

# AM23

## Notice of move from administration to dissolution



Companies House

WEDNESDAY



A22 \*A78YFSEH\* #178  
27/06/2018  
COMPANIES HOUSE

### 1 Company details

Company number 0 8 6 3 0 0 1 8

Company name in full Scanimal Trackers Limited

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

### 2 Court details

Court name The High Court of Justice, Chancery Division, Leeds  
District Registry

Court number 6 1 1 2 0 1 7

### 3 Administrator's name

Full forename(s) Lisa Jane

Surname Hogg

### 4 Administrator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

AM23

Notice of move from administration to dissolution

**5 Administrator's name ①**

Full forename(s) Robert Neil

Surname Dymond

**① Other administrator**

Use this section to tell us about another administrator.

**6 Administrator's address ②**

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

**② Other administrator**

Use this section to tell us about another administrator.

**7 Final progress report**☒ I have attached a copy of the final progress report**8 Sign and date**

Administrator's signature

Signature

X



X

Signature date

d 2 d 6 m 0 m 6 y 2 y 0 y 1 y 8

AM23

Notice of move from administration to dissolution



**Presenter information**

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

Contact name **Joseph Fox**

Company name **Wilson Field Limited**

Address **The Manor House**

**260 Ecclesall Road South**

Post town **Sheffield**

County/Region

Postcode 

S	1	1		9	P	S
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Country

DX

Telephone **01142356780**



**Checklist**

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



**Important information**

**All information on this form will appear on the public record.**



**Where to send**

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.



**Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

**Scanimal Trackers Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 30/12/2017 To 25/06/2018 £	From 30/06/2017 To 25/06/2018 £
	<b>ASSET REALISATIONS</b>		
30,000.00	Intellectual Property Rights	3,500.00	30,000.00
Uncertain	Tax Refund	NIL	71,944.83
	Bank Interest Gross	14.48	17.32
		<u>3,514.48</u>	<u>101,962.15</u>
	<b>COST OF REALISATIONS</b>		
	Specific Bond	NIL	240.00
	Administrators' Pre-appointment fees	NIL	25,774.00
	Administrators' fees	19,443.29	59,543.79
	Valuer's fees	NIL	4,257.62
	Legal Fees	1,000.00	3,300.00
	Travel Expenses	NIL	67.37
	Storage of Records	NIL	80.00
	Statutory Advertising	73.50	147.00
	Mileage	NIL	15.37
	VC Document Management	NIL	14.08
		<u>(20,516.79)</u>	<u>(93,439.23)</u>
	<b>PREFERENTIAL CREDITORS</b>		
(2,115.40)	Employee wage arrears-preferential	1,752.76	1,752.76
		<u>(1,752.76)</u>	<u>(1,752.76)</u>
	<b>UNSECURED CREDITORS</b>		
(212,717.51)	Trade & Expense Creditors	2,461.16	2,461.16
(21,357.00)	Employee wage arrears - unsecured	204.41	204.41
(74,422.00)	Directors' loans	NIL	NIL
(262,721.00)	Loans from investors and shareholders	2,204.29	2,204.29
(1,210.83)	HM Revenue and Customs - VAT	NIL	NIL
(55,209.56)	HM Revenue and Customs - PAYE	82.72	82.72
(159,000.00)	Connected company loan - Equine Re	1,817.42	1,817.42
	Funds paid to the charity account	0.16	0.16
		<u>(6,770.16)</u>	<u>(6,770.16)</u>
	<b>DISTRIBUTIONS</b>		
(72.38)	Ordinary Shareholders (nominal value)	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>(758,825.68)</b>		<b><u>(25,525.23)</u></b>	<b><u>0.00</u></b>
	<b>REPRESENTED BY</b>		

**NIL**



Lisa Jane Hogg  
Joint Administrator

# **Administrators' Final Progress Report**

**Scanimal Trackers Limited – In Administration  
("the Company")**

**26 June 2018**

## **CONTENTS**

- 1** Introduction
- 2** Progress of the Administration
- 3** Outcome for Creditors
- 4** Administrators' Remuneration
- 5** Creditors' Rights
- 6** Ending the Administration

