

# **JOINT ADMINISTRATORS' REPORT FOR THE PERIOD 6 JULY 2017 TO 5 JANUARY 2018**

---

ELDER HOMES NORTH LLP (COMPANY NUMBER: OC384512) ("EHN")  
ELDER HOMES WELLINGBOROUGH LIMITED (COMPANY NUMBER: 08408073) ("EHW")  
WAVERLEY CARE HOMES LIMITED (COMPANY NUMBER: 02502961) ("WCH")  
(COLLECTIVELY "THE COMPANIES")

**24 JANUARY 2018**

## Table of Contents

1. Introduction .....	3
2. Conduct of the Administrations .....	4
3. Statutory investigations .....	8
4. Estimated outcomes .....	8
5. Next report and further questions .....	9
Appendix A – Statutory information .....	10
Appendix B – Administrators' Receipts and Payments .....	11
Appendix C – Administrators' time costs and expenses .....	18
Appendix D – Time cost analysis .....	22
Appendix E – Additional Information in relation to Administrators' fees pursuant to SIP9 .....	28
Appendix F – Creditors' statement of claim form .....	30

## Glossary

<b>The Act</b>	Insolvency Act 1986	<b>The 1986 Rules<sup>1</sup></b>	The Insolvency Rules 1986 (as amended)
<b>The 2016 Rules<sup>1</sup></b>	Insolvency (England and Wales) Rules 2016	<b>HMRC</b>	HM Revenue and Customs
<b>FTI</b>	FTI Consulting LLP	<b>Secured Creditor</b>	Lloyds Bank Plc
<b>Joint Administrators / Administrators</b>	Lisa Rickelton and Simon Kirkhope	<b>Dale House</b>	Dale House Care Centre 125 – 129 Midland Road Wellingborough Northamptonshire NN8 1NE
<b>Ernvale House</b>	Ernvale House Care Centre Station Road Cheddleton Leek ST13 7EE	<b>Manor House</b>	Manor House Care Centre 37 Stafford Road Stone Stoke on Trent ST15 OHG
<b>Autumn House</b>	Autumn House Care Centre 37 Stafford Road Stone Stoke on Trent ST15 OHG	<b>The Homes</b>	Ernvale House, Dale House, Autumn House and Manor House
<b>Careport</b>	Careport Advisory Services Ltd	<b>PAYE</b>	Pay As You Earn income tax deductions
<b>NI</b>	National Insurance	<b>CQC</b>	Care Quality Commission
<b>LLP</b>	Limited Liability Partnership	<b>The Period</b>	6 July 2017 – 5 January 2018

<sup>1</sup> Please note that the 2016 Rules became effective on 6 April 2017 for Limited Companies and on 8 December 2017 for LLPs. For simplicity, where referring to actions taken before 6 April 2017 in this report we reference the 1986 Rules with the respective Rule from the 2016 Rules in brackets. For actions taken on or after 6 April 2017 we reference the 2016 Rules with the respective Rule from the 1986 Rules in brackets.

# 1. Introduction

- 1.1 Lisa Rickelton and Simon Kirkhope were appointed as Joint Administrators of the Companies on 10 February 2016.
- 1.2 Pursuant to Paragraphs 76(2) and 78(2) of Schedule B1 to the Act and Rule 2.112 of 1986 Rules (Rule 3.54 of the 2016 Rules) we wrote to the Secured Creditor on 13 January 2017 to request to extend the period of the administrations of the Companies by one year to 9 February 2018. The extension request was approved by the Secured Creditor on 20 January 2017 with notice of the extension being filed by Companies House on 3 February 2017.
- 1.3 Pursuant to Rule 18.6 of the 2016 Rules (Rule 2.47(3B) of the 1986 Rules) we are required to send creditors a report setting out what has happened in the administrations during the period since our last report. The report prepared pursuant to Rule 2.112 of the 1986 Rules (Rule 3.54 of the 2016 Rules) to request an extension of the administrations covered the period 10 August 2016 to 5 January 2017. Pursuant to Rule 2.47(3B) of the 1986 Rules (Rule 18.6 of the 2016 Rules), successive progress reports will be prepared for each six month period from 6 January 2017. Hence, this report covers the period 6 July 2017 to 5 January 2018 ("the Period").
- 1.4 The Companies formed part of the Elder Homes group of care homes. The homes owned and operated by the Companies at the date of the appointment of administrators were as follows:
- EHN – Ernvale House  
EHW – Dale House  
WCH – Autumn House and Manor House (Manor House was closed during the administration).
- 1.5 Further details of the Homes and other background information can be found in our proposals dated 1 April 2016 ("the Proposals"). The closure of Manor House was discussed in the Administrators' progress report dated 1 September 2016. Should you wish to request a copy of this report or the Proposals please contact us using the details provided at point 5.2 below.
- 1.6 EHN is a limited liability partnership, however, we use the term "the Companies" in this report to apply to EHN, EHW and WCH for convenience.
- 1.7 As administrators we are bound by the Insolvency Code of Ethics. Prior to our appointments we considered potential ethical threats in undertaking the administrations in accordance with the Code, and we did not consider that there were any matters preventing us taking these appointments. If any creditors of the Companies would like any further information on this they should contact a member of the Administrators' staff using the details provided at point 5.2 below.
- 1.8 Full details of the statutory formalities relating to our appointments are set out in Appendix A.
- 1.9 No creditors committee has been formed in the Administrations of the Companies.
- 1.10 This report together with appendices contains information in relation to the activities undertaken in the Period, as well as some information relating to the full period since our appointments on 10 February 2016. This includes receipts and payments into the insolvency estates (Appendix B) and the Administrators' time costs in accordance with Statement of Insolvency Practice 9 ("SIP9") (Appendix C and D).
- 1.11 Pursuant to Rule 1.50(a) of the Rules all further information in respect of the administration of the Companies will be placed on the website below (except for certain notices which will be mailed to creditors and are listed on the attached notice) and no notice will be provided to creditors of updates placed on the website.
- <http://www.fticonsulting-emea.com/cip/elder-homes>
- 1.12 The estimated return to creditors is set out in Section 4 of this report.

## Administrators' remuneration

- 1.13 Our Proposals were deemed to have been approved on 13 April 2016 in accordance with Rule 2.34 of the 1986 Rules (Rule 3.38 of the 2016 Rules). The basis of Administrators' remuneration was fixed by reference to the time properly given by the Administrators and their staff in attending to matters arising in the Administrations. Details of the rules in relation to Administrators' remuneration together with details of our time costs to date are set out in Appendices C and D.
- 1.14 Administrators' time costs incurred since the start of the administrations are summarised below:
- EHN – £352,418 (plus VAT)  
EHW – £394,638 (plus VAT)  
WCH – £471,511 (plus VAT)

1.15 The following Administrators' time costs have been drawn in the Period following approval from the Secured Creditor being received. No fees were drawn in prior periods:

EHN – £292,771 (plus VAT)

EHW – £363,697 (plus VAT)

WCH – £425,075 (plus VAT)

1.16 In addition, £33,900 (plus VAT) of pre-appointment advisory fees were paid to FTI during the Period after approval to settle this amount from the insolvency estates of the Companies was received from the Secured Creditor. These fees relate to work undertaken in preparation to take the administration appointments. The amount paid was allocated equally between the Companies. Further details in relation to these fees were included in our Proposals.

1.17 The Administrators' fees and disbursements are subject to creditor approval. A creditors' guide to administrators' fees setting out creditors' rights to further information and how fees are approved can be found here:

<http://www.fticonsulting-emea.com/~media/Files/emea-files/creditors-portal/cip-emea-forms-info/guide-to-administrators-fees-6-april-2017-england-wales.pdf>

1.18 If creditors wish to be supplied with a hard copy of this guidance they should contact a member of the Administrators' staff on the details set out at point 5.2 below.

1.19 Additional information in relation to the Administrators' staffing policies can be found in Appendix E.

1.20 A summary of our fees against estimates provided in our report dated 21 July 2017 ("the July 2017 Report") is as follows:

<b>Summary of Administrators' Fee Position</b>				
<b>£</b>	<b>EHN</b>	<b>EHW</b>	<b>WCH</b>	<b>TOTAL</b>
10 February 2016 to 5 January 2018	352,417.5	394,637.5	471,511.0	1,218,566.0
Fee estimate from July 2017 report	392,330.0	359,387.0	419,602.0	1,171,319.0

1.21 Administrators' fees have exceeded our estimates set out in the July 2017 Report in relation to EHW and WCH. The reasons for this together with revised estimates are included at Appendix C pursuant to Rule 18.30 of the 2016 Rules (Rule 2.109AB of the 1986 Rules).

#### **Creditors' Right to Challenge Remuneration and/or Expenses**

1.22 In accordance with Rules 18.36 or 18.37 of the 2016 Rules (Rule 2.109 of the 1986 Rules), any secured creditor or, unsecured creditor with the support of at least 10% in value of the unsecured creditors or with leave of the Court, may apply to the Court for one or more orders challenging the amount or the basis of the remuneration which the Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred. Such applications must be made within eight weeks of receipt by the applicant(s) of the report detailing the remuneration and/or expenses in question, in accordance with Rule 18.34 of the 2016 Rules (Rule 2.109 of the 1986 Rules).

#### **Creditors' Right to Request Information**

1.23 Any secured creditor or unsecured creditor with the support of at least 5% in value of the unsecured creditors or, with leave of the Court, may, in writing, request the Administrators of the Companies to provide additional information regarding remuneration or expenses to that already supplied with this document. Such requests must be made within 21 days of receipt of this report, in accordance with Rule 18.9 of the 2016 Rules (Rules 2.47(1)(a) and 2.48A of the 1986 Rules).

1.24 Further information in respect of insolvency generally can be found at the following website:

<http://www.creditorinsolvencyguide.co.uk/>

## **2. Conduct of the Administrations**

#### **Administration purpose/strategy**

2.1 We consider the purpose of the Administrations to be to achieve a better result for the Companies' creditors as a whole than would be likely if the Companies were wound up (without first being in administration). In order to achieve this objective the decision was made to continue to trade the Companies in administration in order to allow sales of the Homes on a going concern basis to be pursued where possible. Careport, who have extensive experience in the outsource management of care homes, were engaged immediately on appointment to facilitate this.

2.2 Further details on the decision to trade the Homes in administration and on the initial actions taken were included in the Proposals and in subsequent progress reports.

### Marketing/sales process

2.3 As previously reported, Knight Frank were appointed to market the Homes in March 2016 following meetings with three potential sales agents.

2.4 Details of the sales process for each home are set out below.

#### Dale House

2.5 The marketing process for Dale House was launched in May 2016. Following a period of intensive marketing, a number of offers were received by the deadline at the end of June 2016.

2.6 An offer from the Rochmills Group was subsequently accepted by the Administrators and, following a period for further due diligence, Heads of Terms were signed on 2 September 2016.

2.7 Following Heads of Terms being agreed the sale process became protracted due to the need for the buyer to complete a refinancing of their group in order to obtain the funding needed to complete the transaction. Given the level of other offers received and after taking advice from Knight Frank, the Administrators' decided that it was in the best interests of creditors to proceed with the transaction despite the delays encountered.

2.8 Exchange of contracts took place on 23 June 2017 with completion occurring on 9 October 2017 once the required approvals from the CQC had been obtained.

2.9 The total consideration received for the freehold property and business and assets of EHW was £3.65m.

#### Autumn House

2.10 The marketing process for Autumn House and Manor House was launched in July 2016 with the deadline for indicative bids set for 3 October 2016.

2.11 After negotiations with interested parties, an offer from Northgate Healthcare Limited was accepted in December 2016. Subsequently, Heads of Terms were signed on 3 January 2017, with the proposed transaction including the vacant possession of Manor House.

2.12 As with Dale House, the period from Heads of Terms being signed to exchange of contracts for the sale of Autumn House was longer than initially anticipated and again the time taken for the buyer to secure the funding they needed was a major contributing factor to this. Given the lack of credible alternative offers that could have delivered a better outcome for creditors, the Administrators concluded that a transaction with Northgate Healthcare Limited should continue to be pursued despite the additional time needed to reach exchange.

2.13 Exchange of contracts took place on 15 August 2017 with completion occurring on 25 October 2017 once the required approvals from CQC had been obtained.

2.14 The total consideration received for the freehold property and business and assets of WCH was £2.61m

#### Ernvale House

2.15 The marketing process for Ernvale House also began in July 2016 with a deadline for indicative bids set for 10 October 2016.

2.16 Several offers were received by the deadline and after further negotiations an offer was accepted by the Administrators and Heads of Terms were signed on 8 December 2016.

2.17 As with the other Homes there will be a split exchange and completion with completion occurring subsequent to the preferred bidder gaining CQC registration. We are working with the proposed buyer to reach exchange as soon as possible.

2.18 Vacant possession of a building adjacent to the home and owned by EHN is required by the buyer. We have initiated legal proceedings in this regard which are ongoing. Once this process is complete we can progress the transaction.

### Receipts and payments

2.19 A full receipts and payments account for the Period is provided at Appendix B. Pursuant to Statement of Insolvency Practice 7 ("SIP 7"), trading statements for the Period can also be found at Appendix B. The trading statements are presented on a cash basis for income received and costs paid during the Period.

2.20 The trading of the Homes is discussed in more detail below.

## Trading

2.21 To facilitate the ongoing operation of the Homes, the Secured Creditor made funds available to the Companies under a funding agreement dated 10 February 2016. The facility agreement was amended on 11 May 2016, 21 February 2017 and 18 July 2017 with the total draw down under this facility standing at £1,475,000 as at 5 January 2018.

