

AM23

Notice of move from administration to dissolution



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number	0	9	3	5	7	2	3	5
Company name in full	Potting Shed Trading Limited							

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

2 Court details

Court name	Business & Property Courts of Manchester													
Court number	0	0	1	2	7	9	2	0	1	9				

3 Administrator's name

Full forename(s)	Alan Brian
Surname	Coleman

4 Administrator's address

Building name/number	The Copper Room
Street	Deva Centre
Post town	Trinity Way
County/Region	Manchester
Postcode	M 3 7 B G
Country	

AM23

Notice of move from administration to dissolution

5		Administrator's name ①	
Full forename(s)	Jimmy		① Other administrator Use this section to tell us about another administrator.
Surname	Fish		
6		Administrator's address ②	
Building name/number	The Copper Room		② Other administrator Use this section to tell us about another administrator.
Street	Deva Centre		
Post town	Trinity Way		
County/Region	Manchester		
Postcode	M 3 7 B G		
Country			
7		Final progress report	
		<input checked="" type="checkbox"/> I have attached a copy of the final progress report	
8		Sign and date	
Administrator's signature	Signature 		
Signature date	d 2 4 m 1 1 y 2 0 y 2 1		

**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 **David Appleby**

Company name **Cowgill Holloway Business Recovery LLP**

Address **Regency House**
45-53 Chorley New Road

Post town **Bolton**

County/Region

Postcode **B L 1 4 Q R**

Country

DX

Telephone **0161 827 1200**

**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 or email enquiries@companieshouse.gov.uk

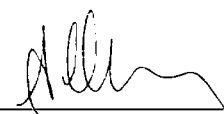
This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Potting Shed Trading Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 03/12/2019 To 24/11/2021 £	From 03/12/2019 To 24/11/2021 £
3,405,000.00	FIXED CHARGE RECEIPTS		
	Freehold Land & Properties	3,404,998.00	3,404,998.00
	Goodwill	2.00	2.00
		3,405,000.00	3,405,000.00
	FIXED CHARGE PAYMENTS		
	Administrators Pre-App Fee	22,500.00	22,500.00
	Legal Fees	18,750.00	18,750.00
	Agent's Fees	5,000.00	5,000.00
		(46,250.00)	(46,250.00)
(7,744,059.00)	SECURED CREDITORS		
	Fixed Charge Creditor	3,358,750.00	3,358,750.00
		(3,358,750.00)	(3,358,750.00)
	FLOATING CHARGE RECEIPTS		
	Bank Interest Gross	292.65	292.65
	Business Info	1.00	1.00
100,000.00	Cash at Bank	95,647.77	95,647.77
	Cash Floats	35,331.26	35,331.26
	Collateralthought Ltd - In Admin	8,166.46	8,166.46
	Contracts	1.00	1.00
	Director Claim	32,673.00	32,673.00
140,000.00	Fixtures & Fittings	139,997.00	139,997.00
50,000.00	Floats	NIL	NIL
	Misc. Refunds	33.87	33.87
	NDR Refund	2,871.91	2,871.91
	Northallerton Bar Co. Ltd - In Admin	6,327.66	6,327.66
	Southport Bar Co. Ltd - In Admin	5,620.15	5,620.15
	Stock	1.00	1.00
	Utility Refund	1,986.70	1,986.70
		328,951.43	328,951.43
	FLOATING CHARGE PAYMENTS		
	Agents Disbursements	71.77	71.77
	Agent's Fees	10,000.00	10,000.00
	Bank Charges	15.00	15.00
	Irrecoverable VAT	95.87	95.87
	Joint Administrators' Disbursements	409.07	409.07
	Joint Administrators' Fees	27,844.35	27,844.35
	Legal expenses - Pre appointment	121.00	121.00
	Legal Fees	2,000.00	2,000.00
	Legal Fees - Post Appointment	3,492.00	3,492.00
	Legal fees - Pre appointment	6,250.00	6,250.00
	Pre-appointment Admin Fees	7,500.00	7,500.00
	Specific Bond	370.00	370.00
	Stationery & Postage	113.47	113.47
	Statutory Advertising	181.98	181.98
		(58,464.51)	(58,464.51)
	FLOATING CHARGE CREDITORS		
	Floating Charge Creditor	213,389.54	213,389.54
		(213,389.54)	(213,389.54)
	UNSECURED CREDITORS		
	HM Revenue & Customs	4,403.76	4,403.76
(12,782,384.00)	Potting Shed Group Companies	46,289.17	46,289.17
(846,198.00)	Trade & Expense Creditors	6,404.45	6,404.45

