

The Insolvency Act 1986

**Administrator's progress report**

Pursuant to Rule 2.38 of the Insolvency (Scotland) Rules 1986

Name of Company	Company number
Witherspoon (Edinburgh) Limited	SC259187

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

We (a)

Mark Ranson  
Baker Tilly Restructuring and Recovery  
LLP  
2 Whitehall Quay  
Leeds LS1 4HG

Keith Anderson  
Baker Tilly Restructuring and Recovery  
LLP  
First Floor, Quay 2  
139 Fountainbridge  
Edinburgh EH3 9QG

(b) Insert dates

Administrators of the above company attach a progress report for the period

From

(b) 07/10/11

to

(b) 06/04/12

Signed

Joint Administrators

Dated 09/05/12

**Contact Details:**

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

Kevin Hepburn

Baker Tilly Restructuring and Recovery LLP, First Floor, Quay 2 139 Fountainbridge, Edinburgh EH3 9QG

Tel: 0131 659 8327

DX Number:

DX Exchange:

When you have completed and signed this form please send it to the Registrar of Companies at:

Companies House, 4th Floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, EH3 9FF  
DX 235 Edinburgh / LP 4 Edinburgh-2

THURSDAY



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10/05/2012

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COMPANIES HOUSE

# **WITHERSPOON (EDINBURGH) LIMITED IN ADMINISTRATION**

## **JOINT ADMINISTRATORS' PROGRESS REPORT**

**4 MAY 2012**

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### **1. PURPOSE OF REPORT**

This report is prepared pursuant to Rule 2.38 of the Insolvency (Scotland) Rules 1986 (as amended). The purpose of the report is to provide creditors with information relating to the progress of the administration from 7 October 2011 to 6 April 2012

### **2. JOINT ADMINISTRATORS' APPOINTMENT**

Keith Anderson and Mark Ranson of Baker Tilly Restructuring and Recovery LLP, First Floor, Quay 2, 139 Fountainbridge, Edinburgh EH3 9QG were appointed Joint Administrators of Witherspoon (Edinburgh) Limited on 7 October 2011 by The Royal Bank of Scotland plc, The Gemini Building, 24-25 St Andrew Square, Edinburgh, EH2 1AF.

The notice of appointment was filed in the Court of Session.

The Joint Administrators' appointment specified that they would have power to act jointly and severally. The Administrators have exercised and will continue to exercise all of their functions jointly and severally as stated in the notice of appointment.

### **3. COMPANY DETAILS**

The registered number of the company is SC259187

The Registered Office of the company is Baker Tilly Restructuring and Recovery LLP First Floor, Quay 2, 139 Fountainbridge, Edinburgh EH3 9QG.

### **4. RECEIPTS AND PAYMENTS SUMMARY**

We attach as Appendix A receipts and payments summary for the period from 7 October 2011 to 6 April 2012

#### **VAT Basis**

Receipts and payments are shown net of VAT, with any amount due to or from HM Revenue & Customs shown separately.

## **5. DIVIDEND PROSPECTS FOR CREDITORS**

We attach as Appendix B an estimated outcome statement.

### **Secured Creditors**

The Royal Bank of Scotland plc ("The Bank") has the benefit of a standard security over the Company's premises at 11a Bankhead Crossway North, Sighthill, Edinburgh, EH11 4DT. The standard security was created on 16 August 2004 and registered on 20 August 2004. The Bank also has a bond and floating charge created on 4 May 2004 and registered on 12 May 2004. The bank debt totals £1,379,000. The Bank holds additional security in the form of personal guarantees from Kevin Witherspoon and Andrew Witherspoon

The Bank appointed Administrators to the company under the terms of its bond and floating charge in order to oversee the sale of the property and maximise returns under its standard security.

### **Preferential Creditors**

Claims totalling £4,550 in respect of holiday pay and arrears of pay have been received from eight former employees of the company, including two directors. A claim in the sum of £9,428 was received from the Redundancy Payments Office. No steps have been taken to review or agree preferential creditors' claims at this time.

