

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A25 *A8DH3L2P* 07/09/2019 #63
COMPANIES HOUSE

1 Company details

Company number 0 9 3 4 3 2 9 2

Company name in full Balmer Schofield Ltd

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

2 Liquidator's name

Full forename(s) Brendan P

Surname Hogan

3 Liquidator's address

Building name/number 4th Floor Churchgate House

Street

Post town Bolton

County/Region

Postcode B L 1 1 H L

Country

4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator
Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other liquidator
Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 1	^d 3	^m 0	^m 7	^y 2	^y 0	^y 1	^y 8
To date	^d 1	^d 2	^m 0	^m 7	^y 2	^y 0	^y 1	^y 9

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X *B P 11*

X

Signature date

^d 0	^d 6	^m 0	^m 9	^y 2	^y 0	^y 1	^y 9
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Presenter information

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

Contact name **Brendan P Hogan**

Company name **Anderson Brookes Insolvency**

Practitioners Limited

Address **4th Floor Churchgate House**

Post town **Bolton**

County/Region

Postcode **B L 1 1 H L**

Country

DX

Telephone **01204 255 051**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

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

Balmer Schofield Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £	From 13/07/2018 To 12/07/2019 £	From 13/07/2018 To 12/07/2019 £
	ASSET REALISATIONS	
	Director Contributions	3,600.00
		<u>3,600.00</u>
	COST OF REALISATIONS	
	Land Registry	3.00
	Preparation of S. of A.	2,700.00
	Specific Bond	40.00
	Statutory Advertising	213.00
	VAT Irrecoverable	582.60
		<u>(3,538.60)</u>
	UNSECURED CREDITORS	
(500.00)	Directors	NIL
(15,000.00)	Inland Revenue	NIL
(1,200.00)	Trade & Expense Creditors	NIL
		<u>NIL</u>
	DISTRIBUTIONS	
(1.00)	Ordinary Shareholders	NIL
		<u>NIL</u>
(16,701.00)		61.40
	REPRESENTED BY	
	Bank 1 Current	61.40
		<u>61.40</u>

Note:



Brendan P Hogan
Liquidator

TO ALL KNOWN CREDITORS

06 September 2019

Dear Sirs,

Balmer Schofield Ltd – In Creditors Voluntary Liquidation

Registered Company No.: 09343292

Registered Office: 4th Floor, Churchgate House, Churchgate, Bolton, BL1 1HL

Former Registered Office: 66 Douglas Road, Clacton-on-Sea, Essex, CO15 3JX

Date of Appointment: 13 July 2018

I, Brendan P Hogan of Anderson Brookes Insolvency Practitioners Ltd, refer to my appointment as Liquidator of the above-named Company on 13 July 2018. I have pleasure in submitting my annual progress report to creditors on the first anniversary of the liquidation, together with my receipts and payments account at **Appendix I**.

ADMINISTRATION AND PLANNING

I am required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks can be seen at **Appendix II**.

INVESTIGATIONS

During the review period, I have carried out an initial review of the Company's affairs in the period prior to appointment. This has included seeking information and explanations from the Director; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The information gained from this process enabled me to meet my statutory duty to submit a confidential report on the conduct of the Director to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment as to whether there were any matters which may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

My investigations have highlighted a number of transactions between the Company and the Director which give rise to a wrongful trading claim against the Director in the sum of £114,572.

On 27 November 2018, Freeths LLP were instructed to assist with this matter. Following numerous conversations with the Director a formal settlement agreement in the sum of £9,875.39, being the debt level of the Company, was agreed. This is presently being repaid in monthly instalments of £500 with repayment expected to conclude in October 2020. To date, payments totaling £3,000 have been received and are being held by Freeths LLP.

ASSET REALISATIONS

The Company's Statement of Affairs did not detail any assets for realisation in the liquidation. My investigations have not highlighted any undisclosed assets.

CREDITORS

Secured creditors

The Company has no secured creditors and as such has not granted a floating charge to any creditor after the 15 September 2003 and consequently there will be no prescribed part.

Preferential creditors

The Company has no preferential creditors.

Unsecured creditors

The Company's statement of affairs detailed 3 unsecured creditors with estimated claims of £16,700.00. To date, final claims have been received from all creditors and total £9,714.39.

All claims will be adjudicated upon should a distribution to unsecured creditors be possible.

FEES AND EXPENSES

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and Director then oversee the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a senior manager or Director.

Statement of Affairs Fee

At a virtual meeting held on 13 July 2018, a fixed fee of £3,000 plus VAT payable by the Director of the Company was agreed. The statement of affairs fee has been paid in full and to date, £2,700 has been drawn.

Liquidator's Remuneration

The basis of my fees was approved by creditors on 13 July 2018 in accordance with the following resolution:

“That the Liquidator be remunerated on a fixed fee basis of £4,000 plus VAT and that he be authorised to draw remuneration on account at regular intervals to be determined by the Liquidator as and when funds permit.”

I have drawn no amount in respect of my fees agreed on a fixed basis.

Disbursements

The category 1 disbursements paid for in the period 13 July 2018 to 12 July 2019 total £256.00 and are detailed at **Appendix I**. This represents the reimbursement of actual out of pocket payments made in relation to the assignment.

Creditors approved that I be authorised to recover all Category 2 disbursements, calculated on the basis detailed in this firm’s disbursement policy. In the period 13 July 2018 to 12 July 2019, no category 2 disbursements have been paid.

The firm’s current charge out rates and disbursement policy are attached at **Appendix III**.

Information about this insolvency process may be found on the R3 website at:

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

A full copy of a creditors’ guide to fees can be downloaded from the following site:

[https://www.r3.org.uk/media/documents/publications/professional/Guide to Liquidators Fees.pdf](https://www.r3.org.uk/media/documents/publications/professional/Guide%20to%20Liquidators%20Fees.pdf)

A hard copy of both the Creditors’ Guide and the firm’s charge-out rate and disbursement policy may be obtained on request.

Other professional costs

Freeths LLP

Freeths LLP have been instructed as legal advisors in relation to the wrongful trading claim against the Director. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT and will be payable upon receipt of any funds realised

CREDITORS’ RIGHTS

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of my remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of my fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's center of main interest was in the UK as their registered office and trading address was 66 Douglas Road, Clacton-on-Sea, Essex, CO15 3JX. It is therefore considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

Should you require any further information, please do not hesitate to contact Rebecca Marsden at this office on 01204 255 051.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'B P Hogan', written over the printed name.


Brendan P Hogan

Liquidator

Balmer Schofield Ltd
(In Liquidation)
Liquidator's Summary of Receipts and Payments

RECEIPTS	Statement of Affairs (£)	From 13/07/2018 To 12/07/2019 (£)	From 13/07/2019 To 06/09/2019 (£)	Total (£)
Director Contributions		3,600.00	0.00	3,600.00
		3,600.00	0.00	3,600.00
PAYMENTS				
Specific Bond		40.00	0.00	40.00
Preparation of S. of A.		2,700.00	0.00	2,700.00
Land Registry		3.00	0.00	3.00
VAT Irrecoverable		582.60	0.00	582.60
Statutory Advertising		213.00	0.00	213.00
Trade & Expense Creditors	(1,200.00)	0.00	0.00	0.00
Directors	(500.00)	0.00	0.00	0.00
Inland Revenue	(15,000.00)	0.00	0.00	0.00
Ordinary Shareholders	(1.00)	0.00	0.00	0.00
		3,538.60	0.00	3,538.60
Net Receipts/(Payments)		61.40	0.00	61.40
MADE UP AS FOLLOWS				
Bank 1 Current		61.40	0.00	61.40
		61.40	0.00	61.40

Note:



 Brendan P Hogan
 Liquidator

Appendix II

Balmer Schofield Ltd

Detailed list of work undertaken for the review period 13 July 2018 to 12 July 2019

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation and general reports to creditors
Creditors' decisions	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting Responding to queries and questions following decisions
Investigations	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary information if required Assisting the Insolvency Service with its investigations
Examinations	Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available
Litigation / Recoveries	Preparing brief to solicitor Strategy meeting regarding litigation Reviewing terms of solicitors' conditional fee agreements Liaising with solicitors regarding recovery actions Attending to negotiations Attending to settlement matters
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD

Anderson Brookes Insolvency Practitioners Ltd Charge Out Rates and Disbursements Policy

In accordance with Statement of Insolvency Practice 9 we detail our charge out rates and disbursements policy applicable on all cases from 19 September 2016.

Fees are charged on a time costs plus disbursements basis as follows:

Hourly Charge Out Rates

The rates depend on the complexity of the case.

Insolvency Practitioner	£350
Director	£350
Manager	£200
Senior Case Administrator	£150
Case Administrator	£120
Cashier/Support Staff	£80

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed above, at the meeting of creditors.

In common with all professional firms, our charge out rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.

Time is recorded on files in six minute units in accordance with the industry standard for professional services.

Rechargeable Disbursements

The firm also may charge the following NOT charged by third parties. (SIP9 category 2 disbursements) as follows:

- Photocopying 17p per copy
- Mileage at 40/60p per mile
- Storage of boxes internally £8 per annum per box
- Destruction of boxes £8.50 each
- Room Hire where meeting held at Anderson Brookes Insolvency Practitioners Ltd's office £100 per hour

The office holder(s) will seek approval from creditors at the respective creditors meeting should they intend to draw such expenses.