

In accordance with
Rule 3.61(1) of the
Insolvency (England
& Wales) Rules 2016
& Paragraph 84(8) of
Schedule B1 of the
Insolvency Act 1986.

AM23

Notice of move from administration to dissolution

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17/03/2018

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COMPANIES HOUSE

1 Company details

Company number 0 5 7 6 5 6 2 8

Company name in full Sutherland House Securities Limited

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

2 Court details

Court name Royal Courts of Justice, Companies Court

Court number 7 2 9 3 o f 2 0 1 2

3 Administrator's name

Full forename(s) Anne Clare

Surname O'Keefe

4 Administrator's address

Building name/number AlixPartners, The Zenith Building

Street 26 Spring Gardens

Post town Manchester






County/Region

Postcode M 2 1 A B

Country United Kingdom

AM23

Notice of move from administration to dissolution

5	Administrator's name 	
Full forename(s)	Simon	
Surname	Wilson	
 Other administrator Use this section to tell us about another administrator.		
6	Administrator's address 	
Building name/number	The Zenith Building	
Street	26 Spring Gardens	
Post town	Manchester	
County/Region		
Postcode	M 2 1 A B	
Country	United Kingdom	
 Other administrator Use this section to tell us about another administrator.		
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  X	
Signature date	d 1 d 6 m 0 m 3 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 Paul Butterfield

Company name AlixPartners

Address The Zenith Building, 26 Spring Gardens

Post town Manchester

County/Region

Postcode

M

2

1

A

B

Country United Kingdom

DX

Telephone 0161 838 4500



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

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Administrators' Final Progress Report for the period 9 January 2018 to 16 March 2018

Sutherland House Securities Limited
and Greenvale Estates Limited
Both in Administration

16 March 2018

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1. Why this report has been prepared

- 1.1 As you will be aware Anne O’Keefe and Simon Wilson (the **Administrators**) were appointed on 18 September 2012.
- 1.2 In accordance with UK insolvency legislation, an administrator is required to provide a progress report covering the period of six months commencing on the date on which a company entered into administration and every subsequent period of six months or earlier if the administration has been finalised. This final progress report covers the period 9 January 2018 to 16 March 2018 (the **Period**) and should be read in conjunction with all previous reports.
- 1.3 This report has been prepared in accordance with rule 18.14 of the Insolvency (England and Wales) Rules 2016.
- 1.4 All matters in these Administrations have now been finalised and the purpose of *this report* is to provide a final update on the progress of the Administrations, including details of assets realised during the Period, details regarding the Administrators’ fees and the outcome for each class of creditor. For details of the Companies’ dissolution please see section 7.
- 1.5 Details of the Administrators’ fees and disbursements incurred are provided at Appendices C to E.
- 1.6 More information relating to the Administration process, Administrators’ fees and creditors’ rights can be found on AlixPartners’ creditor portal (<http://www.alixpartnersinfoportal.com>). Log-in details to access this information can be found within the covering letter you have received.
- 1.7 If you require a hard copy of this report or have any queries in relation to its contents or the Administrations generally, please contact Paul Butterfield on 0161 838 4539, by email at creditorreports@alixpartners.com, or write to AlixPartners’ office at The Zenith Building, 26 Spring Gardens, Manchester, M2 1AB.

2. Summary of information for creditors

Dividend distributions

Description	Agreed debt £	Actual level of return £
Secured creditor	23.13 million	11.8 million
Unsecured creditors:		
Sutherland	90,890	28 pence in the pound
Greenvale	90,890	22.5 pence in the pound

Notes:

Secured creditor

As a reminder, on 30 January 2015, Nationwide Building Society Plc (**Nationwide**) completed a sale of its debt to Promontoria (Carlisle) Limited (**Promontoria**). As a result of this sale, Promontoria purchased all rights, benefits, and entitlements under Nationwide's fixed and floating charge securities. Please note that Promontoria also holds cross-guarantees from the Companies which are secured against the assets of other group companies, including Grove Estates Limited and Tropical Estates Limited (together the **Group**).

During the course of the Administrations, the Companies have distributed £11.8 million in aggregate to Promontoria.