### **Unsecured Creditors**

The Statement of Affairs provided by the directors indicates the company has unsecured creditors of £259,421 including an outstanding director's loan due to Kevin Witherspoon in the sum of £170,000. Thirty one ordinary creditors have submitted claims totalling £278,789. The Joint Administrators do not propose to agree these claims as there is no prospect of a dividend being paid to this class of creditor.

### **Prescribed Part**

Although we estimate there will be funds of £34,759 (best case scenario) and £23,069 (worst case scenario) of which the ordinary creditors would be entitled to £9,952 and £7,614 respectively in terms of the prescribed part, the Administrators are not proposing to make such a distribution. This is provided for under Section 176A(3) of the Insolvency Act 1986 on the basis that the net property is less than the £10,000 prescribed minimum and the Administrators are of the view that the cost of making such a distribution to ordinary creditors would be disproportionate to the benefits. As a result the remaining funds will simply flow to The Royal Bank of Scotland plc as floating charge holder.

## 6. CONDUCT OF THE ADMINISTRATION

Following appointment, the Administrators instructed independent property agents, to value the whole premises and devise a marketing strategy. They have liaised with @SIPP in order to ensure their cooperation in the sale process. The Administrators' agents recommended that the property, as a complete site, be marketed with a guide price of £1.1m. This is split as £750,000 for the premises owned outright by the Company and £350,000 for the offices owned by @SIPP.

Following appointment, the Administrators' agents valued the Company's moveable assets, which had a net book value of £59,192 per the management accounts at 31 July 2011, on an ex-situ and in-situ basis. Fixtures & Fittings, Plant & Machinery and Stock were sold at auction on 3 February 2012 realising £47,819 before expenses of sale, broken down as follows:

	<b>Market Value Ex- Situ £</b>	<b>Market Value In- Situ £</b>	<b>Realisation (before expenses of sale) £</b>
Fixtures & Fittings	2,085	6,950	3,048
Plant & Machinery	28,630	95,740	41,848
Stock	2,000	7,500	2,923
	<b>32,715</b>	<b>110,190</b>	<b>47,819</b>

As the Company was an approved Volkswagen ("VW") repair centre, a number of tools and parts had been supplied by VW and were subject to ROT conditions of sale. Shortly after the Administrators' appointment, VW's ROT claim was admitted and their goods were collected from site.

The Company had three vehicles which were sold at auction on 25 November 2011 realising £15,400 before expenses of sale.

At the date of appointment the Company's books and records detailed debtors totalling £24,613. To date the sum of £16,794 has been collected, the remaining debts of £7,819 are in the process of being collected. It is anticipated only £1,500 will be collected. The remaining balance of £6,319 will not be collected as they are either disputed or there is no prospect of recovery and it is not economic to pursue further.

Sundry debtors in the sum of £6,229 were received into the Company's pre-appointment account. Cash in the sum of £4,303 was processed by the Company's credit card processing facility with Streamline in the days leading up to Administrators' appointment. This was received into the Company's bank account post-appointment and has been ingathered.

The Administrators traded the company for 2 days post appointment to enable work in progress at the date of appointment to be realised, generating sales of

£3,398. Indirect labour costs of £359 were incurred and a surplus of £3,039 was achieved. To date, the sum of £1,449 has been received and a balance of £1,949 has still to be collected.

## **7. ASSETS REMAINING TO BE REALISED**

An offer of £812,000, consisting of £606,000 for the workshop and yard and £206,000 for the offices, was accepted. On the point of concluding the sale, the buyer withdrew their offer. The property continues to be marketed by selling agents.

As mentioned above, the remaining book debts of £7,819 are in the process of being collected. It is anticipated only £1,500 will be collected.

