

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

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) Rikki

Surname Burton

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 2	^y 0				
To date	^d 1	^d 2	^m 0	^m 7	^y 2	^y 0	^y 2	^y 1				

7	Progress report											
<input checked="" type="checkbox"/> The progress report is attached												

8	Sign and date											
Liquidator's signature	Signature 								X			
Signature date	^d 0	^d 6	^m 0	^m 9	^y 2	^y 0	^y 2	^y 1				

**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	Rikki Burton
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

TO ALL KNOWN CREDITORS

06 September 2021

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**

Brendan Hogan, formerly of Anderson Brookes Insolvency Practitioners Ltd, was appointed as Liquidator of the above-named Company on 13 July 2018. Mr Hogan was replaced by Laura Prescott as disclosed in the previous report to creditors. Please note that Laura Prescott is no longer employed by this Firm and was replaced as Liquidator by Rikki Burton following a Court Order made in the Business and Property Courts in Manchester on 15 September 2020. This constitutes notice of Rikki Burton's appointment and all parties are at liberty to apply to vary or discharge the Order within 28 days of receipt of this notice.

I have pleasure in submitting my annual progress report to creditors on the third anniversary of the liquidation, together with my receipts and payments account at **Appendix I**.

I am now in a position to conclude the liquidation and therefore also enclose notice that the Company's affairs are fully wound up.

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**.

ASSET REALISATIONS

Detailed below is key information regarding of Company assets and realisations made during the review period.

Settlement Agreement

As detailed within my previous report, the director entered into a settlement agreement to repay a total sum of £9,875.39 in settlement of claims made against him via monthly installments of £500. I can confirm we have now received the sum of £8,150.00. The director therefore owes a balance on this debt but has become unresponsive with my solicitors, Freeths LLP. As such, a decision has been taken to write off the balance as the likely costs of recover would outweigh any realization.

Anderson Brookes Insolvency Practitioners Ltd, 4th Floor, Churchgate House, Bolton, BL1 1HL
Tel: 01204 255 051 Email: info@andersonbrookes.co.uk

CREDITORS

There has been insufficient realisations in the liquidation to make a distribution to any class of creditor. A notice of no dividend is attached in this regard.

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 three unsecured creditors with estimated claims of £16,700.00.

To date, final claims have been received from three creditors and total £10,214.39.

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 £2,700 plus VAT 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."

To date, £2,394.67 has been drawn in respect of my fees agreed on a fixed basis.

Expenses

The category 1 expenses paid for in the review period total £1,250.00 and are detailed at **Appendix I**. This represents the reimbursement of actual out of pocket payments made in relation to the assignment. The company is not VAT registered so the VAT is unrecoverable.

No category 2 expenses have been incurred. Creditors approved that I be authorised to recover all Category 2 disbursements, calculated on the basis detailed in this firm's disbursement policy.

The firm's current charge out rates and expenses policy is attached the end of this report.

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 the Creditors' Guide may be obtained free of charge on request.

Other professional costs

Solicitors

Freeths LLP were instructed as legal advisors in relation to the claim against the director as outlined above. The Liquidator does not have a significant professional or personal relationship with this firm of solicitors. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The solicitors' fees amount to £4,098.33 and have been paid in full.

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.

CONCLUSION

There are no other matters outstanding and the affairs of the Company have been fully wound up.

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

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Rikki Burton', with a long, sweeping horizontal line extending to the right.

Rikki Burton
Liquidator

Appendix I

**Balmer Schofield Ltd
(In Liquidation)**

LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

	From 13/07/2020 To 12/07/2021 £	From 13/07/2018 To 06/09/2021 £
RECEIPTS		
Director Contributions	0.00	3,600.00
Misfeasance Claim	3,350.00	8,150.00
Preparation of S. of A.	0.00	0
Vat Receivable	1,356.67	1,356.67
	<u>4,706.67</u>	<u>13,436.67</u>
PAYMENTS		
Specific Bond	38.00	78.00
Preparation of S. of A.	0.00	3,000.00
Office Holders Fees	1,514.67	2,394.67
Land Registry	0.00	3.00
Legal Fees (1)	1,250.00	4,098.33
VAT Irrecoverable	1,358.60	1,941.20
Statutory Advertising	0.00	213.00
Court Transfer Fee	0.00	21.80
Trade & Expense Creditors	0.00	0.00
Directors	0.00	0.00
Inland Revenue	0.00	0.00
Ordinary Shareholders	0.00	0.00
Vat Receivable	551.00	1,356.67
	<u>4,712.27</u>	<u>13,436.67</u>
BALANCE - 06 September 2021		<u><u>0.00</u></u>

Note:

Rikki Burton
Liquidator

Appendix II

Balmer Schofield Ltd

Detailed list of work undertaken for the review period 13 July 2020 to 12 July 2021 and to 6/9/21

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 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	Preparing annual progress report, investigation and general reports to creditors
Closure	Review case to ensure all matters have been finalised Issue final account to creditors File documents with Registrar of Companies
Investigations	
Litigation / Recoveries	Liaising with solicitors regarding recovery actions Attending to negotiations
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
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating 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 1 April 2021.