Unsecured creditors

First and final dividends of 28 pence in the pound and 22.5 pence in the pound were issued on 11 April 2017 from the Administrations of Sutherland and Greenvale, respectively.

In respect of unsecured creditors, UK insolvency legislation stipulates that creditors of the same class should be treated equally. Hence the funds available for distribution were split on a pro-rata basis amongst all creditors of each class, regardless of the size of their claims.

Further information is provided in section 6 of this report.

3. Administrators' proposals

- 3.1 As a reminder, the administrator of a company must perform their functions with a view to achieving one of the following objectives:
- Objective 1: rescuing the company as a going concern;
 - Objective 2: 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
 - Objective 3: realising property in order to make a distribution to one or more secured or preferential creditors.
- 3.2 In these cases the Administrators pursued the third statutory objective. The strategy to achieve these objectives was to maximise realisations from the sales of the Properties, as defined at section 4.2.
- 3.3 During the course of each Administration and in regards to each of the Properties, the Administrators worked with their managing agents, the secured creditor and other advisors to maximise the realisable value of the Properties prior to placing them on the market. The realisable values of the Properties were maximised through individual strategies which enhanced the occupancy rate of each property, the details of which have been provided in the Administrators' previous reports.
- 3.4 Prior to completing each sale, the Administrators took professional advice that the final purchase prices represented the best achievable outcome in the circumstances and obtained the approval of the secured creditor. As the Properties were sold for the highest realisable value in an insolvency scenario, the third statutory objective has been achieved in both Administrations.

4. Progress of the Administrations

- 4.1 Attached at Appendix B are the Administrators' Receipts and Payments Accounts for the Period, together with Cumulative Accounts for the period since the appointments.
- 4.2 Sutherland and Greenvale are property holding companies which jointly held the properties located at Sutherland House, Matlock Road, Coventry, CV1 4JQ (**Sutherland House**) and Caton Road Business Park, Lancaster, LA2 3RA (**Caton Road**) (together the **Properties**).
- 4.3 Please note for reporting purposes that all receipts and payments relating to Sutherland House are recorded in Sutherland only and all receipts and payments relating to Caton Road are recorded in Greenvale only. As the Properties are fixed charge assets and the debts of the Companies have been cross-guaranteed to the secured creditor, this had no impact on the returns available to any class of creditor.
- 4.4 In addition to their statutory objectives, the Administrators have duties imposed by insolvency and other legislation and their regulating professional bodies. The Administrators have set out information in respect of the work undertaken to fulfil these duties in addition to that of the realisation of assets and distribution of available funds. The detail provided is intended to provide users of this report with information to allow them to understand how the Administrators' fees and expenses as set out in Appendices C and D have been incurred.

Greenvale

Sale of Caton Road

- 4.5 As previously reported, the Administrators completed a sale of Caton Road to M7 Real Estate Investment Partners III Propco Limited (**M7**) on 14 December 2017 for total consideration of £4.77 million.
- 4.6 In the Period, the Administrators and their managing agent completed the reconciliation of the service charge account and settled all invoiced property costs in full. As part of this process, the Administrators received electricity recharge income of £194,510, covering recharges for the period from September 2012 to September 2017.
- 4.7 The Administrators are currently awaiting final invoices for December 2017 from one of the utility providers. For prudence, the Administrators have provided for costs covering the full month of December 2017, and the amount shown in the Receipts and Payments Account represents all utility costs paid and the full provision. The outstanding invoices will be settled upon receipt and any balance of the provision will be remitted to the secured creditor.
- 4.8 The remaining balance in the Administration has been distributed to the secured creditor.

Rent

- 4.9 In the Period, the Administrators' managing agent completed a transfer of the final rental income due to Greenvale which is reflected in the Receipts and Payments Account at Appendix B. All rental income due to Greenvale has been received in full.

Insurance recharges

- 4.10 Following the finalisation of all property costs, it was determined that no further insurance recharges were due to Greenvale. The final level of recharges received in the Administration are detailed at Appendix B.

Insurance settlement

- 4.11 During the Period, the Administrators' insurance agent determined that Greenvale was owed a further balance of £14,164 in relation to the flooding which occurred in December 2015. This balance has been received in full and no further sums are due from the insurer.