Potting Shed Trading Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 03/12/2019 To 24/11/2021 £	From 03/12/2019 To 24/11/2021 £
	(57,097.38)	(57,097.38)
(17,677,641.00)	0.00	0.00
REPRESENTED BY		
Bank 1 Current		0.04
Bank 1 Deposit		(378.32)
Suspense Account		(5,753.87)
Vat Control Account		6,132.15
		NIL



Alan Brian Coleman
Joint Administrator

Joint Administrators' Final Progress Report

**Potting Shed Trading Limited –
In Administration**

For the Period from 3 June 2021 to 24 November 2021

cowgills

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- 3** Work Undertaken by the Joint Administrators
- 4** Unrealised Assets
- 5** Outcome for Creditors
- 6** Joint Administrators' Remuneration
- 7** Creditors' Rights
- 8** Ending the Administration

APPENDICES

- A** Joint Administrators' Receipts and Payments Account for the Period from 3 June 2021 to 24 November 2021. together with a Cumulative Receipts and Payments Account for the Period from 3 December 2019 to 24 November 2021.
- B** Time Analysis for the Period from 3 June 2021 to 24 November 2021
- C** Cumulative Time Analysis for the Period from 3 December 2019 to 24 November 2021
- D** Additional information in relation to Administrator's Fees, Expenses & the use of Subcontractors

1 Introduction

- 1.1 Alan Brian Coleman and Jimmy Fish were appointed Joint Administrators of Potting Shed Trading Limited (the **Company**) on 3 December 2019. The appointment was made by the Qualifying Floating Charge Holder by Downing LLP.
- 1.2 This Administration is being handled by Cowgill Holloway Business Recovery LLP ("CHBR LLP") at Regency House, 45-53 Chorley New Road, Bolton, BL1 4QR. The Joint Administrators' contact details are by phone on 0161 827 1200 or via email at creditorresponses@cowgills.co.uk. The Administration is registered in the Business & Property Courts of Manchester, reference number 001279 of 2019.
- 1.3 As the Administration has now completed, We are required to provide a progress report covering the period since my last report which ended on 3 June 2021. This is my final report in the Administration and covers the period from 3 June 2021 to 24 November 2021 (**the Period**) and should be read in conjunction with my earlier proposals report and any previous progress reports which have been issued.
- 1.4 Information about the way that we will use, and store personal data on insolvency appointments can be found at <https://www.cowgills.co.uk/services/business-recovery/privacy-notice/>. If you are unable to download this, please contact us and a hard copy will be provided to you.
- 1.5 The registered office of the Company is Firepit Bingley Old Fire Station, Market Street, Bingley, BD16 2HP and its registered number is 09357235.
- 1.6 The trading names and address of the company are as follows:-

Bingley Potting Shed, 94 Main Street, Bingley, BD16 2HU

The Firepit Bingley, Old Fire Station, Market Place, Bingley, BD 16 2HP

Beverley Potting Shed, Flemingate, Beverley, HU17 ONU

Guiseley Potting Shed, Former HSBC, Oxford Road, Guiseley, Leeds, LS20 8AA

2 Receipts and Payments

- 2.1 At Appendix A is our Receipts and Payments Account covering the Period together with a Cumulative Receipts and Payments Account from the date of our appointment to the conclusion of the Administration at Appendix B.