## **APPENDICES**

- A** Receipts and Payments Account ("R&P") for the period from 30 December 2017 to 25 June 2018 ("the Period") together with a cumulative R&P for the period from 30 June 2017 to 25 June 2018
- B** Time Analysis for the Period
- C** Cumulative Time Analysis for the period 30 June 2017 to 25 June 2018
- D** Additional information in relation to Administrators' Fees, Expenses & Disbursements

## **1 Introduction**

- 1.1 I, Lisa Jane Hogg, together with my colleague Robert Neil Dymond, was appointed as Joint Administrator of Scanimal Trackers Limited (the **Company**) on 30 June 2017. The appointment was made by the directors of the Company.
- 1.2 This Administration has been handled by Wilson Field Limited ("Wilson Field") at The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS. The Administrators' contact details are by phone on 0114 235 6780 or via email at [j.fox@wilsonfield.co.uk](mailto:j.fox@wilsonfield.co.uk). The Administration is registered in The High Court of Justice, Chancery Division, Leeds District Registry, reference number 611 of 2017.
- 1.3 Information about the way that we will use, and store personal data on insolvency appointments can be found at <https://www.wilsonfield.co.uk/not-so-small-print>. If you are unable to download this, please contact us and a hard copy will be provided to you.
- 1.4 The trading address of the Company is 12 Post Office House, Castle Street, Cirencester, GL7 1QA.
- 1.5 Following appointment, the registered office of the Company was changed to Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS and its registered number is 08630018.
- 1.6 As the Administration has now completed, I am required to provide a progress report covering the period since my last report which ended on 29 December 2017. This is my final report in the Administration and covers the period from 30 December 2017 to 25 June 2018 (**the Period**) and should be read in conjunction with my earlier proposals report and progress report covering the first six months of the Administration.

## **2 Progress of the Administration**

- 2.1 As noted previously, the statutory objective pursued in the Administration was that of achieving a better outcome for the Company and its creditors than would otherwise be achieved if the company were wound up without first being in Administration.
- 2.2 During the Administration, there were no amendments to, or deviations from the proposals. As discussed in further detail below, recoveries were achieved from both the sale of the intellectual property rights and the tax refund, and these funds were used to pay a distribution to unsecured creditors, thereby achieving a better result for creditors than would otherwise have been achieved if the Company were wound up without first being in Administration.
- 2.3 In addition to the pursuance of this statutory objective, an Administrator has duties imposed by insolvency and other legislation, some of which may not have provided any financial benefit to creditors.
- 2.4 This section of the report provides creditors with an overview of the progress made in the Period, both in terms of the statutory objective, but also work which is required of the Administrator under other related legislation.
- 2.5 At Appendix A is my Receipts and Payments Account covering the Period, together with a cumulative Receipts and Payments Account from the date of my appointment to the end of the Period.
- 2.6 Further information on the basis of remuneration agreed in this case and the Administrators' fees estimate can be found in section 4 of this report.

### ***Administration (including statutory compliance & reporting)***

- 2.7 As noted previously, an Administrator must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work undertaken in this regard have been outlined previously and I would confirm that in the final period of the Administration, the only matter affecting costs incurred in Administration work was the work required to enable the submission of a court application for permission to distribute to unsecured creditors in the Administration.
- 2.8 Where the overall costs of statutory compliance work or reporting to creditors has exceeded the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Administrator.
- 2.9 As noted in my initial fees estimate/information, this work has not necessarily brought any financial benefit to creditors, but is work required on every case by statute.

### ***Realisation of Assets***

#### Intellectual Property Rights

- 2.10 As detailed in previous reports, the Company's intellectual property was sold to Equine Register Limited ("Equine"), via a pre-packaged sale, and for consideration of £30,000. Equine is a connected company by way of common shareholders and directors. The sale consideration has been received in full. Please refer to the Administrators' report prepared pursuant to Statement of Insolvency Practice 16 ("SIP16"), for further details regarding the pre-packaged sale.

#### Tax Refund

- 2.11 As reported previously, the Company was due tax refunds in respect of research and development ("R&D") tax credits. Prior to the Administration a tax return was submitted by the Company, requesting a refund of £107,115 in respect of R&D tax credits.
- 2.12 Following the Administrators' appointment, the R&D tax credit of £107,115 was processed by HM Revenue & Customs ("HMRC"), after offsetting PAYE tax in the sum of £35,121, funds in the sum of £71,994 were received from HMRC.
- 2.13 I would confirm that all assets have now been realised and the cumulative Receipts and Payments Account at Appendix A reflects the final position on both realisations achieved and payments made during the course of the Administration. This includes details of all expenses and disbursements incurred and paid by the Administrator.