Sutherland

- 4.12 As previously reported, as Sutherland held a joint interest in Caton Road, it was necessary to keep this Administration open until a sale of the property was completed. Following the conclusion of the sale to M7, in the Period, the Administrators finalised all statutory matters and completed a distribution of the residual funds to the secured creditor. As a result, the Administration of Sutherland will be closed at the same time as Greenvale.
- 4.13 As part of the Administrators' final reconciliation process, a potential rates liability of £12,360 has been identified. For prudence, the Administrators have provided for the full amount of this potential liability, and the amount shown in the Receipts and Payments Account represents the full provision. Once the final position is determined, the Administrators will settle any liability of Sutherland and remit any available balance of the provision to the secured creditor.

Bank interest

- 4.14 During the Period, bank interest of £73 and £436 has been received into the Administrations of Sutherland and Greenvale, respectively.

Administration (including statutory reporting)

- 4.15 In addition to their duties relating to realising and distributing the assets of the Companies, the Administrators must comply with certain statutory compliance matters in accordance with the Insolvency Act 1986, which includes preparing bi-annual reports to creditors advising of the progress of the Administrations. The Administrators are also responsible for liaising with HM Revenue and Customs to determine the final position in respect of corporation tax, VAT and other taxes that may be owed by or to the Companies, and for filing tax returns for the duration of the Administrations.

- 4.16 In order to ensure the matters of the Administrations are being progressed sufficiently, the Administrators have a duty to conduct periodic case reviews and complete case checklists. In addition, the Administrators' treasury function will also comply with cash accounting requirements including raising payments, processing journal vouchers and posting receipts, preparing bank reconciliations and statutory returns.
- 4.17 The time taken for statutory tasks is largely fixed, insofar as the cost of preparing a report to creditors or filing an annual return is similar for most cases, except where cases are very large or complex. Where the costs of statutory compliance and reporting to creditors exceeds the initial estimate, it will generally be because the duration of the case has been longer than expected, due to for example protracted realisation of assets, and therefore additional periodic reports have had to be prepared and distributed to stakeholders.

Creditors (claims and distribution)

- 4.18 Details of the outcome for creditors can be found in section 6.

5. Unrealised assets

- 5.1 All assets have now been realised and the Receipts and Payments Accounts at Appendix B reflect the final position on both realisations achieved and payments discharged during the course of the Administrations.

6. Outcome for creditors

Secured creditor – Promontoria (Carlisle) Limited

- 6.1 The Companies granted debentures to Nationwide over all of the Companies' property and assets on 28 June 2006. In addition, legal charges dated 28 June 2006 and 13 July 2006 were granted to Nationwide over Sutherland House and Caton Road, respectively. Rental income collected from the Properties was also assigned to Nationwide prior to the Administrators' appointment.
- 6.2 Nationwide held cross-guarantees from the Companies which are also secured against the assets of the Group. At the date of the appointments, the Group's indebtedness to Nationwide was approximately £23.13 million, on which interest and charges continued to accrue.
- 6.3 Nationwide sold its debt to Promontoria on 30 January 2015. As a result of the sale, Promontoria purchased all rights, benefits and entitlements under *Nationwide's fixed and floating charge securities*.
- 6.4 During the course of the Administrations, the Companies have distributed £11.8 million in aggregate to Promontoria.

Preferential creditors

- 6.5 The Companies had no employees and therefore no preferential claims have been received.

Unsecured Creditors' Funds

- 6.6 Where there are floating charges which were created on or after 15 September 2003, the Administrators are required to create funds from the Companies' net property available for the benefit of unsecured creditors (**Unsecured Creditors' Funds**), commonly known as the 'Prescribed Parts'.
- 6.7 First and final dividends of 28 pence in the pound and 22.5 pence in the pound were issued on 11 April 2017 from Sutherland and Greenvale, respectively. No further funds will be available to distribute to the unsecured creditors of the Companies.