3 Work Undertaken by the Joint Administrators

- 3.1 As noted previously, the statutory objective pursued in the Administration was achieving a better result than would be likely if the company were wound up or realising property to make a distribution to the secured/preferential creditors. In addition to the pursuance of this statutory objective, the Joint Administrators duties imposed by insolvency and other legislation, some of which may not have provided any financial benefit to creditors.

3.2 This section of the report provides creditors with an overview of the work undertaken in the Period, both in terms of the statutory objective, but also work which is required of the Joint Administrators under other related legislation.

3.3 Work in the period includes chasing the outstanding VAT refund declaring a second and final distribution to the unsecured creditors.

Administration (including statutory compliance & reporting)

3.4 As noted previously, the Joint Administrators must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work undertaken in this regard has been outlined previously.

3.5 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 Joint Administrators.

3.6 This work has not necessarily brought any financial benefit to creditors but is work required on every case by statute.

Realisation of Assets

3.7 No further realisations have been made in the period.

3.8 The debt due from Bradford Metropolitan District Council has not been received and is considered not realisable.

Creditors (claims and distributions)

3.9 Further information on the outcome for creditors in this case can be found at Section 5 of this report. Administrators are not only required to deal with correspondence and claims from unsecured creditors, but also those of any secured and preferential creditors of the Company.

3.10 The work done by the Joint Administrators may not necessarily have brought 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 we had to deal with agreeing creditor claims and making two distributions to creditors.

Investigations

3.11 You may recall from my earlier progress reports to creditors that some of the work the Joint Administrators were 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.

3.12 Our 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.

- 3.13 Since our last progress report, we would advise that no further asset realisations have come to light that may be pursued by me for the benefit of creditors.

4 Unrealised Assets

- 4.1 We 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 incurred and paid by the Joint Administrators.
- 4.2 Appendix A also reflects the receipts and payments made during the Period only.

5 Outcome for Creditors

- 5.1 Information on the outcome for each class of creditor in the Administration can be found below.

Secured Creditors

- 5.2 Downing LLP holds a fixed and floating charge over the Company's assets. At the date of the Administration the indebtedness to the secured creditor was estimated at £7,744,059.
- 5.3 The following payments have been made to the fixed and floating chargeholder Downing LLP:-

Distribution to Chargeholder	Fixed Charge	Floating Charge	Total
	£	£	£
Downing LLP	3,358,750.00	213,389.54	3,572,139.54

Preferential Creditors

- 5.4 There are no preferential creditors in this matter.

Unsecured Creditors

- 5.5 At the date of this report, we have received claims totalling £7,172,662.52 from 23 creditors.
- 5.6 The Company granted a floating charge to Downing LLP on 15 October 2019. Accordingly, we were required to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**).
- 5.7 From this net property, the value of the unsecured creditors' fund was calculated to be £57,097.38 and I would confirm that 0.07p in the £ was distributed from this fund on 26 April 2021 to the unsecured creditors of the Company and a final dividend of 0.01 was paid on 28 October 2021.

6 Joint Administrators' Remuneration

- 6.1 The basis of the Joint Administrators fees was fixed in the Administration by reference to the time properly spent by him and his staff in managing the Administration.
- 6.2 Our time costs for the Period are £4,521.25. This represents 19.35 hours at an average rate of £233.66 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 us in managing the Administration. A narrative explanation of the work undertaken by the Joint Administrators during the Period can be found at Section 3 of this report.
- 6.3 Attached as Appendix C is a Cumulative Time Analysis for the period from the date of our appointment to 8 November 2021 which provides details of our total time costs in the Administration. These time costs total £62,789.25 which represents 324.10 hours at an average rate of £193.73 per hour.
- 6.4 You will recall that we provided creditors with our fees estimate prior to the agreement of the basis of our remuneration as time costs. We would confirm that it was not necessary during the Administration to seek further approval to increase this estimate. The approved fees estimate in force at the end of the Administration imposed an overall cap on our fees of £52,190.
- 6.5 We would confirm that £27,844.35 plus VAT has been drawn against our accrued time costs, which is below the level of the fees estimate approved by creditors.
- 6.6 Attached at Appendix D is additional information in relation to the Joint Administrators' fees, expenses and the use of subcontractors and professional advisors.
- 6.7 A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from <https://www.cowgills.co.uk/wp-content/uploads/2016/01/Creditors-Guide-to-Administrators-fees.pdf>.