2.22 Following the completion of the sales of Dale House and Autumn/Manor House, all funding received by EHW and WCH has been transferred to EHN to facilitate the ongoing trading of Ernvale House. It is anticipated that the funding will be repaid in full once Ernvale House has been sold.

2.23 Work carried out by FTI and Careport in relation to the ongoing trading of the Companies during the Period includes the following:

- Ongoing audits of the Homes including reviews of compliance, staffing levels and health and safety
- Work to ensure continued compliance with relevant health and safety legislation
- Preparing financial information and forecasts
- Preparing tax computations
- Overseeing required repairs and maintenance
- Arranging staff training to ensure compliance with necessary legislation
- Dealing with a CQC visit at Dale House and preparation of appropriate action plans
- Introducing new policies and systems to improve compliance including updating resident care plans to improve ease of use
- Dealing with enquires for beds and overseeing new admittances
- Recruitment at all of the Homes and HR issues
- Correspondence and meetings with relatives of residents
- Correspondence with secured and unsecured creditors
- Administering employee payroll and processing supplier payments
- Preparing fee invoices for residents and debtor collection
- Dealing with pension issues
- Preparation of further due diligence information
- Discussions with sale agents regarding the sale processes
- Correspondence with potential purchasers
- Reviewing Sales Contracts for the Homes
- Fulfilling obligations under the Transfer of Undertakings (Protection of Employment) regulations
- Liaising with buyers to agree completion logistics

2.24 Trading fee income receipts on a cash basis during the administrations are as follows:

Administrators' Trading Receipts					
£	10 Feb 16 - 9 Aug 16	10 Aug 16 - 5 Jan 17	6 Jan 17 - 5 Jul 17	6 Jul 17 - 5 Jan 18 <sup>1</sup>	Total
EHN	859,231	1,061,792	1,357,535	1,492,020	4,770,578
EHW	487,416	410,710	323,254	200,981	1,422,361
WCH	872,863	794,498	774,783	495,802	2,937,946

<sup>1</sup> The homes owned by EHW and WCH were sold during the period.

2.25 These figures are exclusive of the pre-appointment debtor and accrued income amounts collected which are reported in the Debtors section below.

2.26 As seen at Appendix B, there have been net trading deficits of £171k and £205k for EHW and WCH respectively during the Period and a net surplus of £12k for EHN for the Period. Given that the trading statements are prepared on a cash basis, the figure for EHN, the only company still trading, may be significantly influenced by timings of payroll and larger fee income receipts from Local Authorities.

- 2.27 All trading liabilities of EHW were settled in the Period with the exception of a final electricity invoice. All final fee income due to EHW was collected in the Period, with any post completion fee income received transferred to the buyer in accordance with the terms of the sale and purchase agreement ("SPA").
- 2.28 The majority of trading liabilities for WCH were also settled in the Period however several further payments will be required. Most of the fee income due to WCH has been collected in the Period but balances remain outstanding in relation to several private residents. We are working with Careport to collect all amounts due as soon as possible. Amounts due to the buyer under the SPA were also received in the period with an initial apportionment payment being made shortly after the end of the Period. A further apportionment payment may be required and the buyer has also requested that several amounts received that relate to post sale income are refunded directly to the fee payer.
- 2.29 We expect Ernvale House to continue trading until a sale is completed.

#### Pre-appointment debtors/accrued income

- 2.30 Aside from the Homes themselves, the only other material assets of the Companies at the date of administration were accrued income and trade and intercompany debtors.
- 2.31 Trade debtors and accrued income listed in the Statement of Affairs and amounts collected during the administration are as follows:

Debtor and accrued income collection							
£	Statement of Affairs	10 Feb 16 - 9 Aug 16	10 Aug 16 - 5 Jan 17	6 Jan 17 - 5 Jul 17	6 Jul 17 - 5 Jan 18		Total
EHN	101,250	75,637	4,268	576	0		80,481
EHW	78,384	50,007	3,429	0	0		53,436
WCH	108,661	127,898	1,142	24,760	0		153,800

- 2.32 The receipts are currently recorded as being greater than the amount given in the Statement of Affairs for WCH as a result of collections of amounts not included in the pre-appointment trade debtor balance following adjustments. The age of some of the debtors and level of information received from the former group head office has made collection of the remaining debtors of EHN and EHW very challenging. There have therefore been no further recoveries made during the Period. All outstanding amounts due to EHW have now been written off as they are considered irrecoverable. Efforts continue to recover amounts due to EHN.
- 2.33 Significant intercompany debtors are also shown in the Statements of Affairs, a copy of which was included in the Proposals. Any recovery in relation to these amounts is highly unlikely given that a number of other entities in the wider group are in insolvency proceedings and the progress reports we have received to date indicate that no returns to unsecured creditors are expected.
- 2.34 It was therefore considered that it would not be worth extending the administration of EHW for an additional period in order to attempt to collect potential future recoveries in relation to intercompany debtors.

#### Employees

- 2.35 No redundancies were made at any of the Homes following our appointment as Administrators however certain staff have left during the Period through resignations and disciplinary action.
- 2.36 All accrued wages at the date of appointment were paid in the February 2016 payrolls during the normal course of trading and PAYE/NI has been paid when due throughout the Period.
- 2.37 We have recruited new staff to fill vacancies across the Homes during the Period where necessary and recruitment continues where additional staff are needed at Ernvale House. All staff employed by EHW and WCH on the respective completion dates were transferred to the buyer of each home under the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE").

#### Taxation

- 2.38 We notified HMRC of our appointment as administrators of the Companies shortly following our appointment and have made all required filings during the administrations, including a final corporation tax return in relation to EHW.

## Exit route and extensions

### *EHW*

2.39 Dale House was sold in October 2017 and as described above all fee income due to EHW has been collected, almost all liabilities settled and a final tax return submitted. A further extension of the administration of EHW is therefore not required and we expect to be in a position to complete the Administration and move EHW to dissolution before the second anniversary of the administration.

### *EHN*

2.40 An offer for Ernvale House has been accepted and Heads of Terms have been signed, however further progress towards a sale cannot be made until vacant possession of the property adjacent to the home is attained. Legal proceedings in this regard are ongoing. Given that the current extension to the administration expires on 10 February 2018, an application to court to extend the administration of EHN was submitted in December 2017.

### *WCH*

2.41 As detailed above we are now in the process of finalising the trading position of WCH following the sale of Autum House in October 2017. Due to the varied mix of funding sources this has taken longer than was the case for Dale House and therefore a further extension of the administration is required to allow final debtors to be collected.

2.42 An extension of the WCH administration is required in any case due to the presence of Ernvale House on the WCH CQC registration, and the difficulties in acquiring a new registration for EHN while it is in administration. Ernvale House was added as an additional location on the registration of WCH shortly after entering administration as on appointment Ernvale House was registered under one of the LLP members of EHN personally. It is likely that the administration of WCH will need to continue until Ernvale House is sold and therefore an application to extend the administration of WCH was also submitted in November 2017.

2.43 The Secured Creditor has supported the extension applications in respect of EHN and WCH and a court hearing in relation to this has been set for 5 February 2018.

## 3. Statutory investigations

- 3.1 As previously reported we have submitted final returns in regards to Director conduct to the Department for Business, Energy and Industrial Strategy. The content of our reports in relation to this are confidential.
- 3.2 Should any creditors have any relevant information in relation to directors'/members' conduct, they should provide details in writing to the Administrators. This request forms part of our normal investigations into directors'/members' conduct and does not imply any criticism of the directors/members in this particular case.

## 4. Estimated outcomes

### Secured creditors

- 4.1 At the date of appointment, the Secured Creditor was owed £11.2m by the Companies and held security over all of the Companies' assets through comprehensive fixed and floating charges. On appointment of Administrators the Secured Creditor exercised their right of offset to use funds held by WCH to pay down an overdraft of Elder Homes Stone Limited, the ultimate parent company of WCH, resulting in a net debt of £10.8m.
- 4.2 The secured debt of each company is cross-guaranteed by the other Companies and therefore, the estimated secured debt is the same for all entities.
- 4.3 We are not able to disclose an estimate of total returns to the Secured Creditor given this information is commercially sensitive and may compromise the ongoing sales process for Ernvale House. Distributions made to date are shown in the R&P information at appendix B however and we can confirm that we do not expect that the Secured Creditor will be repaid in full.

### Preferential creditors

- 4.4 Under the Act, the main classes of preferential creditor are employees in respect of certain claims in relation to arrears of wages, holiday and pensions contributions. All accrued wages at the date of the Administrations have since been paid to employees in the normal course of trading and holiday pay is being met on an ongoing basis. We have also confirmed that



there are no outstanding pension contributions for the pre-appointment period and therefore consider that there are no preferential claims against the Companies.

### Unsecured creditors

- 4.5 Unsecured creditors rank behind both secured and preferential creditors.
- 4.6 Under Section 176A of the Act where after 15 September 2003 a Company has granted a creditor a floating charge, a proportion of the net property of the company achieved from floating charge asset realisations must be made available for the unsecured creditors ("the Prescribed Part").
- 4.7 Although we are not yet able to disclose a final estimate of the returns to the Secured Creditor, the trading figures to date, level of consideration received for Dale House and Autumn/Manor House and agreed sale Price for Ernvale House lead us to believe that there will be insufficient funds to repay the Secured Creditor in full. Therefore any returns to unsecured creditors would come through any Prescribed Part only.
- 4.8 The Prescribed Part applies where there are net floating charge realisations (i.e. after costs of realisation) and is calculated as follows:
- 50% of net property up to £10k.
  - Plus 20% of net property in excess of £10k.
  - Subject to a maximum of £600k.
- 4.9 Based on the final trading figures and the level of sale proceeds received from the sale of Dale House and Autumn/Manor House, there are insufficient funds to pay a Prescribed Part from EHN or WCH.
- 4.10 The trading figures to date and offers received for Ernvale House suggest that it is also very unlikely that Prescribed Part will be paid from EHN.
- 4.11 The requirement to make the Prescribed Part distribution to unsecured creditors is disapplied if, inter alia, the administrator or liquidator either:
- thinks that the cost of making a distribution to unsecured creditors would be disproportionate to the benefits (s176A(3)(b) of the Act); or
  - applies to the court for an order on such grounds and the court so orders (s176A(5) of the Act).
- The Administrators will consider the level of any potential dividend from EHN in due course and assess whether the cost of making a distribution is disproportionate to the benefits. Further information will be provided to creditors in due course in relation to this.
- 4.12 Creditors wishing to submit a claim should use the creditors statement of claim form provided at Appendix H, with any claims made being supported by copy invoices or other relevant documentation sufficient to allow your claim to be adjudicated. Please note that there is no need to re-submit the form at Appendix H if you have already submitted a claim.

## 5. Next report and further questions

- 5.1 We are required to provide a further progress report to all creditors within one month of the end of the first 6 months from the end of the Period, or when the Administrations come to an end, whichever is sooner.
- 5.2 Should you have any queries in the meantime please contact a member of the Administrators' staff on 020 3727 1328, via email to EH@fticonsulting.com, or by post to FTI Consulting LLP, 200 Aldersgate Street, London EC1A 4HD.

For and on behalf of the Companies



**Lisa Rickelton**  
Joint Administrator

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

Lisa Rickelton and Simon Kirkhope are licensed in the United Kingdom to act as insolvency practitioners by the Institute of Chartered Accountants in England and Wales, under section 390A(2)(a) of the Insolvency Act 1986.

## Appendix A – Statutory information

### Company and Appointment Information

	Elder Homes North LLP	Elder Homes Wellingborough Limited	Waverley Care Homes Limited
<b>Trading names</b>	Elder Homes North LLP	Elder Homes Wellingborough Limited	Waverley Care Homes Limited
<b>Registered number</b>	OC384512	08408073	O2502961
<b>Registered office</b>	C/O FTI Consulting LLP 200 Aldersgate Street London, EC1A 4HD	C/O FTI Consulting LLP 200 Aldersgate Street London, EC1A 4HD	C/O FTI Consulting LLP 200 Aldersgate Street London, EC1A 4HD
<b>Director(s)/Member(s)</b>	David Hetherington Messenger Alison Karen Messenger	David Hetherington Messenger	David Hetherington Messenger Richard Cameron Shore
<b>Company secretary</b>	N/A	Richard Cameron Shore	Richard Cameron Shore
<b>Directors' shareholdings</b>	N/A	1 £1 ordinary share	Nil
<b>Court reference</b>	2016-000758	2016-000763	2016-000762
<b>Court</b>	High Court of Justice, Chancery Division, Companies Court	High Court of Justice, Chancery Division, Companies Court	High Court of Justice, Chancery Division, Companies Court
<b>Appointment date</b>	10 February 2016	10 February 2016	10 February 2016
<b>Appointer</b>	Lloyds Bank Plc	Lloyds Bank Plc	Lloyds Bank Plc
<b>Appointers address</b>	125 London Wall, London, EC2V 7HN	125 London Wall, London, EC2V 7HN	125 London Wall, London, EC2V 7HN

### Administrators' Information (for all Companies)

	Administrator 1	Administrator 2
<b>Name</b>	Lisa Rickelton	Simon Kirkhope
<b>Address</b>	200 Aldersgate Street, London, EC1A 4HD	200 Aldersgate Street, London, EC1A 4HD
<b>Authorising body</b>	The Institute of Chartered Accountants in England and Wales	The Institute of Chartered Accountants in England and Wales

The appointment of the Administrators was made by the holders of a qualifying floating charge pursuant to Paragraph 14 of Schedule B1 of the Act, following receipt of an invitation to appoint by the Secured Creditor.