## **8. JOINT ADMINISTRATORS' PROPOSALS**

Paragraph 3 of Schedule B1 to the Insolvency Act 1986 (as amended) sets out the purposes of an Administration. The Administrator must perform his functions with the objective of:

- (a) Rescuing the company as a going concern, or
- (b) Achieving a better result for the Company's creditors as a whole than would be likely if the company were wound up (without first being in Administration)", or
- (c) Realising property in order to make a distribution to one or more secured or preferential creditors.

The Joint Administrators' proposals in relation to Witherspoon (Edinburgh) Limited ("the Company") are set out below.

- 1. The Joint Administrators should realise the assets upon the terms they consider to be the most beneficial to creditors of the Company.
- 2. The Joint Administrators should arrange to distribute available funds from the realised assets to those creditors entitled to them in such manner as they consider will lead to an early distribution of the available assets in an economic manner.
- 3. The Joint Administrators be authorised to make such application to Court for directions as they consider appropriate with a view to achieving the purposes of the administration or their proposals.
- 4. The Joint Administrators conclude the administration when all the property and the assets have been realised and distributed (after costs).

5. The Joint Administrators propose that the company exits the Administration by way of dissolution.

In accordance with Rule 2.25(3), the proposals shall be deemed to have been approved by the creditors should the creditors not have requested a meeting be convened in accordance with paragraph 52(1) of Schedule B1 of the Insolvency Act 1986 as referred to in section 1 above.

## **9. EXTENSION OF THE ADMINISTRATION**

To date, there has been no requirement to extend the administration.

## **10. JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS**

### **Time costs and fees drawn to date**

As there will be no return to unsecured creditors, the Joint Administrators have, in accordance with legislation, agreed their fees and disbursements with the secured creditor, The Royal Bank of Scotland plc. The basis of the Joint Administrators' remuneration was approved by creditors on 2 December 2011, when the following resolution was passed:

"The Joint Administrators shall be authorised to draw their remuneration based upon time costs incurred by them in the Administration, to be paid out of the assets of the Company in accordance with Rule 2.39 "by reference to the time properly given by the Administrators and their staff, in attending to matters arising in the administration."

To date, we have drawn a total of £15,000 plus VAT on account of our time costs incurred.

Attached are the following:

- Appendix C: Time and charge out summary;
- Appendix D: Charge out bands and disbursement rates;
- Appendix E: Summary of payments to Joint Administrators and associated parties; and
- Appendix F: Baker Tilly Restructuring and Recovery LLP charging, expenses and disbursements policy statement.

A total of 257.90 hours equating to time costs of £37,965.90 have been spent by our staff in the administration of the estate from the date of appointment to 22 March 2012, at an average hourly charge out rate of £147.21.

### **Analysis of time spent in administration of the estate**

Our staff have carried out the following tasks:

## **Administration and Planning**

This includes day-to-day administrative duties and dealing with statutory duties and responsibilities, including advertising notice of the Administration, providing notice to creditors together with a copy of the Administrators' proposals for the company, liaising with The Royal Bank of Scotland plc, dealing with the submission of the Statement of Affairs and filing necessary documents at Companies House. Other duties include handling and recording receipts and payments; VAT and Corporation Tax and general correspondence.

## **Investigations**

In accordance with our statutory obligations under the Company Directors' Disqualification Act 1986, we have filed the appropriate documentation on the conduct of the directors with The Insolvency Service.

## **Realisation of Assets**

Our staff have been assisting with various matters in relation to the realisation of assets including:

- Supervision of limited period of trading to complete work in progress at date of appointment;
- Instructing and liaising with Sitex Orbis with regards to carrying out fortnightly security visits of the property at 11A Bankhead Crossway North, Sighthill;
- Instructing and liaising with Graham & Sibbald regarding the marketing and sale of the property at 11A Bankhead Crossway North, Sighthill;
- Instructing and liaising with Shepherd and Wedderburn regarding the sale of the property at 11A Bankhead Crossway North, Sighthill;
- Instructing and liaising with Sweeney Kincaid regarding the valuation, marketing and sale of moveable assets;
- Liaised with @SIPP and met with Clive Hurn to agree a joint marketing strategy of the property at Sighthill;

A large amount of time has been spent on this area as it is considered to be a key aspect of the Administration.