7. What happens next

Dissolution of the Companies

- 7.1 The Companies have no property to permit distributions to their respective unsecured creditors other than by way of the Unsecured Creditors' Funds. The Administrators will therefore file notices, together with their final progress report, at court and with the Registrar of Companies for dissolution of the Companies. The Administrators will send copies of these documents to the Companies and the creditors. The Administrators' appointments will end following the expiry of the Administrations on 17 March 2018.

Discharge from liability

- 7.2 As approved by Nationwide on 25 March 2013, the Administrators will be discharged from liability under paragraph 98 of schedule B1 of the Insolvency Act 1986 directly after their appointments as Administrators cease to have effect.

For and on behalf of
The Companies



Catherine Williamson
For Anne O'Keefe
Administrator

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Appendix A. Statutory information

Company information

	Sutherland House Securities Limited	Greenvale Estates Limited
Registered number	05765628	05806430
Registered office	The Zenith Building, 26 Spring Gardens, Manchester, M2 1AB	The Zenith Building, 26 Spring Gardens, Manchester, M2 1AB
Former registered office	Heaton House, 148 Bury Old Road, Salford, M7 4SE	Heaton House, 148 Bury Old Road, Salford, M7 4SE
Trading address	Heaton House, 148 Bury Old Road, Salford, M7 4SE	Heaton House, 148 Bury Old Road, Salford, M7 4SE
Trading name	Sutherland House	Greenvale
Court details	Royal Courts of Justice, Companies Court, London	Royal Courts of Justice, Companies Court, London
Court reference	7293 of 2012	7292 of 2012

Appointor's information

Name	Address	Position
Nationwide Building Society Plc	Nationwide House, Pipers Way, Swindon, SN38 1NW	Floating chargeholder

Administrators' information

Name	Address	IP number	Name of authorising body
Anne Clare O'Keefe	AlixPartners, The Zenith Building, 26 Spring Gardens, Manchester, M2 1AB	008375	Insolvency Practitioners Association
Simon Wilson	The Zenith Building, 26 Spring Gardens, Manchester, M2 1AB	008963	Insolvency Practitioners Association

In accordance with paragraph 100(2) of schedule B1 of the Insolvency Act 1986, all functions of the Administrators are to be exercised by either or both of the Administrators. All references to the Administrators should be read as the Joint Administrators.

Extension of the Administrations

The Administrations were initially extended for six months with consent of Nationwide to 17 March 2014. Further extensions were necessary and the Administrations were extended for a period of two years with the approval of court to 17 March 2016. Two subsequent extensions each of 12 months were approved by the court and the Administrations are due to expire on 17 March 2018.

Appendix B. Receipts and Payments Accounts for the period 9 January 2018 to 16 March 2018 and Cumulative Accounts for the period since appointment

Sutherland

	Period £	Cumulative £
Fixed charge assets		
Receipts		
Freehold property	-	3,100,000
Service charge refund	-	122,882
Rents	-	2,415,238
Insurance recharges	-	52,686
Bank interest	64	11,845
	64	5,702,651
Payments		
Apportionments from sales consideration	-	14,081
Administrators' fees	18,871	185,013
Category 1 disbursements:		
Specific penalty bond	-	20
Travel and subsistence	-	17
Stationery, postage and photocopying	30	44
Telephone charges	-	8
Storage costs	111	111
Category 2 disbursements:		
Photocopying and printing	-	887
Mileage	-	203
Legal fees	-	31,064
Legal disbursements	-	1,352
Agents'/valuers' fees and disbursements	-	64,673
Other agent's fees	-	2,427
Landlord service charges	-	433,558
Property costs	-	3,890
Quarterly asset management fees	-	110,847
Bank charges	2	135
Rates	12,360	12,360
Title indemnity insurance	-	2,279
Insurance	-	124,194
Letting agent's fees	-	135,455
	(31,374)	(1,122,618)
Distributions		
Fixed chargeholder	12,565	4,580,033
	(12,565)	(4,580,033)
Balance of fixed charge assets	(43,875)	-

The directors' Statements of Affairs noted that all assets were owned by the Companies in a nominee capacity and therefore included no realisable values. As such, no comparisons to the Receipts and Payments Accounts can be made. The Receipts and Payments Accounts are subject to small rounding differences.