### ***Creditors (claims and distributions)***

- 2.14 Further information on the outcome for creditors in this case can be found at section 3 of this report. An Administrator is not only required to deal with correspondence and claims from unsecured creditors, but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture as well as dealing with the general handling of communications with stakeholders, such as customers and suppliers.
- 2.15 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal. I would confirm that in this case the Company had six employees which transferred to Equine as part of the pre-packaged sale.
- 2.16 The above work will not necessarily bring any financial benefit to creditors generally and the more creditors there are on an assignment, the higher the resultant cost will usually be however



an Administrator is required by statute to undertake this work. In this case I have incurred time costs in dealing with creditors, insofar as I have liaised with creditors by phone, email and in writing to discuss various aspects of the Administration, I have also spent time in agreeing claims and in paying a dividend to both preferential and unsecured creditors.

### ***Investigations***

- 2.17 You may recall from my earlier progress reports to creditors that some of the work the Administrator was required to undertake was to comply with legislation such as the Company Directors' Disqualification Act 1986 (**CDDA 1986**) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless those investigations revealed potential asset recoveries that could have been pursued for the benefit of creditors.
- 2.18 My report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first period of the Administration and is confidential.
- 2.19 Following appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account information provided by creditors as a response to my request to complete an investigation questionnaire.
- 2.20 Following the Administrators' appointment, creditors raised concerns in writing, indicating that they believed the Company had incurred a large level of debt in a short period of time, and that in light of the uncertainties of the business model, suggested that the Company was trading whilst insolvent.
- 2.21 As part of the investigations, the Administrators took steps to request and review information provided by both the Company's directors and accountants. The Administrators also sought advice from insolvency specialist solicitors. After considering the advice received, and after reviewing the matter further, the Administrators concluded that there were no claims to pursue that could achieve recoveries on behalf of the Company and its creditors.

## **3 Outcome for Creditors**

### ***Secured Creditors***

- 3.2 As detailed in previous reports, the Company did not grant security to any creditors.

### ***Preferential Creditors***

- 3.3 The Company had six employees. The employees were transferred to Equine as part of the pre-packaged sale.
- 3.4 The employees had arrears of wages owed to them in respect of salary for May and June 2017. Following appointment, the employees submitted their claims to the Redundancy Payment Service ("RPS"). Subsequently the RPS held a subrogated claim in the Administration in respect of amounts paid to former employees, £1,753 of which ranked as a preferential claim and £17,807 of which ranked as unsecured.
- 3.5 The preferential creditor was paid in full on 17 January 2018.

### ***Unsecured Creditors***

- 3.6 At the date of this report I have received claims totalling £591,512.

- 3.7 The Company did not grant any floating charges. Accordingly, there was no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**), which only applies to charges created on or after 15 September 2003.
- 3.8 Unsecured creditors were paid a first and final distribution of approximately 1.15 pence in the £. The total amount distributed to unsecured creditors was £6,770.

#### **4 Administrators' Remuneration**

- 4.1 The basis of the Administrators' fees was fixed in the Administration by reference to the time properly spent by the Administrators and their staff in managing the Administration.
- 4.2 My time costs for the Period are £23,630. This represents 96.30 hours at an average rate of £245 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during this final period in respect of the costs fixed by reference to time properly spent by me in managing the Administration. A narrative explanation of the work undertaken by the Administrators during the Period can be found at section 2 of this report.
- 4.3 Attached as Appendix C is a cumulative Time Analysis for the period from the date of my appointment to 25 June 2018 which provides details of my total time costs in the Administration. These time costs total £62,194 which represents 231 hours at an average rate of £270 per hour.
- 4.4 You will recall that I provided creditors with my fees estimate prior to the agreement of the basis of my remuneration as time costs. I can confirm I exceeded my initial estimate in Admin and planning. This has been caused by the additional time costs incurred in submitting a court application to distribute to unsecured creditors during the Administration, and relates to time costs incurred in preparing two progress reports, in addition to the Proposals and report on the pre-packaged sale of assets pursuant to SIP16. I have also exceeded time costs in dealing with creditor claims, this was caused by additional time spent in reviewing and agreeing creditor claims for the purposes of the distribution.
- 4.5 The approved fees estimate in force at the end of the Administration imposed an overall cap on my fees of £59,950. I am not seeking creditors' approval to an increase in the Administrators' remuneration, as there are no funds remaining in the Company's estate and there are no additional asset realisations to pursue.
- 4.6 I would confirm that Administrators' remuneration in the sum of £59,544, plus category two disbursements of £163 have been drawn against my accrued time costs, which is below the level of the fees estimate approved by creditors.
- 4.7 Attached at Appendix D is additional information in relation to the Administrators' fees and expenses and disbursements incurred in the Administration.
- 4.8 A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from <https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>.