## **Creditors**

Queries from and correspondence with creditors has been a necessary aspects of the Administration process. The preparation of the Administrators' Proposals has been undertaken including the attendant aspects of providing and obtaining the required information. Other duties include liaising with

VW regarding consideration of ROT claim on stock and VOSA regarding MOT testing equipment.

**Joint Administrators' disbursements**

The basis of the Joint Administrators' drawing disbursements was approved by creditors on 2 December 2011, when the following resolution was passed:

"The Joint Administrators be authorised to draw their disbursements and other expenses incurred by them in the Administration, to be paid out of the assets of the Company. Such disbursements to include "Category 2 disbursements" at the rates attached at Appendix H to the Proposal."

To date we have drawn a total of £1,092 on account of our disbursements incurred and paid disbursements of £1,120 (inclusive of VAT).



**Keith V Anderson**  
**Baker Tilly Restructuring and Recovery LLP**  
**Joint Administrator**

Keith Anderson is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants of Scotland  
Mark Ranson is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales

**The affairs, business and property of the company are being managed by the Joint Administrators who act as agents of the company and without personal liability**

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# **Receipts and Payments - Witherspoon (Edinburgh) Limited In Administration**

**Appendix A**

**Bank, Cash and Cash Investment Accounts: From: 07/10/2011 To: 06/04/2012**

SOA Value £		07/10/2011 to 06/04/2012		Total to 06/04/2012
		£	£	£
<b>COST OF REALISATIONS</b>				
0.00	Agents' Fees/Commissions	(2,607.74)	(2,607.74)	(2,607.74)
<b>POST APPOINTMENT TRADING</b>				
	Trading Surplus	1,089.71	1,089.71	1,089.71
<b>ASSET REALISATIONS</b>				
0.00	Bank Interest Net	0.64	0.64	
0.00	Cash in Streamline system	4,303.01	4,303.01	
0.00	Debtors (Pre-Appointment)	8,691.31	8,691.31	
0.00	Furniture, Fixtures and Fittings	3,047.61	3,047.61	
0.00	Motor Vehicles	15,300.00	15,300.00	
0.00	Petty Cash	44.26	44.26	
0.00	Plant and Machinery	41,848.02	41,848.02	
0.00	Stock/Inventory on Hand	2,923.37	2,923.37	
0.00	Sundry Debtors	6,229.02	6,229.02	
			82,387.24	82,387.24
<b>COST OF REALISATIONS</b>				
0.00	Accommodation	(146.25)	(146.25)	
0.00	Advertisements	(633.60)	(633.60)	
0.00	Agents' / Valuers' Fees	(10,345.90)	(10,345.90)	
0.00	Bank Charges	(16.55)	(16.55)	
0.00	Bordereau	(64.50)	(64.50)	
0.00	Circular, Postage & Stationery Costs	(383.32)	(383.32)	
0.00	Courier	(15.63)	(15.63)	
0.00	Extraction of Financial Information	(500.00)	(500.00)	
0.00	Insurance	(7,698.39)	(7,698.39)	
0.00	Joint Administrators' Fees (Floating)	(15,000.00)	(15,000.00)	
0.00	Mail Redirection	(27.20)	(27.20)	
0.00	Overnight Allowance	(46.00)	(46.00)	
0.00	Photocopying	(0.30)	(0.30)	
0.00	Preparation of Statement of Affairs	(600.00)	(600.00)	
0.00	Registers of Scotland	(15.00)	(15.00)	
0.00	Statutory Advertising	(659.80)	(659.80)	
0.00	Travel & Mileage	(76.61)	(76.61)	
0.00	Vehicle Collection	(240.00)	(240.00)	
			(36,469.05)	(36,469.05)
0.00			<u>44,400.16</u>	<u>44,400.16</u>
<b>REPRESENTED BY</b>				
	Current Account-RBS KVA-TD2		47,906.17	
	VAT Receivable (Payable)		(3,506.01)	
				<u>44,400.16</u>
				<u>44,400.16</u>