Sutherland House Securities Limited (**Sutherland**) and Greenvale Estates Limited (**Greenvale**)
Both in Administration (together the **Companies**)

Floating charge assets		
Receipts		
Dilapidations settlement	-	111,000
Cash at bank	-	53,320
Bank interest	9	401
	9	164,721
Payments		
Administrators' fees	-	39,153
Category 1 disbursements:		
Statutory advertising	-	169
Travel and subsistence	-	535
Stationery, postage and photocopying	-	284
Redirection of mail	-	60
Category 2 disbursements:		
Photocopying and printing	-	369
Property agent's fees	-	1,206
Legal fees	-	1,250
Sundry expenses	-	265
Bank charges	1	16
	(1)	(43,307)
Distributions		
Floating chargeholder	11,657	95,657
Unsecured creditors - 28p/£, 11/04/2017	-	25,757
	(11,657)	(121,414)
Balance of floating charge assets	(11,649)	-
Total balance		-

Sutherland House Securities Limited (**Sutherland**) and Greenvale Estates Limited (**Greenvale**)
Both in Administration (together the **Companies**)

Greenvale

	Period £	Cumulative £
Fixed charge assets		
Receipts		
Freehold property	-	4,770,000
Rents	58,567	3,706,950
Bank interest	432	12,433
Insurance recharges	-	47,186
Insurance - flooding settlement	14,164	445,813
	73,163	8,982,382
Payments		
Administrators' fees	15,000	248,891
Category 1 disbursements:		
Specific penalty bond	-	1,280
Travel and subsistence	-	460
Stationery, postage and photocopying	-	189
Redirection of mail	-	60
Statutory advertising	-	77
Telephone charges	-	31
Category 2 disbursements:		
Mileage	-	184
Photocopying and printing	-	760
Landlord contribution - Citrus House	-	228,910
Legal fees	26,386	71,556
Legal disbursements	186	3,145
Agents'/valuers' fees and disbursements	30,042	59,674
Surveyors' fees	1,400	11,335
Car park lease	-	52,680
Service charge expense	(11,207)	153,068
Quarterly asset management fee	55,963	221,679
Landlord costs	-	60,049
Bank charges	113	354
Utilities	(176,206)	46,859
Irrecoverable VAT	1,903	1,903
Insurance	13,020	170,838
Repair work	-	21,345
Marketing costs	-	2,800
Letting agent's fees	-	197,508
Property expenses	-	418,818
	43,400	(1,974,453)
Distributions		
Fixed chargeholder	692,167	7,007,929
	(692,167)	(7,007,929)
Balance of fixed charge assets	(575,604)	-

Sutherland House Securities Limited (**Sutherland**) and Greenvale Estates Limited (**Greenvale**)
Both in Administration (together the **Companies**)

Floating charge assets		
Receipts		
Dilapidations settlement	-	111,000
Bank Interest	4	73
	4	111,073
Payments		
Administrators' fees	12,742	12,742
Category 1 disbursements:		
Storage costs	91	91
Statutory advertising	-	85
Stationery, postage and photocopying	30	62
Agents'/valuers' fees	-	1,206
Legal fees	-	1,250
Legal disbursements	-	105
Bank charges	5	9
	(12,868)	(15,550)
Distributions		
Floating chargeholder	11,606	75,045
Unsecured creditors - 22.5p/£, 11/04/2017	-	20,478
	(11,606)	(95,523)
Balance of floating charge assets	(24,470)	-
Total balance		-

Appendix C. Administrators' fees

Fees

A copy of 'A Creditors' Guide to Administrations' can be downloaded from AlixPartners' creditor portal (<http://www.alixpartnersinfoportal.com>). If you would prefer this to be sent to you in hard copy please contact the Administrators and they will forward a copy to you.

Approval of the Administrators' fees was sought in accordance with insolvency legislation. On 25 March 2013, Nationwide approved that the basis of the Administrators' fees be fixed by reference to the time properly spent by the Administrators and their staff on matters arising in the Administrations.

In respect of Sutherland, fees totalling £185,013 have been drawn against fixed charge realisations and fees totalling £39,153 have been drawn against floating charge realisations.