#### **5 Creditors' rights**

- 5.1 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) may request in writing that the Administrator provide further information about his remuneration or expenses (other than pre-Administration costs) which have been itemised in this progress report.
- 5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the

Administrators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Administrators, as set out in this progress report, are excessive.

## **6 Ending the Administration**

- 6.1 I would confirm that I have sent a notice to the Registrar of Companies to be filed, moving the Company to dissolution as there is no property which might permit a distribution to the unsecured creditors other than the first and final distribution paid to unsecured creditors, details of which were provided earlier in this report.
- 6.2 The Administrators' appointment will end following the registration of the notice by the Registrar of Companies.

For and on behalf of  
Scanimal Trackers Limited

A handwritten signature in black ink, appearing to read 'Lisa Jane Hogg', with a stylized, flowing script.

**Lisa Jane Hogg**  
Joint Administrator

## **Appendix A**

**Receipts and Payments Account for the Period together with a cumulative R&P from the date of appointment to the end of the Period**

**Scanimal Trackers Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 30/12/2017 To 25/06/2018 £	From 30/06/2017 To 25/06/2018 £
	<b>ASSET REALISATIONS</b>		
30,000.00	Intellectual Property Rights	3,500.00	30,000.00
Uncertain	Tax Refund	NIL	71,944.83
	Bank Interest Gross	14.32	17.16
		<u>3,514.32</u>	<u>101,961.99</u>
	<b>COST OF REALISATIONS</b>		
	Specific Bond	NIL	240.00
	Administrators' Pre-appointment fees	NIL	25,774.00
	Administrators' fees	19,443.29	59,543.79
	Valuer's fees	NIL	4,257.62
	Legal Fees	1,000.00	3,300.00
	Travel Expenses	NIL	67.37
	Storage of Records	NIL	80.00
	Statutory Advertising	73.50	147.00
	Mileage	NIL	15.37
	VC Document Management	NIL	14.08
		<u>(20,516.79)</u>	<u>(93,439.23)</u>
	<b>PREFERENTIAL CREDITORS</b>		
(2,115.40)	Employee wage arrears-preferential	1,752.76	1,752.76
		<u>(1,752.76)</u>	<u>(1,752.76)</u>
	<b>UNSECURED CREDITORS</b>		
(212,717.51)	Trade & Expense Creditors	2,461.16	2,461.16
(21,357.00)	Employee wage arrears - unsecured	204.41	204.41
(74,422.00)	Directors' loans	NIL	NIL
(262,721.00)	Loans from investors and shareholders	2,204.29	2,204.29
(1,210.83)	HM Revenue and Customs - VAT	NIL	NIL
(55,209.56)	HM Revenue and Customs - PAYE	82.72	82.72
(159,000.00)	Connected company loan - Equine Re	1,817.42	1,817.42
		<u>(6,770.00)</u>	<u>(6,770.00)</u>
	<b>DISTRIBUTIONS</b>		
(72.38)	Ordinary Shareholders (nominal value)	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>(758,825.68)</b>		<b><u>(25,525.23)</u></b>	<b><u>0.00</u></b>
	<b>REPRESENTED BY</b>		
			<b><u>NIL</u></b>