# APPENDIX B

## Witherspoon (Edinburgh) Limited In Administration Estimated Outcome Statement as at 6 April 2012

	Realised to Date	ERV High £	ERV Low £
<b>Assets Subject to Standard Security</b>			
Heritable Land and Property (Note 1)	0	690,000	600,000
	0	690,000	600,000
<b>Costs of Realisation (Fixed)</b>			
Joint Administrators' Fees (Note 2)		(8,625)	(6,000)
Legal fees		(6,800)	(6,800)
Search fees	( 15)	(15)	(15)
Marketing	( 634)	(750)	(750)
Agents' fees/commissions (Note 3)	(3,297)	(12,500)	(12,500)
Property Repairs		(2,000)	(2,000)
Insurance	(6,698)	(13,396)	(13,396)
	(10,644)	(44,086)	(41,461)
Net Realisations under Standard Security		645,914	558,539
Amounts Owing to Secured Creditor		(1,379,000)	(1,379,000)
<b>Surplus (Deficit) as regards Secured Creditor</b>		<b>(733,086)</b>	<b>(820,461)</b>
<b>Assets Subject to Floating Charge</b>			
Debtors (Pre-Appointment)	16,794	18,294	16,794
Furniture, Fixtures and Fittings	3,048	3,048	3,048
Motor Vehicles	15,300	15,300	15,300
Petty Cash	44	44	44
Plant and Machinery	41,848	41,848	41,848
Stock/Inventory on Hand	2,923	2,923	2,923
Trading Surplus (Deficit)	1,090	3,039	1,090
Sundry Debtors (Note 5)	10,532	10,532	10,532
	91,579	95,028	81,047
<b>Costs of Realisation (Floating)</b>			
Advertisements	( 634)	(750)	(750)
Agents' / Valuers' Fees (Note 3)	(13,004)	(13,444)	(13,250)
Bank Charges	( 16)	(16)	(16)
Insurance	(1,000)	(1,000)	(1,000)
Joint Administrators' Disbursements		(200)	(200)
Joint Administrators' Fees (Note 1)	(15,000)	(24,254)	(22,157)
Landlord's Hypothec Claim (Note 4)		(1,840)	(1,840)
Legal fees		(2,500)	(2,500)
Preparation of Statement of Affairs	( 600)	(600)	(600)
Mail Redirection	( 27)	(27)	(27)
Statutory Advertising	( 660)	(660)	(660)
Postage	( 368)	(1,000)	(1,000)
	(31,309)	(46,291)	(44,000)
<b>Net Realisations under Floating Charge</b>		<b>48,737</b>	<b>37,047</b>
<b>Preferential Creditor Claims</b>		<b>(13,978)</b>	<b>(13,978)</b>
<b>Surplus (Deficit) after Preferential Claims</b>		<b>34,759</b>	<b>23,069</b>
Estimated Assets Available for Prescribed Part		34,759	23,069
Less: Estimated Prescribed Part (Note 6)		(9,952)	(7,614)
Estimated Assets Available to Floating Charge Holders		24,807	15,455
Add: Disapplied Prescribed Part (Note 6)		9,952	7,614
		34,759	23,069
Floating Charge Claims		(733,086)	(820,461)
<b>Surplus (Deficiency) as regards floating charges</b>		<b>(663,568)</b>	<b>(774,323)</b>
Add: Prescribed Part of property (b/d)		0	0
Total Unsecured Creditors		(510,646)	(510,646)
<b>Surplus (Deficiency) Unsecured Creditors</b>		<b>(510,646)</b>	<b>(510,646)</b>
Recovery to bank under property		645,914	558,539
Recovery to bank under floating charge assets		34,759	23,069
<b>Estimated total recovery to bank</b>		<b>680,673</b>	<b>581,608</b>