The Companies are subject to fixed and floating charges in favour of the Secured Creditor and the validity of the appointment and of the security has been confirmed by the Administrators' legal advisors Hogan Lovells.

Pursuant to Paragraph 100 of Schedule B1 of the Act, any function of the Administrators may be exercised by either or both of the Administrators named above.

The centre of main interest of each of the Companies is the United Kingdom. Therefore, the EC Regulations on Insolvency Proceedings 2000 apply to the Administrations. The proceedings are main proceedings as defined by Article 3 of those regulations.

Pursuant to Paragraph 78(2)(a) of Schedule B1 of the Act, an extension of the period of the Administrations by twelve months was requested and approved by the Secured Creditor in January 2017. A further extension to the administrations of WCH and EHN is being sought with a court date to hear the applications set for 5 February 2018.

## Appendix B – Administrators' Receipts and Payments

<b>Elder Homes North LLP</b>					
<b>Administrators' Trading Receipts And Payments</b>					
	<b>10 Feb 16 - 9 Aug 16</b>	<b>10 Aug 16 - 5 Jan 17</b>	<b>6 Jan 17 - 5 Jul 17</b>	<b>6 Jul 17 - 5 Jan 18</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Trading Receipts</b>					
Fee Income	859,231	1,061,792	1,357,535	1,492,020	4,770,578
Residents' Funds Held	-	-	1,000	-	1,000
<b>Total Receipts</b>	<b>859,231</b>	<b>1,061,792</b>	<b>1,358,535</b>	<b>1,492,020</b>	<b>4,771,578</b>
<b>Trading Payments</b>					
Agency Staff	(74,083)	(97,612)	(203,972)	(200,410)	(576,077)
Bank Charges	(90)	(20)	-	(15)	(125)
Cleaning & Laundry	(8,678)	(11,582)	(15,870)	(14,268)	(50,398)
Equipment Hire	(194)	-	-	-	(194)
Food Supplies	(42,261)	(47,774)	(60,418)	(60,428)	(210,883)
Gas & Electricity	(9,527)	(25,849)	(11,702)	(1,619)	(48,698)
GP Services	(2,184)	-	(2,184)	-	(4,368)
Head Office Costs	(27,600)	-	-	-	(27,600)
IT Equipment And Support	(540)	(1,239)	(541)	(1,142)	(3,462)
Lighting & Heating	(7,487)	(12,262)	(28,991)	(19,951)	(68,691)
Management Fees	(25,670)	(25,476)	(46,526)	(38,816)	(136,488)
Medical Consumables	(14,506)	(14,629)	(20,340)	(22,807)	(72,281)
Other Payroll Deductions	(1,462)	(2,240)	(1,762)	(363)	(5,827)
Payroll & Paye / NI	(922,202)	(761,064)	(938,779)	(997,605)	(3,619,650)
Printing, Stationary & Postage	(1,554)	(7,332)	(7,933)	(6,887)	(23,706)
Purchase Of Equipment	(10,085)	(2,084)	(16,427)	(19,580)	(48,177)
Rates	(567)	(471)	(842)	(780)	(2,659)
Registration Fees	(4,957)	(6,196)	(8,097)	(5,783)	(25,033)
Repairs & Maintenance	(17,884)	(13,709)	(12,841)	(24,017)	(68,451)
Residents Amenities	(10,667)	(647)	(354)	(3,406)	(15,074)
Return of Residents Funds	-	(4,996)	(1,150)	-	(6,146)
ROT Creditors	(2,970)	-	-	-	(2,970)
Software Licences	(505)	(525)	(650)	(805)	(2,485)
Staff Recruitment	(2,000)	(216)	-	(4,546)	(6,761)
Staff Training & Uniforms	(2,997)	-	(3,808)	(3,719)	(10,524)
Sundry Expenses	(6,233)	(7,569)	(8,000)	(4,100)	(25,902)
Telephone	(273)	(826)	(1,099)	(1,639)	(3,837)
VAT Irrecoverable	(24,754)	(18,233)	(29,401)	(31,293)	(103,680)
Water & Trade Waste	(8,841)	(7,276)	(23,571)	(16,080)	(55,767)
<b>Total Payments</b>	<b>(1,230,770)</b>	<b>(1,069,828)</b>	<b>(1,445,256)</b>	<b>(1,480,060)</b>	<b>(5,225,914)</b>
<b>Trading Surplus/(Deficit)</b>	<b>(371,539)</b>	<b>(8,036)</b>	<b>(86,721)</b>	<b>11,960</b>	<b>(454,336)</b>

Please see additional disclosures on page 17

## Appendix B – Administrators' Receipts and Payments

Elder Homes North LLP						
Administrators' Account of Receipts And Payments						
	Statement of Affairs	10 Feb 16 - 9 Aug 16	10 Aug 16 - 5 Jan 17	6 Jan 17 - 5 Jul 17	6 Jul 17 - 5 Jan 18	Total
	£	£	£	£	£	£
<b>Fixed Charge Receipts</b>						
Freehold/Leasehold Property	2,000,000	-	-	-	-	-
<b>Subtotal</b>		-	-	-	-	-
<b>Fixed Charge Payments</b>						
Fixed Charge Legal Fees	-	-	-	-	(42,555)	(42,555)
Fixed Charge Administrators' Fees	-	-	-	-	(40,212)	(40,212)
Fixed Charge VAT Irrecoverable	-	-	-	-	(16,369)	(16,369)
<b>Subtotal</b>		-	-	-	<b>(99,136)</b>	<b>(99,136)</b>
<b>Fixed Charge Surplus/(Deficit)</b>		-	-	-	<b>(99,136)</b>	<b>(99,136)</b>
<b>Floating Charge Receipts</b>						
Funding From Secured Creditor		385,000	(10,000)	58,943	1,041,057	1,475,000
Intercompany Loan from WCH		-	35,000	(15,000)	(20,000)	-
Bank Interest		16	8	-	109	133
Petty Cash	259	-	-	-	-	-
Trade Debtors/Accrued Income <sup>1</sup>	101,250	75,637	4,268	576	-	80,481
Trading Surplus/(Deficit)		(371,539)	(8,036)	(86,721)	11,960	(454,336)
<b>Subtotal</b>	<b>101,509</b>	<b>89,114</b>	<b>21,240</b>	<b>(42,202)</b>	<b>1,033,126</b>	<b>1,101,278</b>
<b>Floating Charge Payments</b>						
Specific Bond		(375)	-	-	-	(375)
Floating Charge Administrators' Fees		-	-	-	(252,559)	(252,559)
Floating Charge Administrators' Expenses		-	-	-	(825)	(825)
Floating Charge Legal Fees		-	-	-	(21,906)	(21,906)
Pre-Appointment Legal Fees		-	-	(14,128)	-	(14,128)
FTI Pre-Appointment Fees		-	-	-	(11,300)	(11,300)
FTI Pre-Appointment Expenses		-	-	-	(8)	(8)
Statutory Advertising		(53)	(48)	32	-	(69)
VAT Irrecoverable		(11)	(10)	(2,819)	(57,320)	(60,159)
<b>Subtotal</b>		<b>(438)</b>	<b>(58)</b>	<b>(16,916)</b>	<b>(343,918)</b>	<b>(361,329)</b>
<b>Floating Charge Surplus/(Deficit)</b>		<b>88,676</b>	<b>21,183</b>	<b>(59,118)</b>	<b>689,208</b>	<b>739,949</b>
<b>Net realisations</b>		<b>88,676</b>	<b>21,183</b>	<b>(59,118)</b>	<b>590,072</b>	<b>640,813</b>
<b>Made Up As Follows</b>						
Floating Charge Account		88,676	21,183	(59,118)	590,072	640,813
Fixed Charge Account		-	-	-	-	-
Funding From Secured Creditor		(385,000)	10,000	(58,943)	(1,041,057)	(1,475,000)
Intercompany Loan from WCH		-	(35,000)	15,000	20,000	-
<b>Total</b>		<b>(296,324)</b>	<b>(3,817)</b>	<b>(103,061)</b>	<b>(430,984)</b>	<b>(834,187)</b>

<sup>1</sup> Pre-appointment debtors/income collected

Please see additional disclosures on page 17

## Appendix B – Administrators' Receipts and Payments

<b>Elder Homes Wellingborough Limited</b>					
<b>Administrators' Trading Receipts And Payments</b>					
	<b>10 Feb 16 - 9 Aug 16</b>	<b>10 Aug 16 - 5 Jan 17</b>	<b>6 Jan 17 - 5 Jul 17</b>	<b>6 Jul 17 - 5 Jan 18</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Trading Receipts</b>					
Fee Income	487,416	410,710	323,254	200,981	1,422,361
Rates Refund	-	3,779	-	-	3,779
Other Refunds	-	2,318	-	-	2,318
Sundry Income	-	-	35	35	70
Fee Income Due to Purchaser	-	-	-	1,988	1,988
<b>Total Receipts</b>	<b>487,416</b>	<b>416,808</b>	<b>323,289</b>	<b>203,004</b>	<b>1,430,517</b>
<b>Trading Payments</b>					
Agency Staff	(53,391)	(26,329)	(32,984)	(14,266)	(126,969)
Bank Charges	(135)	(40)	-	(30)	(205)
Cleaning & Laundry	(4,668)	(6,343)	(7,824)	(4,021)	(22,855)
Equipment Hire	(4,163)	(833)	(6,765)	(3,025)	(14,784)
Food Supplies	(18,271)	(21,128)	(20,994)	(12,290)	(72,682)
Gas & Electricity	(8,842)	(9,496)	(13,109)	(1,020)	(32,467)
Insurance	-	-	-	(32,186)	(32,186)
IT Equipment And Support	(664)	(732)	(319)	(186)	(1,900)
Lighting & Heating	(6,324)	(1,943)	(4,423)	(2,568)	(15,258)
Management Fees	(26,475)	(24,764)	(46,176)	(38,516)	(135,931)
Medical Consumables	(4,279)	(133)	(24)	-	(4,436)
Other Payroll Deductions	(286)	(743)	(13,198)	(1,580)	(15,806)
Payroll & Paye / NI	(479,286)	(369,258)	(358,776)	(223,821)	(1,431,142)
Printing, Stationary & Postage	(1,819)	(3,580)	(2,913)	(2,882)	(11,194)
Purchase Of Equipment	(6,184)	(1,026)	(1,085)	(647)	(8,941)
Rates	(736)	(592)	(765)	(190)	(2,282)
Registration Fees	-	(8,436)	(5,451)	(909)	(14,796)
Repairs & Maintenance	(27,449)	(11,957)	(12,296)	(5,891)	(57,592)
Residents Amenities	(6,626)	(330)	(1,989)	(1,104)	(10,048)
Software Licences	(610)	(493)	(650)	(490)	(2,242)
Staff Recruitment	(12,003)	(422)	(3,370)	-	(15,794)
Staff Training & Uniforms	(6,193)	(2,036)	(3,963)	(339)	(12,530)
Sundry Expenses	(5,758)	(6,682)	(6,450)	(710)	(19,601)
Telephone	(999)	(781)	(1,121)	(875)	(3,775)
VAT Irrecoverable	(22,812)	(12,038)	(19,429)	(13,090)	(67,369)
Water & Trade Waste	(10,527)	(3,596)	(16,507)	(13,486)	(44,116)
<b>Total Payments</b>	<b>(708,499)</b>	<b>(513,710)</b>	<b>(580,577)</b>	<b>(374,119)</b>	<b>(2,176,904)</b>
<b>Trading Surplus/(Deficit)</b>	<b>(221,082)</b>	<b>(96,902)</b>	<b>(257,288)</b>	<b>(171,115)</b>	<b>(746,387)</b>