Lisa Jane Hogg  
Joint Administrator

# Time Entry - Detailed SIP9 Time & Cost Summary

SCAN01A - Scanimal Trackers Limited  
From: 30/12/2017 To: 25/06/2018  
Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA : Cashiering	0.50	0.30	0.70	6.40	7.90	1,820.00	230.38
ADCR : Case Reviews	0.30	0.00	6.70	0.00	7.00	1,959.00	279.86
ADDI : Directors/Client	0.00	0.00	0.30	0.00	0.30	81.00	270.00
ADGA : File Maintenance	0.30	0.00	0.20	0.30	0.80	243.00	303.75
ADSC : Statutory and Compliance	2.50	0.00	22.00	0.00	24.50	6,299.00	257.10
ADSO : Strategic Overview	0.00	0.40	0.00	0.00	0.40	158.00	395.00
<b>Admin and Planning</b>	<b>3.60</b>	<b>0.70</b>	<b>29.90</b>	<b>6.70</b>	<b>40.90</b>	<b>10,560.00</b>	<b>258.19</b>
CCAD : Calculation & Distribution	0.80	0.00	21.20	0.50	22.50	5,251.50	233.40
CRCL : Creditors Claims	0.10	0.00	5.60	8.80	14.30	3,115.00	217.83
CRCO : Communications with Creditors	0.70	0.00	2.40	1.30	4.40	1,050.00	238.64
CREM : Employees	0.00	0.00	0.70	0.00	0.70	189.00	270.00
CRTV : Tax and VAT	0.40	0.00	0.70	0.90	2.00	600.50	300.25
PCAD : Prescribed Part Calc & Dist	0.00	0.00	6.00	0.00	6.00	1,080.00	180.00
<b>Creditors</b>	<b>2.00</b>	<b>0.00</b>	<b>36.60</b>	<b>11.30</b>	<b>49.90</b>	<b>11,286.00</b>	<b>226.17</b>
INRE : Investigation and Review	0.00	0.00	2.00	0.00	2.00	540.00	270.00
<b>Investigations</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>	<b>540.00</b>	<b>270.00</b>
REIS : Identifying, Securing and Insuring	1.10	0.00	0.00	0.00	1.10	550.00	500.00
REPB : Property, Business and Asset Sales	0.20	0.00	2.20	0.00	2.40	694.00	289.17
<b>Realisation of Assets</b>	<b>1.30</b>	<b>0.00</b>	<b>2.20</b>	<b>0.00</b>	<b>3.50</b>	<b>1,244.00</b>	<b>355.43</b>
<b>Total Hours</b>	<b>6.90</b>	<b>0.70</b>	<b>70.70</b>	<b>18.00</b>	<b>96.30</b>	<b>23,630.00</b>	<b>245.38</b>

# Time Entry - Detailed SIP9 Time & Cost Summary

SCAN01A - Scanimal Trackers Limited  
 From: 30/06/2017 To: 25/06/2018  
 Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA : Cashiering	2.20	3.60	2.00	12.40	20.20	5,381.00	266.39
ADCR : Case Reviews	0.60	0.30	13.50	0.00	14.40	3,869.00	268.68
ADDI : Directors/Client	0.50	0.10	3.90	0.00	4.50	1,303.00	289.56
ADGA : File Maintenance	2.70	0.00	2.60	2.30	7.60	2,341.00	308.03
ADSC : Statutory and Compliance	5.30	7.80	58.30	0.00	71.40	19,788.50	277.15
ADSO : Strategic Overview	0.20	0.40	0.00	0.00	0.60	258.00	430.00
<b>Admin and Planning</b>	<b>11.50</b>	<b>12.20</b>	<b>80.30</b>	<b>14.70</b>	<b>118.70</b>	<b>32,940.50</b>	<b>277.51</b>
CCAD : Calculation & Distribution	0.80	0.00	21.30	0.50	22.60	5,277.50	233.52
CRCL : Creditors Claims	0.10	0.00	8.80	8.80	15.50	3,431.00	221.35
CRCO : Communications with Creditors	2.50	0.80	16.20	4.70	24.20	6,412.00	264.96
CREM : Employees	0.60	0.40	3.40	0.00	4.40	1,338.00	304.09
CRSVC : Creditor Service/Proxy Support	0.00	0.00	0.10	0.00	0.10	27.00	270.00
CRTV : Tax and VAT	1.30	0.00	2.50	2.00	5.80	1,788.00	308.28
PCAD : Prescribed Part Calc & Dist	0.00	0.00	6.00	0.00	6.00	1,080.00	180.00
<b>Creditors</b>	<b>5.30</b>	<b>1.20</b>	<b>56.30</b>	<b>15.80</b>	<b>78.60</b>	<b>19,353.50</b>	<b>246.23</b>
INAT : Antecedent Transactions	0.00	0.00	0.90	0.00	0.90	243.00	270.00
INDR : CDDA Report	0.30	0.10	7.80	0.00	8.20	2,295.50	279.94
INRE : Investigation and Review	0.90	0.50	9.30	6.50	17.20	3,981.50	232.06
<b>Investigations</b>	<b>1.20</b>	<b>0.60</b>	<b>18.00</b>	<b>6.50</b>	<b>26.30</b>	<b>6,530.00</b>	<b>248.29</b>
REIS : Identifying, Securing and Insuring	3.80	0.60	0.80	0.00	5.20	2,314.00	445.00
REPB : Property/Business and Asset Sales	1.80	0.70	7.00	0.00	9.50	3,032.00	319.16
<b>Realisation of Assets</b>	<b>5.60</b>	<b>1.30</b>	<b>7.80</b>	<b>0.00</b>	<b>14.70</b>	<b>5,346.00</b>	<b>363.67</b>
<b>Total Hours</b>	<b>23.60</b>	<b>15.30</b>	<b>162.40</b>	<b>37.00</b>	<b>238.30</b>	<b>64,170.00</b>	<b>269.28</b>