In respect of Greenvale, fees totalling £248,891 have been drawn against fixed charge realisations and fees totalling £12,742 have been drawn against floating charge realisations.

Administrators' details of time spent to date

Time Analyses for the Period are detailed below and narrative explanations of the work undertaken are provided in section 4 of this report.

Sutherland

The Administrators' time costs for the Period are £4,157. This represents 17 hours at an average rate of £242 per hour. Detailed below is a time analysis for the Period which provides details of the costs incurred by area of activity.

	Employee grade (hours)					£	
	Managing director/director	Senior vice president	Vice president/consultant	Treasury/support	Hours incurred	Cost incurred	Average rate per hour
Administration and planning							
Strategy and control	0.1	-	-	-	0.1	46.50	465
Case administration	-	0.2	0.3	-	0.5	156.00	312
Accounting and treasury	-	-	1.0	0.8	1.8	346.50	193
Realisation of assets - fixed charge							
Asset identification and valuation	-	-	0.7	-	0.7	175.00	250
Sale of assets	-	-	4.0	-	4.0	1,000.00	250
Asset accounting and administration	-	0.1	2.0	0.7	2.8	574.50	205
Realisation of assets - floating charge							
Asset accounting and administration	-	0.1	-	0.1	0.2	52.50	263
Creditors							
Reporting to creditors	-	1.5	4.0	-	5.5	1,462.50	266
Secured creditors	-	-	1.0	-	1.0	250.00	250
Unsecured creditors	-	-	0.6	-	0.6	93.00	155
Totals	0.1	1.9	13.6	1.6	17.2	4,156.50	242

Sutherland House Securities Limited (**Sutherland**) and Greenvale Estates Limited (**Greenvale**)
Both in Administration (together the **Companies**)

Greenvale

The Administrators' time costs for the Period are £6,618. This represents 27 hours at an average rate of £243 per hour. Detailed below is a time analysis for the Period which provides details of the costs incurred by area of activity.

Employee grade (hours)					£		
	Managing director / director	Senior vice president	Vice president / consultant	Treasury / support	Hours incurred	Cost incurred	Average rate per hour
Administration and planning							
Strategy and control	0.1	-	-	-	0.1	46.50	465
Case administration	-	0.2	0.1	-	0.3	106.00	353
Accounting and treasury	1.0	-	0.5	2.7	4.2	921.00	219
Realisation of assets - fixed charge							
Asset realisation strategy	-	0.5	-	-	0.5	160.00	320
Asset identification and valuation	-	-	1.1	-	1.1	275.00	250
Sale of assets	-	-	8.4	-	8.4	2,100.00	250
Asset accounting and administration	-	1.1	2.8	2.7	6.6	1,435.50	218
Realisation of assets - floating charge							
Asset accounting and administration	0.1	0.2	-	0.3	0.6	163.50	273
Creditors							
Reporting to creditors	-	0.5	3.7	-	4.2	1,067.50	254
Secured creditors	0.2	-	1.0	-	1.2	343.00	286
Totals	1.4	2.5	17.6	5.7	27.2	6,618.00	243

Cumulative Time Analyses from the date of the Administrators' appointments to the end of the Period are set out below.

Sutherland

Employee grade (hours)					£		
	Managing director / director	Senior vice president	Vice president / consultant	Treasury / support	Hours incurred	Cost incurred	Average rate per hour
Administration and planning							
Planning	1.9	0.2	3.6	-	5.7	1,756.50	308
Strategy and control	11.0	9.0	8.7	-	28.7	9,753.00	340
Statutory duties	0.8	1.9	14.3	2.0	19.0	3,949.50	208
Case administration	2.6	4.4	53.7	0.6	61.3	12,412.00	202
Accounting and treasury	4.9	13.8	98.1	82.1	198.9	26,175.50	165
Travel and waiting time	-	-	3.8	-	3.8	885.00	233
Internal documentation	0.1	0.1	7.6	12.5	20.3	1,876.50	92
Investigations							
Director conduct reports	0.3	0.5	9.1	-	9.9	1,372.00	139
Other investigations	-	-	1.2	-	1.2	252.00	211
Realisation of assets - fixed charge							
Asset realisation strategy	1.4	0.5	74.5	-	84.4	22,010.00	261
Asset identification and valuation	0.1	-	210.2	-	210.3	39,077.50	186
Sale of assets	5.2	5.8	28.4	-	39.4	11,731.50	298
Recovery of assets	-	2.0	2.8	-	4.8	1,233.50	257
Asset accounting and administration	4.2	4.4	93.8	30.3	132.7	28,751.50	217
Realisation of assets - floating charge							
Asset identification and valuation	-	-	2.2	-	2.2	275.00	125
Sale of assets	0.2	-	0.6	-	0.8	198.00	198
Recovery of assets	0.3	-	2.5	-	2.8	722.00	258
Dealing with third party assets	0.3	-	0.6	-	0.9	265.50	295
Asset accounting and administration	1.6	0.5	3.1	8.4	13.6	2,361.50	174
Creditors							
Creditor claims	-	-	0.5	-	0.5	69.50	139
Creditor strategy	-	0.3	-	-	0.3	111.00	370
Reporting to creditors	14.6	10.6	155.8	-	181.2	47,312.00	261
Secured creditors	6.5	10.8	100.9	0.1	118.3	32,222.50	272
Unsecured creditors	0.3	0.6	15.7	0.5	17.1	3,685.50	216
Employees	-	-	5.5	-	5.5	1,013.10	184
Totals	56.3	73.6	457.2	136.5	1,123.6	249,433.00	222

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Greenvale

	Employee grade (hours)				£		
	Managing director/director	Senior vice president	Vice president/consultant	Treasury/support	Hours incurred	Cost incurred	Average rate per hour
Administration and planning							
Planning	-	0.2	3.7	-	3.9	990.00	254
Strategy and control	5.1	7.9	12.0	-	25.0	7,875.00	315
Statutory duties	0.7	2.0	12.1	2.0	16.8	3,495.00	208
Case administration	3.2	4.9	48.0	1.0	57.1	12,453.00	218
Accounting and treasury	6.2	11.2	37.9	79.0	134.3	22,592.00	168
Travel and waking time	-	-	2.0	-	2.0	480.00	240
Internal documentation	-	0.1	5.3	6.3	11.7	1,099.00	94
Investigations							
Director conduct reports	0.3	0.5	5.5	-	6.3	969.50	154
Internal documentation	-	-	3.5	-	3.5	525.00	150
Realisation of assets - fixed charge							
Asset realisation strategy	3.2	6.4	124.8	-	134.4	38,497.50	286
Asset identification and valuation	-	0.5	198.5	-	199.0	44,143.20	222
Sale of assets	1.4	4.6	86.1	-	92.1	24,378.00	265
Recovery of assets	0.2	0.8	8.5	-	9.5	2,947.50	310
Dealing with third party assets	0.2	-	0.9	-	1.1	314.00	285
Asset accounting and administration	6.5	6.8	140.6	45.1	199.0	45,393.40	228
Realisation of assets - floating charge							
Asset realisation strategy	-	-	0.2	-	0.2	50.00	250
Asset identification and valuation	0.9	-	-	-	0.9	400.50	445
Recovery of assets	0.3	-	-	-	0.3	147.00	490
Asset accounting and administration	3.2	0.7	1.8	4.5	10.2	2,691.00	264
Creditors							
Creditor strategy	-	0.3	-	-	0.3	307.25	1024
Reporting to creditors	11.6	8.8	170.1	-	190.5	49,532.50	260
Secured creditors	6.4	9.9	152.1	0.9	169.3	45,412.40	268
Unsecured creditors	0.3	0.6	14.4	0.2	15.5	3,603.00	232
Employees	-	-	2.0	-	2.0	460.00	230
Total	49.7	66.2	1,030.0	139.0	1,244.9	308,777.60	240

Appendix D. Administrators' expenses and disbursements

Expenses of the Administrations

Analyses of the costs paid in the Administrations are provided below.