Please see additional disclosures on page 17

## Appendix B – Administrators' Receipts and Payments

Elder Homes Wellingborough Limited						
Administrators' Account of Receipts And Payments						
Statement of Affairs	10 Feb 16 - 9 Aug 16	10 Aug 16 - 5 Jan 17	6 Jan 17 - 5 Jul 17	6 Jul 17 - 5 Jan 17	Total	
£	£	£	£	£	£	£
<b>Fixed Charge Receipts</b>						
Freehold/Leasehold Property	3,000,000	-	-	-	3,300,000	3,300,000
Fixed Charge Bank Interest	-	-	-	-	649	649
<b>Subtotal</b>		-	-	-	<b>3,300,649</b>	<b>3,300,649</b>
<b>Fixed Charge Payments</b>						
Fixed Charge Legal Fees	-	-	-	-	(31,695)	(31,695)
Fixed Charge Administrators' Fee	-	-	-	-	(56,416)	(56,416)
Fixed Charge Agents Fees	-	-	-	-	(33,000)	(33,000)
Fixed Charge VAT Irrecoverable	-	-	-	-	(24,222)	(24,222)
<b>Subtotal</b>		-	-	-	<b>(145,333)</b>	<b>(145,333)</b>
<b>Fixed Charge Surplus/(Deficit)</b>		-	-	-	<b>3,155,316</b>	<b>3,155,316</b>
<b>Floating Charge Receipts</b>						
Sale of Company Business & Assets	-	-	-	-	350,000	350,000
Funding From Secured Creditor	235,000	140,000	208,863	(583,863)	-	-
Intercompany Loan from WCH	-	15,000	(15,000)	-	-	-
Bank Interest	9	5	-	-	114	128
Petty Cash	82	-	-	-	-	-
Trade Debtors/Accrued Income <sup>1</sup>	78,384	50,007	3,429	-	-	53,436
Trading Surplus/(Deficit)	(221,082)	(96,902)	(257,288)	(171,115)	(171,115)	(746,387)
<b>Subtotal</b>	<b>78,466</b>	<b>63,934</b>	<b>61,532</b>	<b>(63,425)</b>	<b>(404,864)</b>	<b>(342,823)</b>
<b>Floating Charge Payments</b>						
Specific Bond	(264)	-	-	-	-	(264)
Floating Charge Administrators' Fees	-	-	-	-	(307,281)	(307,281)
Floating Charge Administrators' Expenses	-	-	-	-	(651)	(651)
Floating Charge Legal Fees	-	-	-	-	(90,209)	(90,209)
Pre-Appointment Legal Fees	-	-	-	(14,128)	-	(14,128)
FTI Pre-Appointment Fees	-	-	-	-	(11,300)	(11,300)
FTI Pre-Appointment Expenses	-	-	-	-	(8)	(8)
Floating Charge Agents Fees	-	-	-	-	(3,500)	(3,500)
Statutory Advertising	(53)	-	-	(16)	-	(69)
VAT Irrecoverable	(11)	-	-	(2,829)	(82,590)	(85,429)
<b>Subtotal</b>		<b>(327)</b>	-	<b>(16,973)</b>	<b>(495,539)</b>	<b>(512,840)</b>
<b>Floating Charge Surplus/(Deficit)</b>		<b>63,607</b>	<b>61,532</b>	<b>(80,398)</b>	<b>(900,403)</b>	<b>(855,663)</b>
<b>Net Realisations</b>		<b>63,607</b>	<b>61,532</b>	<b>(80,398)</b>	<b>2,254,912</b>	<b>2,299,653</b>
<b>Distributions</b>						
Fixed Charge Distribution	-	-	-	-	(2,100,000)	(2,100,000)
Floating Charge Distribution	-	-	-	-	-	-
<b>Subtotal</b>		-	-	-	<b>(2,100,000)</b>	<b>(2,100,000)</b>
<b>Total Balance Held</b>		<b>63,607</b>	<b>61,532</b>	<b>(80,398)</b>	<b>154,912</b>	<b>199,653</b>
<b>Made Up As Follows</b>						
Floating Charge Account	63,607	61,532	(80,398)	-	-	-
Fixed Charge Account	-	-	-	-	154,912	199,653
Funding From Secured Creditor	(235,000)	(140,000)	(208,863)	(208,863)	583,863	-
Intercompany Loan from WCH	-	(15,000)	15,000	-	-	-
<b>Total</b>	<b>(171,393)</b>	<b>(93,468)</b>	<b>(274,262)</b>	<b>738,776</b>	<b>199,653</b>	

<sup>1</sup> Pre-appointment debtors/income collected

Please see additional disclosures on page 17

## Appendix B – Administrators' Receipts and Payments

Waverley Care Homes Limited					
Administrators' Trading Receipts And Payments					
	10 Feb 16 - 9 Aug 16	10 Aug 16 - 5 Jan 17	6 Jan 17 - 5 Jul 17	6 Jul 17 - 5 Jan 18	Total
	£	£	£	£	£
<b>Trading Receipts</b>					
Fee Income	872,863	794,498	774,783	495,802	2,937,946
<b>Total Receipts</b>	<b>872,863</b>	<b>794,498</b>	<b>774,783</b>	<b>495,802</b>	<b>2,937,946</b>
<b>Trading Payments</b>					
Agency Staff	(93,683)	(118,619)	(375,545)	(187,605)	(775,451)
Bank Charges	(120)	(45)	-	(30)	(195)
Cleaning & Laundry	(10,140)	(13,294)	(5,633)	(4,362)	(33,429)
Equipment Hire	(2,272)	(2,272)	(3,976)	(2,522)	(11,042)
Food Supplies	(40,185)	(27,419)	(31,687)	(22,968)	(122,259)
Gas & Electricity	(13,580)	(18,848)	(36,609)	(10,732)	(79,769)
Head Office Costs	(28,800)	-	-	-	(28,800)
Insurance	-	-	-	(45,794)	(45,794)
Legal Fees	-	-	(15,000)	(15,192)	(30,192)
Lighting & Heating	(8,967)	-	(813)	(841)	(10,621)
Management Fees	(61,032)	(26,518)	(38,676)	(38,516)	(164,742)
Medical Consumables	(5,049)	(6,989)	(4,429)	(3,072)	(19,538)
Other Payroll Deductions	(711)	(174)	(813)	(767)	(2,465)
Payroll & Paye / NI	(584,624)	(416,152)	(499,678)	(325,351)	(1,825,805)
Pension Contributions <sup>1</sup>	(512)	(3,746)	(12,446)	8,457	(8,247)
Printing, Stationery & Postage	(4,371)	(6,103)	(2,793)	(2,019)	(15,287)
Purchase Of Equipment	(2,127)	(2,970)	(4,297)	(4,086)	(13,481)
Rates	(1,017)	(1,095)	(3,962)	(1,431)	(7,505)
Registration Fees	-	-	(19,103)	(2,726)	(21,828)
Repairs & Maintenance	(7,562)	(20,549)	(5,292)	(5,877)	(39,279)
Residents Amenities	(6,657)	(1,038)	(2,820)	(1,579)	(12,094)
ROT Creditors	(5,041)	-	-	-	(5,041)
Software Licences	(1,010)	(1,050)	(1,300)	(1,150)	(4,510)
Staff Recruitment	(5,400)	(545)	(8,728)	-	(14,672)
Staff Training & Uniforms	(3,218)	(4,568)	(2,409)	(2,420)	(12,614)
Sundry Expenses	(12,285)	(8,960)	(8,000)	(1,244)	(30,489)
Telephone	(43)	(127)	(293)	(449)	(913)
VAT Irrecoverable	(27,256)	(20,702)	(23,040)	(17,840)	(88,838)
Water & Trade Waste	(10,266)	(17,176)	(14,291)	(11,163)	(52,896)
<b>Total Payments</b>	<b>(935,928)</b>	<b>(718,959)</b>	<b>(1,121,634)</b>	<b>(701,276)</b>	<b>(3,477,797)</b>
<b>Trading Surplus/(Deficit)</b>	<b>(63,065)</b>	<b>75,539</b>	<b>(346,851)</b>	<b>(205,474)</b>	<b>(539,851)</b>

<sup>1</sup> A refund was received in the Period due to a prior overpayment

Please see additional disclosures on page 17

## Appendix B – Administrators' Receipts and Payments

Waverley Care Homes Limited						
Administrators' Account Of Receipts And Payments						
Statement of Affairs	10 Feb 16 - 9 Aug 16	10 Aug 16 - 5 Jan 17	6 Jan 17 - 5 Jul 17	6 Jul 17 - 5 Jan 18	Total	
£	£	£	£	£	£	£
<b>Fixed Charge Receipts</b>						
Freehold/Leasehold Property	3,100,000	-	-	-	2,375,000	2,375,000
Fixed Charge Bank Interest	-	-	-	-	335	335
<b>Subtotal</b>					<b>2,375,335.1</b>	<b>2,375,335.1</b>
<b>Fixed Charge Payments</b>						
Fixed Charge Legal Fees	-	-	-	-	(11,376)	(11,376)
Fixed Charge Administrators' Fees	-	-	-	-	(51,945)	(51,945)
Fixed Charge Agents Fees	-	-	-	-	(23,750)	(23,750)
Fixed Charge VAT Irrecoverable	-	-	-	-	(17,414)	(17,414)
<b>Subtotal</b>					<b>(104,485.0)</b>	<b>(104,485.0)</b>
<b>Fixed Charge Surplus/(Deficit)</b>					<b>2,270,850.1</b>	<b>2,270,850.1</b>
<b>Floating Charge Receipts</b>						
Sale of Company Business & Assets	-	-	-	-	235,000	235,000
Funding From Secured Creditor	-	5,000	(5,000)	232,193	(232,193)	-
Floating Charge Bank Interest	-	12	7	-	147	166
Petty Cash	211	-	-	-	-	-
Stock	1,000	-	-	-	-	-
Cash At Bank	53,976	-	-	-	-	-
Trade Debtors/Accrued Income <sup>1</sup>	108,661	127,898	1,142	24,760	-	153,800
Trading Surplus/(Deficit)	-	(63,065)	75,539	(346,851)	(205,474)	(539,851)
<b>Subtotal</b>	<b>163,848.0</b>	<b>69,844.9</b>	<b>71,688.5</b>	<b>(89,897.9)</b>	<b>(202,520.1)</b>	<b>(150,884.6)</b>
<b>Floating Charge Payments</b>						
Intercompany Loan to EHN	-	(35,000)	15,000	-	20,000	-
Intercompany Loan to EHW	-	-	(15,000)	15,000	-	-
Specific Bond	(375)	-	-	-	-	(375)
Floating Charge Administrators' Fees	-	-	-	-	(373,129)	(373,129)
Floating Charge Administrators' Expenses	-	-	-	-	(2,482)	(2,482)
Floating Charge Legal Fees	-	-	-	-	(45,502)	(45,502)
Pre-Appointment Legal Fees	-	-	-	(14,128)	-	(14,128)
FTI Pre-Appointment Fees	-	-	-	-	(11,300)	(11,300)
FTI Pre-Appointment Expenses	-	-	-	-	(8)	(8)
Floating Charge Agents Fees	-	-	-	-	(2,350)	(2,350)
Statutory Advertising	-	(53)	-	(16)	-	(69)
VAT Irrecoverable	-	(11)	-	(2,829)	(86,954)	(89,794)
<b>Subtotal</b>		<b>(438.2)</b>	<b>(50,000.0)</b>	<b>13,026.8</b>	<b>(501,726.0)</b>	<b>(539,137.3)</b>
<b>Floating Charge Surplus/(Deficit)</b>		<b>69,407</b>	<b>21,689</b>	<b>(76,871)</b>	<b>(704,246)</b>	<b>(690,022)</b>
<b>Net Realisations</b>		<b>69,407</b>	<b>21,689</b>	<b>(76,871)</b>	<b>1,566,604</b>	<b>1,580,828</b>
<b>Distributions</b>						
Fixed Charge Distribution	-	-	-	-	(1,260,000)	(1,260,000)
Floating Charge Distribution	-	-	-	-	-	-
<b>Subtotal</b>					<b>(1,260,000)</b>	<b>(1,260,000)</b>
<b>Total Balance Held</b>		<b>69,407</b>	<b>21,689</b>	<b>(76,871)</b>	<b>306,604</b>	<b>320,828</b>
<b>Made Up As Follows</b>						
Floating Charge Account	-	69,407	21,689	(76,871)	-	-
Fixed Charge Account	-	-	-	-	306,604	320,828
Funding From Secured Creditor	-	(5,000)	5,000	(232,193)	232,193	-
Intercompany Loan to EHN	-	-	35,000	(15,000)	(20,000)	-
Intercompany Loan to EHW	-	-	15,000	(15,000)	-	-
<b>Total</b>		<b>64,407</b>	<b>76,689</b>	<b>(339,065)</b>	<b>518,797</b>	<b>320,828</b>

<sup>1</sup> Pre-appointment debtors/income collected

Please see additional disclosures on page 17



## Appendix B – Administrators' Receipts and Payments

Disclosures in accordance with Statement of Insolvency Practice 7 ("SIP7"); Presentation of financial information in insolvency proceedings:

- The funding from the Secured Creditor has been received under a funding agreement dated 10 February 2016 (amended on 11 May 2016, 21 February 2017 and 18 July 2017), and not under pre-existing facilities. Amounts repayable to the Secured Creditor are an expense pursuant to Rule 3.50 of the 2016 Rules (Rule 2.67 of the 1986 Rules).
- As the Companies are solely care homes owners and operators, there is limited WIP or stock utilised in trading in order to provide the required service to residents.
- The trading statements for the Companies have been prepared on a cash basis. There are additional trading liabilities that have been accrued which include, but are not limited to, payroll, utilities, food costs, medical supplies, management fees and costs of agency staff. The majority of these accrued liabilities relate to EHN.
- As at 5 January 2018 the administration trading creditor and debtor balances for each of the Companies are as follows:  
EHN – Creditors: £97,712; Debtors: £451,692  
EHW – Creditors: £12,923; Debtors: £Nil  
WCH – Creditors: £23,269; Debtors: £24,242
- Pre-appointment debtor/accrued income amounts collected during the Period are detailed in Section 2 of this report.
- Any trading surplus does not include any tax that may be due however a final corporation tax return for EHW has been submitted to HMRC resulting in no tax being payable by this entity.
- EHN and WCH funds are held in interest bearing accounts in the applicable estate names; EHW funds are held in an account that has recently been moved to non-interest bearing.
- Administrators' time costs incurred in relation to the trading of the Companies to date are as follows:  
EHN – £128,515 (plus VAT)  
EHW – £136,741 (plus VAT)  
WCH – £189,637 (plus VAT)
- The following Administrators' time costs have been drawn in the Period with no fees being drawn in prior periods:  
EHN – £292,771 (plus VAT)  
EHW – £363,697 (plus VAT)  
WCH – £425,075 (plus VAT)
- In addition, £33,900 (plus VAT) of pre-appointment advisory fees were paid to FTI during the Period. These fees relate to work undertaken in preparation to take the administration appointments and the amount paid was split equally between the Companies.
- The Companies are not VAT registered and therefore cannot reclaim VAT.
- Management fees and disbursements paid to Careport to date are as follows:  
EHN – £136,488 (plus VAT)  
EHW – £135,931 (plus VAT)  
WCH – £164,742 (plus VAT)
- Payments made to creditors that held Retention of Title claims over the goods they supplied to the Companies prior to our appointment are shown below, none of these amounts were incurred during the Period.  
EHN – £2,970 (plus VAT)  
EHW – Nil  
WCH – £5,041 (plus VAT)

## Appendix C – Administrators' time costs and expenses

### Pre-Administration fees

FTI fees of £33,900 (plus VAT) were outstanding at the date of appointment. These fees relate to work undertaken in preparation to take the administration appointments. Further information in relation to FTI's involvement with the Companies prior to the date of Administration was set out in the Proposals and reports dated 1 September 2016 and 13 January 2017.

Following approval from the Secured Creditor, the £33,900 (plus VAT) outstanding was split equally and paid from the insolvency estates of the Companies during the Period.

### Administrators' fee basis

Pursuant to Rule 18.16 of the 2016 Rules (Rule 2.106 of the 1986 Rules), the remuneration of the Administrators can be fixed on the basis of one of the following

- a. as a percentage of the value of property with which he has to deal;
- b. by reference to time properly given by the Administrator and his staff attending to matters arising in the administration; or
- c. a set amount.

The basis of the Administrators' fees was fixed in accordance with option b above following the deemed approval of the Proposals on 13 April 2016.

### Fee approval

Approval for fees incurred to 20 October 2017 was provided by the Secured Creditor by email on 23 November 2017. We will seek approval from the Secured Creditor for additional fees incurred during the Period in due course.

A copy of the 'Creditors' Guide to Administrators' Fees' is available at:

<https://www.r3.org.uk/media/documents/publications/professional/Administration%20Creditor%20Fee%20Guide%20April%202017.pdf>

Creditors can alternatively request a copy from us and we will provide a paper copy by post.

### Post-appointment time costs and expenses

An analysis of the Administrators' time in accordance with the provisions of SIP9, which provides details of the activity costs incurred by staff grade during the Period, is enclosed at Appendix D.

The main areas of our work have been as follows:

- Reviewing the tax position of the Companies and preparing tax computations
- Liaising with Careport on financial and operational matters
- Correspondence with unsecured creditors
- Administering payroll and associated deductions
- Processing supplier payments and logging receipts
- Monitoring trading
- Short term cash flow analysis and reviewing budgets
- Preparing statutory reports and reports to the Secured Creditor
- Liaising with Knight Frank on the sale strategy for the Homes
- Review of sale documentation and negotiations with the proposed purchasers
- Preparation and provision of information required for buyer due diligence
- Fulfilling obligations under the Transfer of Undertakings (Protection of Employment) regulations for EHW and WCH
- Completion planning in relation to the sales of Dale House and Autumn/Manor House

## Joint Administrators' Progress Report

- Correspondence with different stakeholders in relation to the sales of Dale House and Autumn/Manor House
- Agreeing handover arrangements on the completion of the sales of Dale House and Autumn/Manor House
- Calculating post completion apportionments and agreeing figures with the buyers.
- Updating estimated outcome analysis and making distribution payments to the Secured Creditor
- Work in relation to the extension applications for EHN and WCH
- Overseeing vacant possession proceedings in relation to the property adjacent to Ernvale House
- Compliance with auto-enrollment pension regulations including the setup of a company pension scheme for EHN

Some of the ongoing work will not create financial benefit for creditors however is required to be undertaken by statute.

The Administrators have incurred the following time costs in properly dealing with the Administrations of the Companies:

EHN – £117,020 (plus VAT) for the Period; £352,417 (plus VAT) since the date of appointment

EHW – £125,098 (plus VAT) for the Period; £394,638 (plus VAT) since the date of appointment

WCH – £156,810 (plus VAT) for the Period; £471,511 (plus VAT) since the date of appointment

The following Administrators' time costs have been drawn in the Period with no fees being drawn in prior periods. These amounts are in relation to time costs incurred to 20 October 2017.

EHN – £292,771 (plus VAT)

EHW – £363,697 (plus VAT)

WCH – £425,075 (plus VAT)

All amounts drawn have been approved by the Secured Creditor.

Pursuant to Rule 18.30 of the 2016 Rules (Rule 2.109AB of the 1986 Rules) the Administrators must not draw remuneration in excess of the total amount set out in the fee estimates without approval. Revised fee estimates were provided to the Secured Creditor in November 2017 and the fees that were subsequently approved and drawn were within these estimates as discussed in more details in the fee estimate section below.

The Administrators will seek approval in due course from the Secured Creditor for time costs incurred since 20 October 2017 and fees will be drawn as and when sufficient funds are available.

In addition the Administrators have incurred the following Category 1 expenses:

EHN – £20 (plus VAT) for the Period; £825 (plus VAT) since the date of appointment

EHW – £281 (plus VAT) for the Period; £699 (plus VAT) since the date of appointment

WCH – £603 (plus VAT) for the Period; £2,482.2 (plus VAT) since the date of appointment

No Category 2 expenses have been incurred by the Administrators to date.

Category 1 expenses are not subject to creditor approval. Category 2 disbursements do require approval from creditors and relate to services provided to the office holder by associated companies and costs which are apportioned overheads such as mileage and data storage. Further details in relation to this can be found at Appendix E together with additional information in relation to our policy on staffing, the use of subcontractors, and details of our current charge out rates by staff grade.

### Administrators' fee estimate

A breakdown of the fees incurred to date together with the estimates set out in the July 2017 Report is provided below:

<b>Summary of Administrators' Fee Position</b>				
<b>£</b>	<b>EHN</b>	<b>EHW</b>	<b>WCH</b>	<b>TOTAL</b>
10 February 2016 to 5 January 2018	352,417.5	394,637.5	471,511.0	1,218,566.0
Fee estimate from July 2017 report	392,330.0	359,387.0	419,602.0	1,171,319.0

Fees incurred in relation to EHW and WCH have exceeded our previous estimates. The reasons for this are as follows:

## Joint Administrators' Progress Report

- High staff and management turnover combined with specific compliance issues at Autumn House and Dale House led to additional time costs being incurred to ensure the homes were able to continue to trade until the respective sales completed.
- Finalising the trading position of Autumn House and calculating and agreeing apportionments with the buyer has been, and continues to be, more complicated than expected.
- As already noted, the sale processes for each of the homes have been protracted and more complex than previously anticipated.

Fees incurred in relation to EHN are within the estimate included in our July 2017 report however we anticipate that total fees through to the end of the administration will exceed this estimate. This is due to several delays having been encountered with the legal process to achieve vacant possession of the property adjacent to Ernvale House. This has meant that the likely timescales to complete a sale of Ernvale House has been extended which will lead to additional fees in relation to ongoing trading and dealing with the affairs of EHN being incurred.

Revised Administrators' fee estimates for the Companies are included below.

Elder Homes North LLP - Administrators' Fee Estimate											
	Incurred to date		To be incurred		Revised Total estimate		July 2017 Estimate		Variance from July 2017 Estimate		
	Hr	£	Hr	£	Hr	£	Hr	£	Hr	£	
Administration and Planning	441.4	74,968.5	138.3	23,662.3	579.7	98,630.8	568.8	97,159.5	10.9	1,471.3	
Investigations	22.6	5,290.0	0.0	0.0	22.6	5,290.0	36.8	8,622.1	(14.2)	(3,332.1)	
Realisation of assets	278.2	76,506.0	150.4	38,386.0	428.6	114,892.0	316.5	83,346.6	112.1	31,545.4	
Trading	502.3	128,514.5	209.6	50,612.2	711.9	179,126.7	538.7	131,463.9	173.2	47,662.8	
Creditors	68.3	18,744.0	8.5	2,371.5	76.8	21,115.5	66.2	18,313.3	10.6	2,802.2	
Tax	30.8	7,517.5	20.6	5,036.7	51.4	12,554.2	37.3	9,167.8	14.1	3,386.4	
Reporting	180.8	40,877.0	65.2	13,331.2	246.0	54,208.2	200.5	44,256.9	45.5	9,951.3	
Other	0.0	0.0	9.0	3,111.2	9.0	3,111.2	0.0	0.0	9.0	3,111.2	
<b>Administrators' fee estimate</b>	<b>1,524.4</b>	<b>352,417.5</b>	<b>592.6</b>	<b>133,399.9</b>	<b>2,126.0</b>	<b>488,928.6</b>	<b>1,764.8</b>	<b>392,330.1</b>	<b>361.2</b>	<b>96,598.5</b>	
<b>Total estimate inclusive of VAT</b>						<b>586,714.3</b>		<b>470,796.1</b>			

Elder Homes Wellingborough Limited - Administrators' Fee Estimate											
	Incurred to date		To be incurred		Revised Total estimate		July 2017 Estimate		Variance from July 2017 Estimate		
	Hr	£	Hr	£	Hr	£	Hr	£	Hr	£	
Administration and Planning	394.7	68,579.0	13.2	2,148.7	407.9	70,727.7	408.2	71,660.9	(0.3)	(933.2)	
Investigations	21.3	4,885.0	0.8	161.2	22.1	5,046.2	28.5	6,545.7	(6.4)	(1,499.5)	
Realisation of assets	442.3	113,850.0	0.4	93.5	442.7	113,943.5	349.4	89,602.4	93.3	24,341.1	
Trading	511.3	136,740.5	15.5	2,938.7	526.8	139,679.2	479.8	124,299.8	47.0	15,379.4	
Creditors	53.8	14,997.0	5.7	1,150.9	59.5	16,147.9	58.2	16,213.9	1.3	(66.0)	
Tax	52.6	15,883.5	0.9	264.4	53.5	16,147.9	51.1	15,967.3	2.4	180.6	
Reporting	176.8	39,702.5	10.1	2,282.0	186.9	41,984.5	157.4	35,096.7	29.5	6,887.8	
<b>Administrators' fee estimate</b>	<b>1,652.8</b>	<b>394,637.5</b>	<b>46.7</b>	<b>9,039.4</b>	<b>1,699.5</b>	<b>403,676.9</b>	<b>1,532.6</b>	<b>359,386.7</b>	<b>166.9</b>	<b>44,290.2</b>	
<b>Total estimate inclusive of VAT</b>						<b>484,412.3</b>		<b>431,264.0</b>			

Waverley Care Homes Limited - Administrators' Fee Estimate											
	Incurred to date		To be incurred		Revised Total estimate		July 2017 Estimate		Variance from July 2017 Estimate		
	Hr	£	Hr	£	Hr	£	Hr	£	Hr	£	
Administration and Planning	438.6	74,175.0	37.2	6,958.2	475.8	81,133.2	433.1	73,510.1	42.7	7,623.1	
Investigations	21.3	4,974.5	1.1	250.0	22.4	5,224.5	28.5	6,659.2	(6.1)	(1,434.7)	
Realisation of assets	407.7	109,714.0	29.4	7,595.6	437.1	117,309.6	306.0	79,376.4	131.1	37,933.2	
Trading	701.0	189,637.0	17.3	5,692.7	718.3	195,329.7	648.4	173,518.3	69.9	21,811.4	
Creditors	86.6	21,823.0	2.4	392.2	89.0	22,215.2	95.0	23,775.0	(6.0)	(1,559.8)	
Tax	60.2	17,964.5	6.0	1,919.4	66.2	19,883.9	49.5	12,536.3	16.7	7,347.6	
Reporting	192.4	44,373.0	22.4	4,876.2	214.8	49,249.2	175.2	40,472.6	39.6	8,776.6	
Other	26.0	8,850.0	2.6	879.3	28.6	9,729.3	28.3	9,754.1	0.3	(24.8)	
<b>Administrators' fee estimate</b>	<b>1,933.8</b>	<b>471,511.0</b>	<b>118.4</b>	<b>28,563.6</b>	<b>2,052.2</b>	<b>500,074.6</b>	<b>1,764.0</b>	<b>419,602.0</b>	<b>288.2</b>	<b>80,472.6</b>	
<b>Total estimate inclusive of VAT</b>						<b>600,089.5</b>		<b>503,522.4</b>			

The numbers shown above are exclusive of VAT.

These estimates are based on the administration of EHW concluding prior to 10 February 2018 and the administrations of WCH and EHN being concluded within twelve months. If the administrations remain open for longer, or any of the work streams become more time intensive than anticipated, the administrators may provide a further revised estimate to creditors.

Pursuant to Rule 18.30 of the 2016 Rules (Rule 2.109AB of the 1986 Rules) the Administrators will seek further fee approval from the Secured Creditor in relation to the time costs incurred from 21 October 2017 when appropriate. No fees above those already approved by the Secured Creditor will be drawn before the required approval has been granted.

### Estimate of other costs of Administrations

In addition to providing revised fee estimates we have also included revised estimates for the costs to be incurred during the administrations below. These cost estimates have been revised for the same reasons as the need for updated fee estimates which are set out above.

The main change is the increased trading costs however these will be at least partially offset by trading income.

<b>Elder Homes North LLP - Estimate of Administration Costs</b>			
	<b>Type of Cost</b>	<b>Estimated Cost in July 2017 Report (£)</b>	<b>Revised Estimated Cost (£)</b>
Hogan Lovells LLP	Legal fees	90,000	240,000
Careport Advisory Services Ltd	Management fees	226,515	262,056
Knight Frank	Marketing fee	52,000	52,000
Suppliers & Employees	Trading costs	6,351,236	8,099,406
<b>Total Cost Estimate</b>		<b>6,719,751</b>	<b>8,653,462</b>

<b>Elder Homes Wellingborough Limited - Estimate of Administration Costs</b>			
	<b>Type of Cost</b>	<b>Estimated Cost in July 2017 Report (£)</b>	<b>Revised Estimated Cost (£)</b>
Hogan Lovells LLP	Legal fees	65,000	148,838
Careport Advisory Services Ltd	Management fees	179,287	165,278
Knight Frank	Marketing fee	72,000	43,800
Suppliers & Employees	Trading costs	2,332,721	2,026,709
<b>Total Cost Estimate</b>		<b>2,649,008</b>	<b>2,384,625</b>

<b>Waverley Care Homes Limited - Estimate of Administration Costs</b>			
	<b>Type of Cost</b>	<b>Estimated Cost in July 2017 Report (£)</b>	<b>Revised Estimated Cost (£)</b>
Hogan Lovells LLP	Legal fees	60,000	116,937
Careport Advisory Services Ltd	Management fees	222,860	197,690
Knight Frank	Marketing fee	73,000	31,320
Suppliers & Employees	Trading costs	3,246,664	3,527,797
<b>Total Cost Estimate</b>		<b>3,602,524</b>	<b>3,873,743</b>

Note: These estimates are inclusive of VAT and are based on the administration of EHN remaining open for an additional 12 months and the assumption that limited future costs will be incurred in relation to EHW and WCH. The estimates for Hogan Lovells LLP exclude pre-appointment fees paid from the administration estates of the Companies during the administrations.

# Appendix D – Time cost analysis

## Elder Homes North LLP - Analysis of Administrators' Time Costs In Accordance with SIP9 for the period 10 February 2016 to 5 January 2018

Task		Senior Managing Director	Managing Director / Director	Senior Consultant / Consultant	Associate	Total Time	Total Cost	Average Cost
<b>Administration and Planning</b>								
Strategy and planning	A1	1.3	5.4	-	0.8	7.5	2,776.0	370.1
Initial actions	A2	-	2.1	1.2	7.8	11.1	2,200.5	198.2
Appointment and related formalities	A3	-	0.9	-	0.8	1.7	458.5	269.7
Receipts and payments accounts	A4	-	1.8	51.1	223.7	276.6	44,934.5	162.5
Checklist and reviews	A5	0.5	1.3	11.0	41.8	54.6	9,345.0	171.2
Cashiering and reconciliations	A6	0.7	6.9	4.4	58.2	70.2	12,082.0	172.1
Bonding and IPS maintenance	A7	-	0.2	-	4.4	4.6	693.0	150.7
Case Admin	A8	-	-	3.0	12.1	15.1	2,479.0	164.2
<b>Subtotal</b>		<b>2.5</b>	<b>18.6</b>	<b>70.7</b>	<b>349.6</b>	<b>441.4</b>	<b>74,968.5</b>	
<b>Investigations</b>								
Correspondence with directors	B1	-	1.4	-	0.2	1.6	567.0	354.4
Directors questionnaire/checklists	B2	-	0.2	2.4	-	2.6	677.0	260.4
Statement of affairs	B3	-	0.3	-	0.5	0.8	185.5	231.9
Reports of Directors' conduct	B4	-	5.7	-	9.9	15.6	3,580.5	229.5
Other investigations	B7	-	-	-	2.0	2.0	280.0	140.0
<b>Subtotal</b>		<b>0.0</b>	<b>7.6</b>	<b>2.4</b>	<b>12.6</b>	<b>22.6</b>	<b>5,290.0</b>	
<b>Realisation of assets</b>								
Sale of business	C2	1.0	22.9	85.2	42.5	151.6	38,658.5	255.0
Book debts	C4	-	2.0	-	3.4	5.4	1,166.0	215.9
Property, plant and vehicles	C6	-	-	1.2	3.4	4.6	776.0	168.7
Other assets	C7	-	-	0.2	-	0.2	57.0	285.0
Health & Safety/Insurance	C8	-	0.8	11.4	6.7	18.9	4,096.0	216.7
Legal issues/litigation	C9	-	2.0	46.3	-	48.3	13,046.5	270.1
Fixed Charge Property	C10	-	48.0	0.4	0.8	49.2	18,706.0	380.2
<b>Subtotal</b>		<b>1.0</b>	<b>75.7</b>	<b>144.7</b>	<b>56.8</b>	<b>278.2</b>	<b>76,506.0</b>	
<b>Trading</b>								
Initial control of operations	D1	-	4.1	-	-	4.1	1,578.5	385.0
Ongoing trading / monitoring	D2	0.3	6.2	199.5	61.9	267.9	67,058.5	250.3
Closure of trading	D3	-	0.3	-	-	0.3	115.5	385.0
Employees - Payroll	D4	-	3.4	11.2	42.1	56.7	10,003.0	176.4
Employees - HR Issues	D5	-	-	9.1	0.4	9.5	2,649.5	278.9
Preparing trading statements	D7	-	3.7	-	-	3.7	1,424.5	385.0
Liasing with Careport - financial matters	D8	-	8.0	32.1	29.7	69.8	15,851.0	227.1
Liasing with Careport - operational matters	D9	-	56.8	7.7	15.7	80.2	26,166.0	326.3
Liasing with CQC and CCGs	D10	-	9.2	-	0.9	10.1	3,668.0	363.2
<b>Subtotal</b>		<b>0.3</b>	<b>91.7</b>	<b>259.6</b>	<b>150.7</b>	<b>502.3</b>	<b>128,514.5</b>	
<b>Creditors (correspondence and claims)</b>								
Unsecured creditors	E1	-	0.4	-	10.1	10.5	1,568.0	149.3
Secured creditors	E2	1.0	21.8	7.3	-	30.1	10,923.5	362.9
Pensions	E3	-	0.6	9.3	0.6	10.5	2,640.0	251.4
Employees	E4	-	-	8.5	7.9	16.4	3,500.5	213.4
ROT creditors	E5	-	-	-	0.8	0.8	112.0	140.0
<b>Subtotal</b>		<b>1.0</b>	<b>22.8</b>	<b>25.1</b>	<b>19.4</b>	<b>68.3</b>	<b>18,744.0</b>	
<b>Tax</b>								
Pre-appointment CT	F2	-	4.9	-	12.0	16.9	3,566.5	211.0
Post appointment CT	F4	-	3.5	0.8	4.5	8.8	2,177.5	247.4
Post appointment VAT	F5	-	2.0	-	-	2.0	690.0	345.0
Tax advice on transactions	F6	-	2.0	-	-	2.0	770.0	385.0
Other post appointment tax	F7	-	-	1.1	-	1.1	313.5	285.0
<b>Subtotal</b>		<b>-</b>	<b>12.4</b>	<b>1.9</b>	<b>16.5</b>	<b>30.8</b>	<b>7,517.5</b>	
<b>Reporting</b>								
Proposals	G2	-	4.0	1.1	16.8	21.9	4,147.0	189.4
Other statutory reports/meetings	G3	-	0.9	29.2	33.6	63.7	12,805.5	201.0
Secured creditor reports	G4	1.2	9.3	60.1	22.5	93.1	23,597.5	253.5
Secured creditor calls	G5	-	-	0.3	1.8	2.1	327.0	155.7
<b>Subtotal</b>		<b>1.2</b>	<b>14.2</b>	<b>90.7</b>	<b>74.7</b>	<b>180.8</b>	<b>40,877.0</b>	
<b>Total Time by Grade</b>		<b>6.0</b>	<b>243.0</b>	<b>595.1</b>	<b>680.3</b>	<b>1,524.4</b>		
<b>Total Cost by Grade</b>		<b>2,700.0</b>	<b>93,055.0</b>	<b>161,420.5</b>	<b>95,242.0</b>	<b>352,417.5</b>		
<b>Average by Grade</b>		<b>450.0</b>	<b>382.9</b>	<b>271.2</b>	<b>140.0</b>	<b>231.2</b>		
		Time Costs	Category 1	Category 2	Total			
<b>Total Costs to Date</b>		<b>352,417.5</b>	<b>825.0</b>	<b>-</b>	<b>353,242.5</b>			
<b>Amount Billed</b>		<b>(292,771.0)</b>	<b>(825.0)</b>	<b>-</b>	<b>(293,596.0)</b>			
<b>Total WIP</b>		<b>59,646.5</b>	<b>-</b>	<b>-</b>	<b>59,646.5</b>			

## Appendix D – Time cost analysis

**Elder Homes North LLP - Analysis of Administrators' Time Costs In Accordance with SIP9 for the period 6 July 2017 to 5 January 2018**

Task		Senior Managing Director	Managing Director / Director	Senior Consultant / Consultant	Associate	Total Time	Total Cost	Average Cost
<b>Administration and Planning</b>								
Strategy and planning	A1	-	3.1	-	-	3.1	1,193.5	385.0
Appointment and related formalities	A3	-	-	-	0.2	0.2	28.0	140.0
Receipts and payments accounts	A4	-	-	9.8	42.4	52.2	8,386.0	160.7
Checklist and reviews	A5	0.5	-	0.3	9.6	10.4	1,654.5	159.1
Cashiering and reconciliations	A6	-	-	0.9	18.1	19.0	2,759.0	145.2
Case Admin	A8	-	-	1.0	0.9	1.9	376.0	197.9
<b>Subtotal</b>		<b>0.5</b>	<b>3.1</b>	<b>12.0</b>	<b>71.2</b>	<b>86.8</b>	<b>14,397.0</b>	
<b>Realisation of assets</b>								
Sale of business	C2	-	-	17.1	5.5	22.6	5,573.5	246.6
Book debts	C4	-	-	-	0.3	0.3	42.0	140.0
Property, plant and vehicles	C6	-	-	-	1.2	1.2	168.0	140.0
Health & Safety/Insurance	C8	-	-	11.4	-	11.4	2,850.0	250.0
Legal issues/litigation	C9	-	1.8	45.6	-	47.4	12,770.0	269.4
Fixed Charge Property	C10	-	30.4	-	0.2	30.6	11,732.0	383.4
<b>Subtotal</b>		<b>-</b>	<b>32.2</b>	<b>74.1</b>	<b>7.2</b>	<b>113.5</b>	<b>33,135.5</b>	
<b>Trading</b>								
Ongoing trading / monitoring	D2	0.3	-	98.6	9.5	108.4	28,908.0	266.7
Employees - Payroll	D4	-	-	5.6	9.9	15.5	2,786.0	179.7
Employees - HR Issues	D5	-	-	2.0	-	2.0	570.0	285.0
Liasing with Careport - financial matters	D8	-	-	7.6	-	7.6	1,900.0	250.0
Liasing with Careport - operational matters	D9	-	22.0	1.2	0.6	23.8	8,854.0	372.0
Liasing with CQC and CCGs	D10	-	9.2	-	-	9.2	3,542.0	385.0
<b>Subtotal</b>		<b>0.3</b>	<b>31.2</b>	<b>115.0</b>	<b>20.0</b>	<b>166.5</b>	<b>46,560.0</b>	
<b>Creditors (correspondence and claims)</b>								
Secured creditors	E2	-	-	7.3	-	7.3	2,080.5	285.0
Pensions	E3	-	-	9.3	-	9.3	2,325.0	250.0
Employees	E4	-	-	8.5	-	8.5	2,394.5	281.7
<b>Subtotal</b>		<b>-</b>	<b>-</b>	<b>25.1</b>	<b>-</b>	<b>25.1</b>	<b>6,800.0</b>	
<b>Tax</b>								
Post appointment CT	F4	-	3.0	-	4.5	7.5	1,785.0	238.0
<b>Subtotal</b>		<b>-</b>	<b>3.0</b>	<b>-</b>	<b>4.5</b>	<b>7.5</b>	<b>1,785.0</b>	
<b>Reporting</b>								
Other statutory reports/meetings	G3	-	-	10.5	11.3	21.8	4,252.5	195.1
Secured creditor reports	G4	-	6.7	26.1	5.7	38.5	10,014.5	260.1
Secured creditor calls	G5	-	-	0.3	-	0.3	75.0	250.0
<b>Subtotal</b>		<b>-</b>	<b>6.7</b>	<b>36.9</b>	<b>17.0</b>	<b>60.6</b>	<b>14,342.0</b>	
<b>Total Time by Grade</b>		<b>0.8</b>	<b>76.2</b>	<b>263.1</b>	<b>119.9</b>	<b>460.0</b>		
<b>Total Cost by Grade</b>		<b>360.0</b>	<b>29,265.0</b>	<b>70,608.5</b>	<b>16,786.0</b>	<b>117,019.5</b>		
<b>Average by Grade</b>		<b>450.0</b>	<b>384.1</b>	<b>268.4</b>	<b>140.0</b>	<b>254.4</b>		
		Time Costs		Category 1	Category 2	Total		
<b>Total Costs to Date</b>		<b>117,019.5</b>	<b>20.0</b>	<b>-</b>	<b>-</b>	<b>117,039.5</b>		
<b>Amount Billed</b>		<b>(57,373.0)</b>	<b>(20.0)</b>	<b>-</b>	<b>-</b>	<b>(57,393.0)</b>		
<b>Total WIP</b>		<b>59,646.5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>59,646.5</b>		

## Appendix D – Time cost analysis

**Elder Homes Wellingborough Limited - Analysis of Administrators' Time Costs In Accordance with SIP9 for the period 10 February 2016 to 5 January 2018**

Task		Senior Managing Director	Managing Director / Director	Senior Consultant / Consultant	Associate	Total Time	Total Cost	Average Cost
<b>Administration and Planning</b>								
Strategy and planning	A1	0.3	2.5	-	2.2	5.0	1,405.5	281.1
Initial actions	A2	-	1.6	1.2	3.1	5.9	1,350.0	228.8
Appointment and related formalities	A3	-	0.7	-	2.1	2.8	563.5	201.3
Receipts and payments accounts	A4	-	1.8	49.6	183.8	235.2	38,900.0	165.4
Checklist and reviews	A5	0.5	1.3	12.5	44.2	58.5	10,056.0	171.9
Cashiering and reconciliations	A6	0.7	8.0	6.5	49.3	64.5	11,820.0	183.3
Bonding and IPS maintenance	A7	-	0.2	1.2	4.5	5.9	1,007.0	170.7
Case Admin	A8	2.5	-	2.8	11.6	16.9	3,477.0	205.7
<b>Subtotal</b>		<b>4.0</b>	<b>16.1</b>	<b>73.8</b>	<b>300.8</b>	<b>394.7</b>	<b>68,579.0</b>	
<b>Investigations</b>								
Correspondence with directors	B1	-	0.3	-	0.2	0.5	143.5	287.0
Directors questionnaire/checklists	B2	-	0.2	2.3	-	2.5	652.0	260.8
Statement of affairs	B3	-	0.3	-	0.5	0.8	185.5	231.9
Reports of Directors' conduct	B4	-	5.8	-	9.9	15.7	3,619.0	230.5
Other investigations	B7	-	-	0.3	1.5	1.8	285.0	158.3
<b>Subtotal</b>		<b>-</b>	<b>6.6</b>	<b>2.6</b>	<b>12.1</b>	<b>21.3</b>	<b>4,885.0</b>	
<b>Realisation of assets</b>								
Sale of business	C2	1.0	72.4	257.3	91.8	422.5	109,858.5	260.0
Book debts	C4	-	4.0	-	2.2	6.2	1,688.0	272.3
Property, plant and vehicles	C6	0.5	-	-	-	0.5	225.0	450.0
Other assets	C7	-	-	0.2	-	0.2	57.0	285.0
Health & Safety/Insurance	C8	-	0.5	0.4	11.8	12.7	1,944.5	153.1
Legal issues/litigation	C9	-	0.2	-	-	0.2	77.0	385.0
<b>Subtotal</b>		<b>1.5</b>	<b>77.1</b>	<b>257.9</b>	<b>105.8</b>	<b>442.3</b>	<b>113,850.0</b>	
<b>Trading</b>								
Initial control of operations	D1	-	15.7	-	-	15.7	6,044.5	385.0
Ongoing trading / monitoring	D2	1.4	17.6	184.0	55.7	258.7	67,112.0	259.4
Closure of trading	D3	-	1.8	22.6	3.0	27.4	6,763.0	246.8
Employees - Payroll	D4	-	4.9	1.2	28.6	34.7	6,190.5	178.4
Employees - HR Issues	D5	-	17.3	7.2	0.2	24.7	8,551.5	346.2
Preparing trading statements	D7	-	3.7	-	-	3.7	1,424.5	385.0
Liasing with Careport - financial matters	D8	-	9.9	25.4	29.0	64.3	14,732.5	229.1
Liasing with Careport - operational matters	D9	-	50.0	10.7	16.9	77.6	24,483.5	315.5
Liasing with CQC and CCGs	D10	-	3.3	-	1.2	4.5	1,438.5	319.7
<b>Subtotal</b>		<b>1.4</b>	<b>124.2</b>	<b>251.1</b>	<b>134.6</b>	<b>511.3</b>	<b>136,740.5</b>	
<b>Creditors (correspondence and claims)</b>								
Unsecured creditors	E1	-	2.6	-	9.7	12.3	2,359.0	191.8
Secured creditors	E2	-	21.1	7.3	-	28.4	10,204.0	359.3
Pensions	E3	-	-	-	0.6	0.6	84.0	140.0
Employees	E4	-	2.0	1.0	9.5	12.5	2,350.0	188.0
<b>Subtotal</b>		<b>-</b>	<b>25.7</b>	<b>8.3</b>	<b>19.8</b>	<b>53.8</b>	<b>14,997.0</b>	
<b>Tax</b>								
Pre-appointment CT	F2	-	3.5	-	6.0	9.5	2,187.5	230.3
Post appointment CT	F4	-	7.0	3.0	7.5	17.5	4,495.0	256.9
Post appointment VAT	F5	-	1.4	-	1.0	2.4	623.0	259.6
Tax advice on transactions	F6	-	22.1	-	-	22.1	8,264.5	374.0
Other post appointment tax	F7	-	-	1.1	-	1.1	313.5	285.0
<b>Subtotal</b>		<b>-</b>	<b>34.0</b>	<b>4.1</b>	<b>14.5</b>	<b>52.6</b>	<b>15,883.5</b>	
<b>Reporting</b>								
Proposals	G2	-	3.5	0.9	16.8	21.2	3,924.5	185.1
Other statutory reports/meetings	G3	-	0.9	27.4	31.1	59.4	11,981.0	201.7
Secured creditor reports	G4	0.7	9.4	59.3	24.7	94.1	23,470.0	249.4
Secured creditor calls	G5	-	-	0.3	1.8	2.1	327.0	155.7
<b>Subtotal</b>		<b>0.7</b>	<b>13.8</b>	<b>87.9</b>	<b>74.4</b>	<b>176.8</b>	<b>39,702.5</b>	
<b>Total Time by Grade</b>		<b>7.6</b>	<b>297.5</b>	<b>685.7</b>	<b>662.0</b>	<b>1,652.8</b>		
<b>Total Cost by Grade</b>		<b>3,420.0</b>	<b>113,805.5</b>	<b>184,732.0</b>	<b>92,680.0</b>	<b>394,637.5</b>		
<b>Average by Grade</b>		<b>450.0</b>	<b>382.5</b>	<b>269.4</b>	<b>140.0</b>	<b>238.8</b>		
		<b>Time Costs</b>	<b>Category 1</b>	<b>Category 2</b>	<b>Total</b>			
<b>Total Costs to Date</b>		<b>394,637.5</b>	<b>698.7</b>	<b>-</b>	<b>395,336.2</b>			
<b>Amount Billed</b>		<b>(363,697.0)</b>	<b>(651.3)</b>	<b>-</b>	<b>(364,348.3)</b>			
<b>Total WIP</b>		<b>30,940.5</b>	<b>47.4</b>	<b>-</b>	<b>30,987.9</b>			



## Appendix D – Time cost analysis

**Elder Homes Wellingborough Limited - Analysis of Administrators' Time Costs In Accordance with SIP9 for the period 6 July 2017 to 5 January 2018**

Task		Senior Managing Director	Managing Director / Director	Senior Consultant / Consultant	Associate	Total Time	Total Cost	Average Cost
<b>Administration and Planning</b>								
Strategy and planning	A1	-	0.9	-	-	0.9	346.5	385.0
Receipts and payments accounts	A4	-	-	9.0	31.9	40.9	6,716.0	164.2
Checklist and reviews	A5	0.5	-	1.9	9.2	11.6	1,998.5	172.3
Cashiering and reconciliations	A6	-	-	1.6	18.7	20.3	3,025.0	149.0
Bonding and IPS maintenance	A7	-	-	1.2	-	1.2	300.0	250.0
Case Admin	A8	-	-	1.0	0.7	1.7	348.0	204.7
<b>Subtotal</b>		<b>0.5</b>	<b>0.9</b>	<b>14.7</b>	<b>60.5</b>	<b>76.6</b>	<b>12,734.0</b>	
<b>Realisation of assets</b>								
Sale of business	C2	-	13.1	158.2	15.8	187.1	48,440.0	258.9
Book debts	C4	-	-	-	0.3	0.3	42.0	140.0
Health & Safety/Insurance	C8	-	-	0.4	-	0.4	100.0	250.0
<b>Subtotal</b>		<b>-</b>	<b>13.1</b>	<b>158.6</b>	<b>16.1</b>	<b>187.8</b>	<b>48,582.0</b>	
<b>Trading</b>								
Initial control of operations	D1	-	5.4	-	-	5.4	2,079.0	385.0
Ongoing trading / monitoring	D2	0.4	-	72.8	4.1	77.3	21,096.0	272.9
Closure of trading	D3	-	-	22.6	3.0	25.6	6,070.0	237.1
Employees - Payroll	D4	-	-	1.2	3.5	4.7	790.0	168.1
Employees - HR Issues	D5	-	14.3	6.5	-	20.8	7,169.0	344.7
Liasing with Careport - financial matters	D8	-	-	2.9	-	2.9	725.0	250.0
Liasing with Careport - operational matters	D9	-	14.9	3.6	0.6	19.1	6,720.5	351.9
<b>Subtotal</b>		<b>0.4</b>	<b>34.6</b>	<b>109.6</b>	<b>11.2</b>	<b>155.8</b>	<b>44,649.5</b>	
<b>Creditors (correspondence and claims)</b>								
Secured creditors	E2	-	-	7.3	-	7.3	2,080.5	285.0
Employees	E4	-	-	1.0	-	1.0	250.0	250.0
<b>Subtotal</b>		<b>-</b>	<b>-</b>	<b>8.3</b>	<b>0.0</b>	<b>8.3</b>	<b>2,330.5</b>	
<b>Tax</b>								
Post appointment CT	F4	-	5.0	2.2	4.5	11.7	3,105.0	265.4
<b>Subtotal</b>		<b>-</b>	<b>5.0</b>	<b>2.2</b>	<b>4.5</b>	<b>11.7</b>	<b>3,105.0</b>	
<b>Reporting</b>								
Other statutory reports/meetings	G3	-	-	8.9	11.3	20.2	3,828.0	189.5
Secured creditor reports	G4	-	6.7	25.3	5.9	37.9	9,793.5	258.4
Secured creditor calls	G5	-	-	0.3	-	0.3	75.0	250.0
<b>Subtotal</b>		<b>-</b>	<b>6.7</b>	<b>34.5</b>	<b>17.2</b>	<b>58.4</b>	<b>13,696.5</b>	
<b>Total Time by Grade</b>		<b>0.9</b>	<b>60.3</b>	<b>327.9</b>	<b>109.5</b>	<b>498.6</b>		
<b>Total Cost by Grade</b>		<b>405.0</b>	<b>23,215.5</b>	<b>86,147.0</b>	<b>15,330.0</b>	<b>125,097.5</b>		
<b>Average by Grade</b>		<b>450.0</b>	<b>385.0</b>	<b>262.7</b>	<b>140.0</b>	<b>250.9</b>		
		Time Costs		Category 1	Category 2	Total		
<b>Total Costs to Date</b>		<b>125,097.5</b>	<b>280.8</b>	<b>-</b>	<b>-</b>	<b>125,378.3</b>		
<b>Amount Billed</b>		<b>(94,157.0)</b>	<b>(233.4)</b>	<b>-</b>	<b>-</b>	<b>(94,390.4)</b>		
<b>Total WIP</b>		<b>30,940.5</b>	<b>47.4</b>	<b>-</b>	<b>-</b>	<b>30,987.9</b>		

# Appendix D – Time cost analysis

**Waverley Care Homes Limited - Analysis of Administrators' Time Costs In Accordance with SIP9 for the period 10 February 2016 to 5 January 2018**

Task	Senior Managing Director	Managing Director / Director	Senior Consultant / Consultant	Associate	Total Time	Total Cost	Average Cost	
<b>Administration and Planning</b>								
Strategy and planning	A1	1.6	3.7	-	2.8	8.1	2,536.5	313.1
Initial actions	A2	-	2.1	1.2	8.5	11.8	2,298.5	194.8
Appointment and related formalities	A3	-	0.9	-	0.8	1.7	458.5	269.7
Receipts and payments accounts	A4	-	1.0	55.0	215.5	271.5	44,506.5	163.9
Checklist and reviews	A5	0.5	1.3	10.9	47.4	60.1	10,104.0	168.1
Cashiering and reconciliations	A6	0.7	2.5	8.7	50.0	61.9	10,596.0	171.2
Bonding and IPS maintenance	A7	-	0.2	-	4.0	4.2	637.0	151.7
Case Admin	A8	-	-	2.8	16.5	19.3	3,038.0	157.4
<b>Subtotal</b>		<b>2.8</b>	<b>11.7</b>	<b>78.6</b>	<b>345.5</b>	<b>438.6</b>	<b>74,175.0</b>	
<b>Investigations</b>								
Correspondence with directors	B1	-	0.9	-	0.2	1.1	374.5	340.5
Directors questionnaire/checklists	B2	-	0.2	2.3	-	2.5	652.0	260.8
Statement of affairs	B3	-	0.3	-	0.5	0.8	185.5	231.9
Reports of Directors' conduct	B4	-	5.7	-	9.9	15.6	3,580.5	229.5
Other investigations	B7	-	-	-	1.3	1.3	182.0	140.0
<b>Subtotal</b>		<b>0.0</b>	<b>7.1</b>	<b>2.3</b>	<b>11.9</b>	<b>21.3</b>	<b>4,974.5</b>	
<b>Realisation of assets</b>								
Cash and investments	C1	-	-	-	0.4	0.4	56.0	140.0
Sale of business	C2	1.0	85.3	203.5	62.8	352.6	97,294.0	275.9
Book debts	C4	-	-	-	2.1	2.1	294.0	140.0
Other assets	C7	-	-	0.2	-	0.2	57.0	285.0
Health & Safety/Insurance	C8	-	0.8	16.3	16.9	34.0	6,749.0	198.5
Legal issues/litigation	C9	-	0.2	18.2	-	18.4	5,264.0	286.1
<b>Subtotal</b>		<b>1.0</b>	<b>86.3</b>	<b>238.2</b>	<b>82.2</b>	<b>407.7</b>	<b>109,714.0</b>	
<b>Trading</b>								
Initial control of operations	D1	-	13.8	-	-	13.8	5,313.0	385.0
Ongoing trading / monitoring	D2	2.9	9.4	265.1	62.6	340.0	88,548.5	260.4
Closure of trading	D3	-	18.3	42.9	0.3	61.5	17,384.5	282.7
Employees - Payroll	D4	-	6.9	4.8	41.9	53.6	9,722.5	181.4
Employees - HR Issues	D5	-	-	39.4	0.2	39.6	11,257.0	284.3
Preparing trading statements	D7	-	5.2	-	-	5.2	2,002.0	385.0
Liasing with Careport - financial matters	D8	-	11.7	27.1	31.5	70.3	16,232.0	230.9
Liasing with Careport - operational matters	D9	-	73.8	7.4	19.2	100.4	33,154.0	330.2
Liasing with CQC and CCGs	D10	-	15.1	-	1.5	16.6	6,023.5	362.9
<b>Subtotal</b>		<b>2.9</b>	<b>154.2</b>	<b>386.7</b>	<b>157.2</b>	<b>701.0</b>	<b>189,637.0</b>	
<b>Creditors (correspondence and claims)</b>								
Unsecured creditors	E1	-	2.2	6.0	16.0	24.2	4,639.5	191.7
Secured creditors	E2	0.2	22.9	7.3	-	30.4	10,987.0	361.4
Pensions	E3	-	1.4	8.0	7.5	16.9	3,589.0	212.4
Employees	E4	-	-	3.5	9.0	12.5	2,243.5	179.5
ROT creditors	E5	-	-	-	2.0	2.0	280.0	140.0
Lease creditors	E7	-	-	-	0.6	0.6	84.0	140.0
<b>Subtotal</b>		<b>0.2</b>	<b>26.5</b>	<b>24.8</b>	<b>35.1</b>	<b>86.6</b>	<b>21,823.0</b>	
<b>Tax</b>								
Initial reviews CT and VAT	F1	-	1.0	-	-	1.0	385.0	385.0
Pre-appointment CT	F2	-	6.0	-	14.7	20.7	4,368.0	211.0
Post appointment CT	F4	-	3.0	1.6	2.5	7.1	1,905.0	268.3
Post appointment VAT	F5	-	-	-	2.5	2.5	350.0	140.0
Tax advice on transactions	F6	0.5	26.2	-	0.1	26.8	10,258.0	382.8
Other post appointment tax	F7	-	1.0	1.1	-	2.1	698.5	332.6
<b>Subtotal</b>		<b>0.5</b>	<b>37.2</b>	<b>2.7</b>	<b>19.8</b>	<b>60.2</b>	<b>17,964.5</b>	
<b>Reporting</b>								
Proposals	G2	-	3.5	0.9	16.8	21.2	3,924.5	185.1
Other statutory reports/meetings	G3	-	0.9	29.3	33.4	63.6	12,802.5	201.3
Secured creditor reports	G4	0.7	14.1	66.8	23.8	105.4	27,305.0	259.1
Secured creditor calls	G5	-	-	0.3	1.9	2.2	341.0	155.0
<b>Subtotal</b>		<b>0.7</b>	<b>18.5</b>	<b>97.3</b>	<b>75.9</b>	<b>192.4</b>	<b>44,373.0</b>	
<b>Other</b>								
Other	H1	-	24.0	2.0	-	26.0	8,850.0	340.4
<b>Subtotal</b>		<b>-</b>	<b>24.0</b>	<b>2.0</b>	<b>-</b>	<b>26.0</b>	<b>8,850.0</b>	
<b>Total Time by Grade</b>		<b>8.1</b>	<b>365.5</b>	<b>832.6</b>	<b>727.6</b>	<b>1,933.8</b>		
<b>Total Cost by Grade</b>		<b>3,645.0</b>	<b>139,221.5</b>	<b>226,780.5</b>	<b>101,864.0</b>	<b>471,511.0</b>		
<b>Average by Grade</b>		<b>450.0</b>	<b>380.9</b>	<b>272.4</b>	<b>140.0</b>	<b>243.8</b>		
		<b>Time Costs</b>	<b>Category 1</b>	<b>Category 2</b>	<b>Total</b>			
<b>Total Costs to Date</b>		<b>471,511.0</b>	<b>2,482.2</b>	<b>-</b>	<b>473,993.2</b>			
<b>Amount Billed</b>		<b>(425,074.5)</b>	<b>(2,482.2)</b>	<b>-</b>	<b>(427,556.7)</b>			
<b>Total WIP</b>		<b>46,436.5</b>	<b>-</b>	<b>-</b>	<b>46,436.5</b>			

# Appendix D – Time cost analysis

**Waverley Care Homes Limited - Analysis of Administrators' Time Costs In Accordance with SIP9 for the period 6 July 2017 to 5 January 2018**

Task	Senior Managing Director	Managing Director / Director	Senior Consultant / Consultant	Associate	Total Time	Total Cost	Average Cost
<b>Administration and Planning</b>							
Strategy and planning	A1	1.2	2.6	-	3.8	1,541.0	405.5
Appointment and related formalities	A3	-	-	0.2	0.2	28.0	140.0
Receipts and payments accounts	A4	-	-	10.8	51.8	9,952.0	159.0
Checklist and reviews	A5	0.5	-	0.3	11.2	1,766.5	157.7
Cashiering and reconciliations	A6	-	-	2.1	16.8	2,877.0	152.2
Case Admin	A8	-	-	1.0	3.3	712.0	165.6
<b>Subtotal</b>		<b>1.7</b>	<b>2.6</b>	<b>14.2</b>	<b>82.5</b>	<b>16,876.5</b>	
<b>Realisation of assets</b>							
Sale of business	C2	-	34.7	146.0	16.8	197.5	55,165.5
Book debts	C4	-	-	-	0.3	42.0	140.0
Health & Safety/Insurance	C8	-	-	3.1	-	775.0	250.0
Legal issues/litigation	C9	-	-	3.3	-	940.5	285.0
<b>Subtotal</b>		<b>-</b>	<b>34.7</b>	<b>152.4</b>	<b>17.1</b>	<b>204.2</b>	<b>56,923.0</b>
<b>Trading</b>							
Initial control of operations	D1	-	7.3	-	-	7.3	2,810.5
Ongoing trading / monitoring	D2	2.9	-	99.2	6.0	108.1	29,885.0
Closure of trading	D3	-	-	42.9	0.3	43.2	10,767.0
Employees - Payroll	D4	-	-	1.6	7.5	9.1	1,450.0
Employees - HR Issues	D5	-	-	11.7	-	11.7	3,334.5
Liasing with Careport - financial matters	D8	-	-	3.3	0.3	3.6	867.0
Liasing with Careport - operational matters	D9	-	16.9	-	0.6	17.5	6,590.5
<b>Subtotal</b>		<b>2.9</b>	<b>24.2</b>	<b>158.7</b>	<b>14.7</b>	<b>200.5</b>	<b>55,704.5</b>
<b>Creditors (correspondence and claims)</b>							
Unsecured creditors	E1	-	-	1.2	-	1.2	300.0
Secured creditors	E2	-	-	7.3	-	7.3	2,080.5
Pensions	E3	-	-	3.3	-	3.3	825.0
Employees	E4	-	-	1.4	1.2	2.6	553.0
<b>Subtotal</b>		<b>-</b>	<b>-</b>	<b>13.2</b>	<b>1.2</b>	<b>14.4</b>	<b>3,758.5</b>
<b>Tax</b>							
Post appointment CT	F4	-	1.5	-	1.0	2.5	717.5
Tax advice on transactions	F6	0.5	19.5	-	-	20.0	7,692.5
<b>Subtotal</b>		<b>0.5</b>	<b>21.0</b>	<b>-</b>	<b>1.0</b>	<b>22.5</b>	<b>8,410.0</b>
<b>Reporting</b>							
Other statutory reports/meetings	G3	-	-	10.5	11.1	21.6	4,224.5
Secured creditor reports	G4	-	6.7	25.9	5.5	38.1	9,922.5
Secured creditor calls	G5	-	-	0.3	-	0.3	75.0
<b>Subtotal</b>		<b>-</b>	<b>6.7</b>	<b>36.7</b>	<b>16.6</b>	<b>60.0</b>	<b>14,222.0</b>
<b>Other</b>							
Other	H1	-	1.0	2.0	-	3.0	915.0
<b>Subtotal</b>		<b>-</b>	<b>1.0</b>	<b>2.0</b>	<b>-</b>	<b>3.0</b>	<b>915.0</b>
<b>Total Time by Grade</b>		<b>5.1</b>	<b>90.2</b>	<b>377.2</b>	<b>133.1</b>	<b>605.6</b>	
<b>Total Cost by Grade</b>		<b>2,295.0</b>	<b>34,647.0</b>	<b>101,233.5</b>	<b>18,634.0</b>	<b>156,809.5</b>	
<b>Average by Grade</b>		<b>450.0</b>	<b>384.1</b>	<b>268.4</b>	<b>140.0</b>	<b>258.9</b>	
	Time Costs	Category 1	Category 2	Total			
<b>Total Costs to Date</b>	<b>156,809.5</b>	<b>602.6</b>	<b>-</b>	<b>157,412.1</b>			
<b>Amount Billed</b>	<b>(110,373.0)</b>	<b>(602.6)</b>	<b>-</b>	<b>(110,975.6)</b>			
<b>Total WIP</b>	<b>46,436.5</b>	<b>3.0%</b>	<b>-</b>	<b>46,436.5</b>			

## Appendix E – Additional Information in relation to Administrators' fees pursuant to SIP9

Detailed below is FTI's policy in relation to:

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

### Staff allocation and the use of subcontractors

Our 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 be drawn from a Senior Managing Director, Managing Director, Director, Senior Consultant and Consultant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and on larger, more complex cases, several Senior Consultants/Consultants may be allocated to meet the demands of the case.

With regard to support staff, we would advise that time spent by cashiers in relation to specific tasks on an assignment is charged. Only if there is a large block of time incurred by a member of the secretarial team, e.g., report compilation and distribution, do we seek to charge and recover our time in this regard.

### Professional advisors

On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of professional advisor	Basis of fee arrangement	Fees paid to date, excl VAT (£)
Hogan Lovells LLP (legal advice)	Hourly rate and disbursements	285,628
Careport Advisory Services Ltd	Fixed monthly fee and disbursements	437,161
Knight Frank (Sales Agent)	Percentage of achieved sale values	62,600

We note that the total fees paid to Hogan Lovells include amounts in relation to pre-appointment work undertaken that have been paid from the administration estates of the Companies.

Our choice was based on our view 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.

We have utilised the services of other teams within FTI to assist with the administration process. The fees of our tax and strategic communications teams have been included in our SIP9 analysis provided to creditors of the Companies and allocated to the work streams and entities to which their work related, for approval by those parties approving our fees.

We consider that the rates chargeable for these services are in line with general market practice and that the service is comparable to similar firms of professional advisors. In addition, by working closely with our internal teams, we believe a more coordinated and cost-effective approach to the Administration work streams has been possible.

### Disbursements

Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred which relate to payments due to associated companies for the provision of services to the office holder.

The Administrators and their staff have not incurred any Category 2 disbursements in properly dealing with the Administrations of the Companies.

**Charge-out rates**

A schedule of FTI's charge-out rates (exclusive of VAT) for this assignment to date is below. All time incurred by the Administrators and their staff is recorded in six minute increments.

<b>Grade</b>	<b>£ (Per hour)</b>
Senior Managing Director	450
Managing Director	385
Senior Director	345
Director	345
Senior Consultant	285
Consultant	250
Associate	140

Note: These are discounted rates compared to our standard charge out rates, as agreed with the Secured Creditor.

## Appendix F – Creditors' statement of claim form

**Elder Homes Wellingborough Limited**

**Elder Homes North LLP**

**Waverley Care Homes Limited**

- all in Administration (together "the Companies")

  
  

*Please tick the box corresponding to the company you are making a claim against i.e. the company that has engaged you to provide goods or services. If you have a claim against more than one company please submit a separate form for each company.*

Date of Administration –

10 February 2016

Name and address of creditor:

---

---

---

---

Amount claimed in the Administration:

(Including VAT)

£ 

---

Signature of creditor:

---

Name of creditor:

---

Telephone:

---

E-mail:

---

Date:

---

**Please provide appropriate documentation in support of your claim.**

If you are registered for VAT the amount claimed should include VAT even if VAT bad debt relief has been claimed under the Value Added Tax Act 1994.

**Please return this form when you have completed it to Tom Jones at FTI Consulting LLP, 200 Aldersgate Street, London, EC1A 4HD or email it to [EH@fticonsulting.com](mailto:EH@fticonsulting.com).**

---

Creditors registered for VAT may be able to claim VAT bad debt relief in accordance with Section 36 Value Added Tax Act 1994. In broad terms relief is available when the debt is six months old and "written off" by the creditor entering it on his VAT refunds for bad debts account.

Claims lodged in the Administration should be gross, including any VAT element. If/when dividends are paid, creditors who have claimed VAT bad debt relief must apportion the dividend between VAT and the net element of their claim and account to HM Revenue and Customs for the VAT element through their VAT return.

Insolvency Practitioners have no role in administering VAT bad debt relief under the Value Added Tax Act 1994. Creditors who are uncertain how to claim should contact their VAT office or take professional advice.



020 3727 1328  
EH@fticonsulting.com

EXPERTS WITH IMPACT™

#### About FTI Consulting

FTI Consulting, LLP, is a global business advisory firm dedicated to helping organisations protect and enhance enterprise value in an increasingly complex legal, regulatory and economic environment. FTI Consulting professionals, who are located in all major business centers throughout the world, work closely with clients to anticipate, illuminate and overcome complex business challenges in areas such as investigations, litigation, mergers and acquisitions, regulatory issues, reputation management and restructuring.

[www.fticonsulting.com](http://www.fticonsulting.com)