**Notes:**

- 1 Estimated realisable values based upon Graham & Sibbald's valuation report
- 2 Joint Administrators' Fees have been calculated based upon the following:
  - £10k statutory fee (applied against floating charge assets only)
  - Realisation of property 1.25% up to £700k, £8,750 + 2.5% more than £700k
  - Realisation of property 1% sale to West Register
  - Other assets 15% of realisations
- 3 Agents fees/commissions have been calculated on the following:
  - Graham & Sibbald (property) - 1% of realisations plus £500 valuation fee, £600 EPC certificate
  - Sweeney Kincaid (other assets) - 10% of realisations plus £895 valuation fee
  - Sitex Orbis (property)- £2k provision for fortnightly security visits/lock changes up to end of October 2012
  - Sitex Orbis (property)- £710 drain down of property
  - K Meldrum Joiners & Builders (property) - £1,380 clearance of warehouse and offices following auction
  - Pentland Security Systems (property) - £120 call out and repair of alarm system
- 4 Landlord's Hypothec Claim:
  - Landlord due £3,000 rent arrears for offices at 11A Bankhead Crossway North. Proceeds of sale of office furniture & equipment of £1,840 will be applied to discharge claim
- 5 Sundry Debtors:
  - Relates to funds received into the company bank account pre-appointment which have yet to be reconciled.
- 6 Prescribed Part:
  - Prescribed Part calculated as 50% of first £10k plus 20% of remaining assets available to FCH to floating charge holder
  - Where the prescribed part is less than £10k, it is the Administrators intention to disapply the prescribed part and consequently these funds will flow to RBS as floating charge holder rather than to the ordinary creditors

## Appendix C

### JOINT ADMINISTRATORS' TIME COST ANALYSIS

AS AT 6 April 2012

	Partners	Managers	Administrators	Assistants	Total Hours	Total Time Costs	Average hourly rate
Hours (pre 31/12/2002)	0.0	0.0	0.0	0.0	0.0	£0.00	£0.00
Hours (post 31/12/2002)							
Administration and Planning	5.4	20.9	70.3	0.9	97.5	£13,186.40	£135
Investigation	0.0	3.0	0.6	0.0	3.6	£582.00	£162
Realisation of Assets	4.8	39.9	24.5	0.0	69.2	£11,465.00	£166
Trading	0.0	4.4	15.5	0.0	19.9	£3,039.50	£153
Creditors	4.1	22.5	39.2	1.7	67.5	£9,626.00	£143
Case Specific Matters	0.2	0.0	0.0	0.0	0.2	£67.00	£335
<b>Total Hours</b>	<b>14.5</b>	<b>90.7</b>	<b>150.1</b>	<b>2.6</b>	<b>257.9</b>		
<b>Total Time Costs</b>	<b>4,857.50</b>	<b>16,329.50</b>	<b>16,551.00</b>	<b>227.90</b>		<b>£37,965.90</b>	

