Period From 13/12/2014 to 03/06/2016

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL		AVRT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
A Pre Appointment Matters													4 05	1,298 25	320 56
B Steps on Appointment													5 25	1,533 75	292 14
D General Administration													2 80	888 60	317.36
I Reporting													1 50	516 00	344 00
	0 00	0 00	0 95	436 85	12 65	3,799 75	0 00	0 00	0 00	0 00	0 00	0 00	13 60	4,236 60	

Net Total

Secretarial Expense

Other Disbursements

Billed

Grand Total

13 60	4,236 60
	0 00
	766 29
	0 00
	5,002 89

Name of Assignment

Kensington Nominee No.1 Limite

00261563

Summary of Time Charged and Rates Applicable for the Period From 02/05/2015 to 03/06/2016

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
A Pre Appointment Matters					1 35	391 50							1 35	391 50	290 00
B Steps on Appointment					0 55	159 50							0 55	159 50	290 00
	0 00	0 00	0 00	0 00	1 90	551 00	0 00	0 00	0 00	0 00	0 00	0 00	1 90	551 00	
Net Total															
Secretarial Expense															
0 00															
Other Disbursements															
Billed															
0 00															
Grand Total															
551 00															

Name of Assignment

Kensington Nominee No.2 Limite

00261562

Summary of Time Charged and Rates Applicable for the Period From 30/05/2015 to 03/06/2016

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL		AV RT																																																																											
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £																																																																												
B Steps on Appointment	0 00	0 00	0 00	0 00	1 40	406 00	0 00	0 00	0 00	0 00	0 00	0 00	1 40	406 00	290 00																																																																											
<table><tr><td>Net Total</td><td>1 40</td><td>406 00</td><td colspan="12"></td></tr><tr><td>Secretarial Expense</td><td></td><td>0 00</td><td colspan="12"></td></tr><tr><td>Other Disbursements</td><td></td><td>0 00</td><td colspan="12"></td></tr><tr><td>Billed</td><td></td><td>0 00</td><td colspan="12"></td></tr><tr><td>Grand Total</td><td></td><td>406 00</td><td colspan="12"></td></tr></table>																Net Total	1 40	406 00													Secretarial Expense		0 00													Other Disbursements		0 00													Billed		0 00													Grand Total		406 00												
Net Total	1 40	406 00																																																																																								
Secretarial Expense		0 00																																																																																								
Other Disbursements		0 00																																																																																								
Billed		0 00																																																																																								
Grand Total		406 00																																																																																								

Name of Assignment

Maidenhead Nominee No.1 Limite

00261564

Summary of Time Charged and Rates Applicable for the Period From 02/05/2015 to 03/06/2016

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
A Pre Appointment Matters					0 50	145 00							0 50	145 00	290 00
B Steps on Appointment					1 55	449 50							1 55	449 50	290 00
	0 00	0 00	0 00	0 00	2 05	594 50	0 00	0 00	0 00	0 00	0 00	0 00	2 05	594 50	
Net Total															
Secretarial Expense															
0 00															
Other Disbursements															
0 00															
Billed															
0 00															
Grand Total															
594 50															

Name of Assignment

Maidenhead Nominee No.2 Limite

00261565

Summary of Time Charged and Rates Applicable for the Period From 02/05/2015 to 03/06/2016

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
A Pre Appointment Matters					0 50	145 00							0 50	145 00	290 00
B Steps on Appointment					1 45	420 50							1 45	420 50	290 00
	0 00	0 00	0 00	0 00	1 95	565 50	0 00	0 00	0 00	0 00	0 00	0 00	1 95	565 50	
Net Total															
Secretarial Expense															
Other Disbursements															
Billed															
Grand Total															
														565 50	