## Appendix D

### Additional Information in Relation to the Administrator's Fees, Expenses & Disbursements

#### 1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, 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.
- 1.3 We have not utilised the services of any sub-contractors in this case.

#### Professional Advisors

- 1.4 On this assignment, we used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them.

Name of Professional Advisor	Basis of Fee Arrangement
MD Law (legal advice)	Hourly rate and disbursements
Charterfields Limited (valuation and disposal advice)	Hourly rate and disbursements

- 1.5 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

#### 2 Administrator's Expenses & Disbursements

- 2.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Administration was provided to creditors when the basis of my fees were approved, a copy of which is set out below:

Expense	Estimated Cost (£)
Company search fees	50.00
Bond	40.00
Post-appointment advertisements	73.50
Postage Stationery, Photocopying etc	470.00
Document upload charge	150.00
Insolvency Software fee	150.00
Storage of books and Records	160.00
Final Advert	73.50
Travel and subsistence	349.73
Legal fees	5,000.00
Valuation fees	2,000.00
Land registry fees	50.00



### **Summary of Administrator's expenses**

- 2.2 Details of the expenses paid by the Administrator during the Period can be found in the Receipts and Payments account at Appendix A., together with an outline of the total expenses paid during the Administration.
- 2.3 The total level of expenses incurred does not exceed the level of the Administrators' initial expenses estimate, and I can confirm that there are no unpaid expenses of the Administration.
- 2.4 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 of 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.
- 2.5 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. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Administrator's fees were approved by creditors.

### **3 Charge-Out Rates**

- 3.1 Wilson Field Limited's current charge-out rates effective from [enter date eg, 1 January 2016] are detailed below. Please note this firm records its time in minimum units of 6 minutes.

## WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case.

### Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

	Hourly charge out rate (£)		
Grade	01/02/2014 to 31/10/2014	01/11/2014 onwards	01/11/2017 onwards
Director/Insolvency Practitioner	350-500	500	500
Manager	260-400	400	400
Assistant Manager	N/A	395	395
Team Leader	N/A	390	390
Senior Administrator	240	330	330
Administrator (1-5 years experience)	120-240	230-300	230-300
Trainee Administrator	-	-	180
Secretarial & Support	100-130	130	130

All time is recorded in 6 minute units.

### Category 1 Disbursements

In accordance with SIP 9, these do not require the approval of creditors and are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include advertising, insurance, travel expenses etc.

### Category 2 Disbursements

In accordance with SIP 9, these require the prior approval of creditors.

Category 2 disbursements are charged in accordance with the liquidator's prevailing recovery policy at the time the disbursement is incurred. The rates applicable from 1 November 2017 are detailed below:

Disbursement	Charge	Period charged
Document Upload Centre charge	£150 for life of case	On appointment
Room Hire where held at a Wilson Field office	£100 per meeting	On appointment
Mileage	45p per mile	On appointment (where appropriate)
Storage of books and records	£80 per box per year	Once records are logged and then annually

In common with all professional firms, our charge out and disbursements rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.