**Witherspoon (Edinburgh) Limited  
773730/700 Administration**

<b>HOURS SPENT</b>	<b>Partners</b>	<b>Managers</b>	<b>Administrators</b>	<b>Assistants</b>	<b>Total Hours</b>	<b>Total Time Costs</b>	<b>Average rates</b>
<b>Administration and Planning</b>							
Appointment	3.8	2.8	8.3	0.0	14.9	£2,662.50	£178.69
Assets - general/other	0.0	0.0	0.1	0.0	0.1	£7.00	£70.00
Background information	0.0	5.8	4.8	0.7	11.3	£1,466.50	£129.78
Case Management	0.7	4.7	22.4	0.2	28.0	£3,919.90	£140.00
Director(s)/Debtor/Bankrupt	0.0	0.0	1.5	0.0	1.5	£105.00	£70.00
Land and Property	0.0	0.0	0.1	0.0	0.1	£7.00	£70.00
Pension Scheme	0.0	0.3	0.4	0.0	0.7	£97.00	£138.57
Post-appointment - general	0.3	1.0	7.9	0.0	9.2	£1,351.00	£146.85
Post-appointment taxation	0.0	0.1	0.0	0.0	0.1	£18.00	£180.00
Pre-appointment matters	0.1	0.1	0.0	0.0	0.2	£51.50	£257.50
Receipts and Payments	0.0	1.0	19.8	0.0	20.8	£1,885.50	£90.65
Shareholders/Director/Debtor/ Bkpt	0.1	5.1	1.6	0.0	6.8	£1,161.00	£170.74
Statement of Affairs	0.4	0.0	1.1	0.0	1.5	£293.50	£195.67
Tax Matters	0.0	0.0	2.3	0.0	2.3	£161.00	£70.00
<b>Totals</b>	<b>5.4</b>	<b>20.9</b>	<b>70.3</b>	<b>0.7</b>	<b>97.5</b>	<b>£13,186.40</b>	<b>£135.25</b>
<b>Investigations</b>							
Investigations/CDDA	0.0	3.0	0.6	0.0	3.6	£582.00	£161.67
<b>Totals</b>	<b>0.0</b>	<b>3.0</b>	<b>0.6</b>	<b>0.0</b>	<b>3.6</b>	<b>£582.00</b>	<b>£161.67</b>
<b>Realisation of Assets</b>							
Assets - general/other	0.0	5.9	3.2	0.0	9.1	£1,353.50	£148.74
Chattels	0.6	0.6	0.1	0.0	1.3	£323.50	£248.85
Debtors & sales finance	0.0	3.5	14.7	0.0	18.2	£2,326.50	£127.83
HP/Leasing creditors	0.0	0.3	0.6	0.0	0.9	£141.00	£156.67
Land and Property	3.4	26.2	4.2	0.0	33.8	£6,231.50	£184.36
ROT/ Third Party Assets	0.0	1.3	1.3	0.0	2.6	£385.00	£148.08
Sale of business	0.8	0.2	0.4	0.0	1.4	£362.00	£258.57
Stock and WIP	0.0	1.9	0.0	0.0	1.9	£342.00	£180.00
<b>Totals</b>	<b>4.8</b>	<b>39.9</b>	<b>24.5</b>	<b>0.0</b>	<b>69.2</b>	<b>£11,465.00</b>	<b>£165.68</b>

<b>Trading</b>									
Trading	0.0	4.4	15.5	0.0	19.9	£3,039.50	£152.74		
<b>Totals</b>	<b>0.0</b>	<b>4.4</b>	<b>15.5</b>	<b>0.0</b>	<b>19.9</b>	<b>£3,039.50</b>	<b>£152.74</b>		
<b>Creditors</b>									
1st creditors/shareholders meetings and reports	0.6	3.4	10.1	0.0	14.1	£2,277.50	£161.52		
Employees	0.1	10.7	5.2	0.0	16.0	£2,457.00	£153.56		
Other Creditor Meetings and Reports	0.0	0.0	4.3	0.0	4.3	£301.00	£70.00		
Preferential Creditors	0.0	0.0	3.0	0.0	3.0	£210.00	£70.00		
Secured Creditors	3.4	7.5	1.0	0.0	11.9	£2,634.00	£221.34		
Unsecured Creditors	0.0	0.9	15.6	1.7	18.2	£1,746.50	£95.96		
<b>Totals</b>	<b>4.1</b>	<b>22.5</b>	<b>39.2</b>	<b>1.7</b>	<b>67.5</b>	<b>£9,626.00</b>	<b>£142.61</b>		
<b>Case Specific Matters - Legal Matters</b>									
Legal Matters	0.2	0.0	0.0	0.0	0.2	£67.00	£335.00		
<b>Totals</b>	<b>0.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.2</b>	<b>£67.00</b>	<b>£335.00</b>		
<b>TOTAL HOURS</b>	<b>14.5</b>	<b>90.7</b>	<b>150.1</b>	<b>2.6</b>	<b>257.9</b>	<b>£37,965.90</b>	<b>£147.21</b>		
<b>TOTAL TIME COST</b>	<b>£4,857.50</b>	<b>£16,329.50</b>	<b>£16,551.00</b>	<b>£227.90</b>		<b>£37,965.90</b>			