Sutherland

	Paid in prior periods £	Paid in the Period £	Total cost £
Legal costs	33,666	Nil	33,666
Agents' fees	314,608	Nil	34,608
Insurance	124,194	Nil	124,194
Total	472,468	Nil	472,468

Greenvale

	Paid in prior periods £	Paid in the Period £	Total cost £
Legal costs	48,128	26,572	74,700
Sales agents' fees	Nil	71,550	71,550
Insurance	157,818	13,020	170,838
Utilities	223,065	(176,206)	46,859
Capital expenditure	228,910	Nil	228,910
Total	657,921	(65,064)	592,857

Administrators' disbursements

Category 1 disbursements of £1,248 and £2,335 have been drawn on account in the Administrations of Sutherland and Greenvale, respectively. Approval to draw category 2 disbursements was given by Nationwide on 23 March 2013 and £1,459 and £944 have also been drawn in the respective Administrations of Sutherland and Greenvale in relation to the below:

- photocopying – charged at the rate of 10 pence per sheet for notifications and reports to creditors and other copying;
- printing – charged at the rate of 10 pence per sheet for black and white printing and 15 pence per sheet for colour; and
- business mileage for staff travel – charged at the rate of 45 pence per mile.

Appendix E. Additional information in relation to the Administrators' fees

Policy

Detailed below is AlixPartners' policy in relation to:

- staff allocation and the use of sub-contractors;
- professional advisors; and
- disbursements.

Staff allocation and the use of sub-contractors

The Administrators' general approach to resourcing their assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The case team will usually consist of a managing director, a director or senior vice president, a vice president and a consultant. The exact case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment. On larger, more complex cases, several staff at all grades may be allocated to meet the demands of the case. The Administrators' charge-out rate schedule overleaf provides details of all grades of staff.

With regard to support staff, time spent by their treasury department in relation to tasks such as recording transactions and dealing with bank accounts is charged but secretarial time is only recovered if a large block of time is incurred, eg report compilation and distribution.

The Administrators have not utilised the services of any sub-contractors in these cases.

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Professional advisors

On these assignments the Administrators have used the professional advisors listed below.

Name of professional advisor	Basis of fee arrangement
Reed Smith LLP (legal advice)	Hourly rate and disbursements
Trowers and Hamlins LLP (legal advice)	Hourly rate and disbursements
Willis Towers Watson Limited (insurance)	Risk based premium
GVA Grimley Limited (valuation and disposal advice)	Fixed fee
GVA Grimley Limited (marketing and sales)	1% of sales consideration of Sutherland House
GVA Grimley Limited (asset management)	5% of rental income of the Properties
APAM Limited (asset management and disposal advice)	Fixed fee for asset management and 1% of sales consideration of Caton Road
Phillip Lea Associates (surveyor)	Hourly rate and disbursements
WHR Property Consultants LLP (marketing and disposal advice)	0.5% of sales consideration of Caton Road and disbursements
Savills Plc (marketing and disposal advice)	Fixed fee

The Administrators' choice was based on their perception of the professional advisors experience and ability to perform this type of work, the complexity and nature of the assignments and the basis of their fee arrangement with them.

Disbursements

Category 1 disbursements do not require approval by creditors. Category 1 disbursements may include external supplies of incidental services specifically identifiable to the case eg postage, case advertising, invoiced travel and external printing, room hire and document storage. Any properly reimbursed expenses incurred by the Administrators and their staff will also be chargeable.

Category 2 disbursements do require approval prior to being paid and have been drawn in accordance with the approval given, they may include:

- photocopying – charged at the rate of 10 pence per sheet for notifications and reports to creditors and other copying;
- printing – charged at the rate of 10 pence per sheet for black and white printing and 15 pence per sheet for colour; and
- business mileage for staff travel – charged at the rate of 45 pence per mile.

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Charge-out rates

A schedule of AlixPartners' hourly charge-out rates for these assignments effective from 1 January 2018, together with those applicable prior to that date, is detailed below. Time is charged by managing directors and case staff in units of six minutes.

Description	Rates from 1 January 2018 £	Rates pre 1 January 2018 £
Managing director/Appointee	485-535	465-510
Director	465	445
Senior vice president	405	385
Vice president	285-320	270-305
Consultant	155-250	155-250
Treasury and support	95-185	90-175