7 Creditors' rights

- 7.1 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 Joint Administrators provide further information about their remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.
- 7.2 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 Joint Administrators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Administrators, as set out in this progress report, are excessive.

8 Ending the Administration

- 8.1 We would confirm that we 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

POTTING SHED TRADING LIMITED - IN ADMINISTRATION

to the unsecured creditors other than from the Prescribed Part, details of which were provided earlier in this report.

- 8.2 The Joint Administrators appointment will end following the registration of the notice by the Registrar of Companies. A copy of this notice is enclosed.
- 8.3 The Joint Administrators will be discharged from liability under Paragraph 98(3) of Schedule B1 to the Insolvency Act 1986 immediately upon their appointment as Joint Administrators ceasing to have effect.

For and on behalf of
Potting Shed Trading Limited



A B Coleman
Joint Administrator

Appendix A (Cont'd)

Joint Administrators' Receipts and Payments Account from 3 June 2021 to 8 November 2021 together with a Cumulative Receipts and Payments Account for Period from 3 December 2019 to 8 November 2021.

Statement of Affairs £	From 03/06/2021 To 24/11/2021 £	From 03/12/2019 To 24/11/2021 £
3,405,000.00		
FIXED CHARGE RECEIPTS		
Freehold Land & Properties	NIL	3,404,998.00
Goodwill	NIL	2.00
	NIL	3,405,000.00
FIXED CHARGE PAYMENTS		
Administrators Pre-App Fee	NIL	22,500.00
Legal Fees	NIL	18,750.00
Agent's Fees	NIL	5,000.00
	NIL	(46,250.00)
SECURED CREDITORS		
Fixed Charge Creditor	NIL	3,358,750.00
	NIL	(3,358,750.00)
FLOATING CHARGE RECEIPTS		
Bank Interest Gross	0.63	292.65
Business Info	NIL	1.00
Cash at Bank	NIL	95,647.77
Cash Floats	NIL	35,331.26
Co-atera thought Ltd - In Admin	NIL	8,166.46
Contracts	NIL	1.00
Director Claim	NIL	32,673.00
Fixtures & Fittings	NIL	139,997.00
Floats	NIL	NIL
Misc. Refunds	NIL	33.87
NDR Refund	NIL	2,871.91
Northalerton Bar Co. Ltd - In Admin	NIL	6,327.66
Southport Bar Co. Ltd - In Admin	NIL	5,620.15
Stock	NIL	1.00
Utility Refund	NIL	1,956.70
	0.63	328,951.43
FLOATING CHARGE PAYMENTS		
Agents Disbursements	NIL	71.77
Agent's Fees	NIL	10,000.00
Bank Charges	15.00	15.00
Irrecoverable VAT	95.87	95.87
Joint Administrators' Disbursements	NIL	409.07
Joint Administrators' Fees	350.90	27,844.35
Legal expenses - Pre appointment	NIL	121.00
Legal Fees	NIL	2,000.00
Legal Fees - Post Appointment	NIL	3,492.00
Legal fees - Pre appointment	NIL	6,250.00
Pre-appointment Admin Fees	NIL	7,500.00
Specific Bond	NIL	370.00
Stationery & Postage	113.47	113.47
Statutory Advertising	NIL	181.98
	(575.24)	(55,464.51)

Appendix A (Cont'd)

Joint Administrators' Receipts and Payments Account from 3 June 2021 to 24 November 2021 together with a Cumulative Receipts and Payments Account for Period from 3 December 2019 to 24 November 2021.