## Appendix D

### BAKER TILLY RESTRUCTURING AND RECOVERY LLP CURRENT CHARGE OUT AND DISBURSEMENT RATES

CHARGE OUT RATES		
	Rate at commencement £	Current rate £
Partner	£335	£335
Manager	£130 - £225	£135 - £225
Administrator	£70-135	£70-135
Support staff	£70	£70

“CATEGORY 2” DISBURSEMENT RATES (TABLE A)	
<b>Travel &amp; Subsistence</b>	
Motor travel	42.5p per mile (from 1 April 2011) 45p per mile (from 1 April 2012)
Subsistence	£23
<b>Circulars to Members / Creditors</b>	
Labels	£ 0.009p each
Headed paper	£ 0.04p per sheet
Plain paper	£ 0.005p per sheet
Large envelopes	£0.009p each
Small envelopes	£ 0.008p each
Photocopying charge	£ 0.01p per sheet
<b>Stationery</b>	
Green files	£1.60 per file
Cashiering files	£1.60 per file
Chequebook boxes	n/a
A-Z dividers	£2.25 per set
1-31 dividers	£3.49 per set
Coloured dividers (5 part)	£0.15 per set
Coloured dividers (10 part)	£0.37 per set
Multi-punch pockets	£0.02 per pocket
Storage boxes	£1.65 per box
<b>Sundry</b>	
Faxes	n/a
Internal room hire (for meetings)	n/a

## Appendix E

### BAKER TILLY RESTRUCTURING AND RECOVERY LLP Joint Administrators' CATEGORY 2 DISBURSEMENTS TABLE

Amounts paid or payable to the Office Holder's firm or to any party in which the office holder or his firm or any associate has an interest			
Recipient, Type and Purpose	Category	Paid	Unpaid
		£	£
Mileage	2	6.22	
Travel	2	69.39	
Postage	2	381.16	
Photocopying	2	0.30	
Stationery	2	2.16	
<b>Total</b>		459.23	

## **Appendix F**

### **BAKER TILLY RESTRUCTURING AND RECOVERY LLP**

#### **CHARGING, EXPENSES AND DISBURSEMENTS POLICY STATEMENT**

##### **Charging policy**

- Partners, directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time.
- Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by partners, directors, managers and administrators.
- Time spent by partners and all staff in relation to the insolvency estate is charged to the estate.
- Time is recorded in 6-minute units at the rates prevailing at the time the work is done
- The current charge rates for Baker Tilly Restructuring and Recovery LLP Edinburgh are attached
- Time billed is subject to Value Added Tax at the applicable rate.
- It is the office holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it.
- BAKER TILLY RESTRUCTURING AND RECOVERY LLP's charge out rates are reviewed periodically.

##### **Expenses and disbursements policy**

- Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate.
- Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to creditors, but do not require creditors' approval prior to being drawn from the insolvency estate. These are known as "Category 1" disbursements.
- Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) require the approval of creditors prior to being drawn from the insolvency estate. These are known as "Category 2" disbursements.
- A resolution to consider approving "Category 2" disbursements at the rates prevailing at the time the cost is incurred to Baker Tilly Restructuring and Recovery LLP Edinburgh will be proposed to creditors' in general meeting
- General office overheads are not re-charged to the insolvency estate as a disbursement.
- Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of creditors.
- Where applicable, expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate.