Westcotts Business Recovery LLP
Information to Creditors
Charge out rates and policy regarding the recharge of Expenses

Charge out Rates (£ per hour)	Business Recovery & Insolvency Staff	Other Staff
Insolvency Practitioner	£350	-
Tax/Audit Partner	-	£182 - £322
Senior Manager	£300	£121 - £203
Manager	£250	£121 - £203
Other Senior Professionals	£200	£82 - £121
Support Staff	£75-£150	£42 - £85

Most of the work on the assignment will be undertaken by specialist staff in the Business Recovery & Insolvency department, but some tasks will be performed by other staff in the General Practice, Corporate Finance, Taxation, Payroll and Administration departments where appropriate, which will be charged out at their normal rates.

Time is usually charged in units of 0.1 hour (i.e. 6 minutes) but the minimum unit of time that may be recorded is 0.05 of an hour (3 minutes).

Fixed Fees / Percentage Fees

Where fixed fees or percentage fees have been quoted, the above charge out rates are for reference purposes only.

Subcontractors

Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise by carried out by the office holder or his staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged.

Expenses

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate.

Expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

Category 1 expenses:
These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval.

Examples of Category 1 expenses include, but are not limited to, the following:

Category 1 Expense	Basis of Charge
Professional Advice e.g. costs of solicitors, agents, pension advisors, employment specialists, etc	Typically on a time-costs or fixed fee basis – the basis of charge will be agreed by the office holder so as to represent best value and will be provide in reports to creditors. The choice of professional advisors is based around a number of factors, including, but not limited to, their expertise in a particular field, the complexity of otherwise or the assignment and their geographic location.
Statutory and other Advertising	At cost incurred
Indemnity Bond	At cost incurred
Insurance of assets	At cost in relation to asset coverage requirements
Room Hire	External venues at actual cost
Postage Costs	At cost incurred
Record collections	At cost incurred
Virtual Meeting Platforms	At cost incurred

***Category 2 expenses**:*
These are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement

Examples of Category 2 expenses include, but are not limited to, the following:

Category 2 Expense – effective 01 April 2021	Cost
Insolvency Practitioner and staff mileage re-imbursement at HMRC approved 'AMAP' rates	Currently 55p / mile plus 5p / mile for each additional Westcotts Business Recovery LLP passenger
Storage costs (including final destruction of records	*£3.00 per box per quarter, billed annually in advance or part thereof.

*Westcotts Business Recovery LLP uses its own separate storage facility specifically for client records. This facility is owned by Westcotts, an associated company, which charges Westcotts Business Recovery LLP a monthly licence fee to use specifically for their clients.

All costs are subject to VAT, where applicable.

Creditors' Rights

Information about Creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at https://www.r3.org.uk/technical-library/england-wales/technical-guidance/creditor-guides/. Details about how an office holder's fees may be approved for each case type and challenged are available in a series of guides issued with SIP 9 and can be accessed at http://www.westcotts.uk/what-we-do/bri/fee-guide. Alternatively hard copies of these documents may be requested free of charge from Westcotts Business Recovery LLP.