Statement of Affairs £	From 03/06/2021 To 24/11/2021 £	From 03/12/2019 To 24/11/2021 £
FLOATING CHARGE CREDITORS		
Floating Charge Creditor	NIL	213,389.54
	NIL	(213,389.54)
UNSECURED CREDITORS		
HM Revenue & Customs	547.40	4,403.76
Potting Shed Group Companies	5,753.89	46,269.17
Trade & Expense Creditors	796.09	6,404.45
	(7,097.38)	(57,097.35)
(17,677,641.00)	(7,671.99)	0.00
REPRESENTED BY		

Notes:

During the course of the Administration, Downing LLP received a fixed charge distribution of £3,358,750 and floating charge distributions totalling £213,389.54. Therefore, the total distributed to Downing LLP under their security is £3,752,138.54

On 21 April 2021, an interim prescribed part distribution was made to unsecured creditors. The sum of £50,000 was distributed at a rate of 70 pence in the pound.

On 28 October 2021 a final prescribed part distribution was made to unsecured creditors. The sum of £7,097.38 26 was distributed at a rate of 0.01 pence in the pound.

Appendix B

Joint Administrators’ Time Analysis for the Period from 3 June 2021 to 24 November 2021

	Partner	Consultant	Director	Senior Manager	Senior Manager	Assistant Manager	Senior Administrator	Senior Administrator	Junior Administrator	Cashier	Total hours	Total Cost £	Average Cost £
Administration (including Stat	-	-			1.50	0.90	6.25	2.40		1.80	12.85	2,733.75	212.74
Creditors (Claims and Distributions)	-	-			6.50	-	-	-		-	6.50	1,787.50	275.00
Investigations	-	-			-	-	-	-		-	-	-	-
Asset Realisation/Management	-	-			-	-	-	-		-	-	-	-
					-	-	-	-		-	-	-	-
Total Hours	-	-	-	-	8.00	0.90	6.25	2.40	-	1.80	19.35	4,521.25	233.66
Current Chargeout Rates	395.00	350.00	350.00	300.00	275.00	250.00	225.00	175.00	120.00	150.00			

POTTING SHED TRADING LIMITED - IN ADMINISTRATION

Appendix C (Cont'd)

Joint Administrators' Cumulative Time Analysis for the Period from 3 December 2019 to 24 November 2021

	Partner	Director	Manager	Senior Administrator	Administrator	Junior Administrator	Trainee	Cashier	Total hours	Total Cost £	Average Cost £
Administration (inc statutory compliance & reporting)	2.70	-	1.20	18.75	-	-	1.50	4.60	28.75	5,434.50	189.03
Case specific matters (where applicable)	-	-	-	-	-	-	-	-	-	-	-
Creditors (claims & distributions)	-	-	0.40	36.35	-	-	-	0.40	37.15	6,691.00	180.11
Investigations	-	-	-	1.50	-	-	-	-	1.50	270.00	180.00
Planning & Strategy	-	-	-	-	-	-	-	-	-	-	-
Realisation of assets	-	-	-	0.50	-	-	-	-	0.50	90.00	180.00
Trading (where applicable)	-	-	-	-	-	-	-	-	-	-	-
Total Hours	2.70	-	1.60	57.10	-	-	1.50	5.00	67.90	12,485.50	183.88
Current Chargeout Rates	375.00	300.00	250.00	180.00	150.00	100.00	130.00	120.00			

Joint Administrators' Progress Report

POTTING SHED TRADING LIMITED - IN ADMINISTRATION

Appendix C (cont'd)

Joint Administrators' Cumulative Time Analysis for the Period from 3 December 2019 to 24 November 2021

Cowgills

	Partner	Director	Manager	Assistant Manager	Senior Administrator	Administrator	Junior Administrator	Trainee	Cashier	Total hours	Total Cost £	Average Cost £
Administration (inc statutory compliance & reporting)	2.70	-	3.00	0.90	25.00	2.40	-	1.50	6.00	41.50	8,168.25	196.83
Case specific matters (where applicable)	-	-	-	-	-	-	-	-	-	-	-	-
Creditors (claims & distributions)	-	-	6.80	-	36.35	-	-	-	0.40	43.55	8,478.50	194.68
Investigations	-	-	-	-	1.50	-	-	-	-	1.50	270.00	-
Planning & Strategy	-	-	-	-	-	-	-	-	-	-	-	-
Realisation of assets	-	-	-	-	0.50	-	-	-	-	0.50	90.00	180.00
Trading (where applicable)	-	-	-	-	-	-	-	-	-	-	-	-
Total Hours	2.70	-	9.80	-	63.35	2.40	-	1.50	6.40	87.05	17,006.75	195.37

<u>RPG</u>	Office Holder	Manager	Administrators	Cashier	Total Hours	Total Cost	Average Rate
	£	£	£	£		£	£
Statutory & Compliance	7.00	13.00	49.25	15.00	84.25	14,751.00	175.09
Creditor Communication		20.00	21.00		41.00	9,098.75	221.92
Realisation of Assets	11.00		12.25		23.25	5,205.00	223.87
Investigations / CDDA	0.10	7.50	12.20		19.80	4,042.25	204.15
Employees			1.25		1.25	200.00	160.00
Total hours/Cost	18.10	40.50	95.95	15.00	169.55	33,297.00	196.38
RPG Charge out Rate	300.00	300.00	160.00- 105.00	105.00			

Joint Administrators' Progress Report

Additional Information in Relation to the Joint Administrators' Fees, Expenses & the use of Subcontractors

Staff Allocation and the Use of Subcontractors

The 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, 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.

Professional Advisors

On this assignment we used the professional advisors listed below:

Name of Professional Advisor	Basis of Fee Arrangement
Knights Plc (legal advice)	Hourly rate and disbursements plus VAT
Lambert Smith Hampson (valuation and disposal advice)	Hourly rate and disbursements plus VAT
Christies (valuation and disposal advice)	Hourly rate and disbursements plus VAT

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.

Joint Administrators' Expenses

The estimate of expenses which were anticipated in the Administration was provided to creditors when the basis of my fees was approved. The table below compares the anticipated costs against those incurred.

Category 1 Expenses

These expenses do not require prior approval by creditors:

<i>Expense</i>	<i>Estimated overall cost</i>	<i>Paid in Prior Period</i>	<i>Paid in the period covered by this report</i>	<i>Total costs incurred</i>
	£	£	£	£
Agent's fees	10,000.00	15,000.00	0.00	15,000.00
Agent's disbursements	400.00	71.77	0.00	71.77
Legal fees & expenses	25,000.00	22,242.00	0.00	22,242.00
Legal disbursements	150.00	121.00	0.00	121.00
Pre Appointment costs	30,000.00	30,000.00	0.00	30,000.00
Final CGT Computations and group position workings	5,000.00	0.00	0.00	0.00
Security review	2,400.00	0.00	0.00	0.00
Specific bond	240.00	370.00	0.00	370.00
Statutory Advertising	169.20	181.98	0.00	181.98
Bank charges	75.00	0.00	15.00	15.00
Collection and storage costs	2,000.00	0.00	0.00	0.00
Postage charges	0.00	409.07	113.47	522.54

Plus VAT where appropriate

POTTING SHED TRADING LIMITED - IN ADMINISTRATION

Category 2 Expenses

No Category 2 expenses have been incurred in this matter

Charge-Out Rates

Cowgill Holloway Business Recovery LLP's current charge-out rates effective from 01 June 2021 are detailed below:

Please note this firm records its time in minimum units of 6 minutes

Staff Grade	Rate per Hour (£)
Partner	395
Consultant	350
Director	350
Senior Manager	300
Manager	275
Assistant Manager	250
Senior Administrator	225
Administrator	175
Cashier / Support Staff	150
Junior Administrator	120

Cowgill Holloway Business Recovery LLP's charge-out rates effective from 1 March 2012 to 31 May 2021 are detailed below.

Staff Grade	Rate per Hour (£)
Partner	375
Consultant	300
Director	300
Manager	250
Senior Administrator	180
Administrator	150
Cashier/Support	120
Junior Administrator	100