Where fees are charged on a time cost basis, the fees will be charged as follows:

Hourly Charge Out Rates

Insolvency Practitioner	£395	Senior Case Administrator	£250
Director	£350	Case Administrator	£225
Manager	£275	Cashier/Support Staff	£150

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 Expenses

In accordance with SIP9, 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 include disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are categorised as either Category 1 or 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. These can be paid without prior approval from creditors. These may include, for example, advertising, legal fees, agents fees, storage, postage, telephone charges, travel expenses, statutory report web-hosting and equivalent costs reimbursed to the office holder or his staff.

Category 2 expenses: These are payments to associates or which have an element of shared costs. These require creditor approval before being paid whether paid directly from the estate or as a disbursement. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example business mileage. When seeking approval, an office holder should explain, for each category of expense, the basis on which the charge is being made.

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

Mileage	40/60p per mile
Destruction of boxes	£8.50 each

NOTICE OF NO DIVIDEND

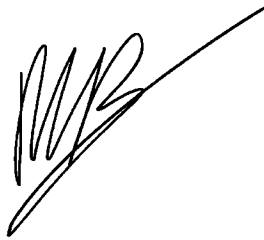
Company Name: Balmer Schofield Ltd (In Liquidation) ("the Company")

Company Number: 09343292

This Notice is given under Rule 14.36 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Rikki Burton, of Anderson Brookes Insolvency Practitioners Ltd, 4th Floor, Churchgate House, Churchgate, Bolton, BL1 1HL (telephone number: 01204 255 051), who was appointed by Order of the Court.

The Liquidator gives notice confirming that no dividend will be declared in the Liquidation of the Company as the funds realised have been allocated for paying the expenses of the Liquidation.

The Liquidator will now proceed to conclude the Liquidation and therefore any claims against the assets of the Company are required to be established by 1 November 2021.

A handwritten signature in black ink, appearing to be 'Rikki Burton', written over a horizontal line.

Signed:

Rikki Burton

Liquidator

Dated: 06 September 2021

NOTICE THAT THE COMPANY'S AFFAIRS ARE FULLY WOUND UP

Company Name: Balmer Schofield Ltd (In Liquidation) ("the Company")

Company Number: 09343292

This Notice is given under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Rikki Burton, of Anderson Brookes Insolvency Practitioners Ltd, 4th Floor, Churchgate House, Churchgate, Bolton, BL1 1HL (telephone number: 01204 255 051), who was appointed by Order of the Court.

The Liquidator gives notice that the Company's affairs are fully wound up.

Creditors have the right:

- (i) to request information from the Liquidator under Rule 18.9 of the Rules;
- (ii) to challenge the Liquidator's remuneration and expenses under Rule 18.34 of the Rules; and
- (iii) to object to the release of the Liquidator by giving notice in writing below before the end of the prescribed period to:

Rikki Burton

Anderson Brookes Insolvency Practitioners Ltd

4th Floor, Churchgate House, Churchgate, Bolton, BL1 1HL

The prescribed period ends at the later of: (i) eight weeks after delivery of this notice, or (ii) if any request for information under Rule 18.9 of the Rules or any application to court under that Rule or Rule 18.34 of the Rules is made, when that request or application is finally determined.

The Liquidator will vacate office under Section 171 of the Insolvency Act 1986 ("the Act") on 1 November 2021, delivering to the Registrar of Companies the final account and notice saying whether any creditor has objected to release.

The Liquidator will be released under Section 173 of the Act at the same time as vacating office unless any of the Company's creditors objected to release.

Relevant extracts of the Rules referred to above are provided overleaf.



Signed:

Rikki Burton

Liquidator

Dated: 06 September 2021

**RELEVANT EXTRACTS OF RULES 18.9 AND 18.34 OF
THE INSOLVENCY (ENGLAND & WALES) RULES 2016**

Rule 18.9

- (1) The following may make a written request to the office-holder for further information about remuneration or expenses set out in a final report under rule 18.14:
- a secured creditor;
 - an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or
 - any unsecured creditor with the permission of the court.
- (2) A request or an application to the court for permission by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one creditor.

Rule 18.34

- (1) This rule applies to an application in a winding-up made by a person mentioned in paragraph (2) on the grounds that:
- the remuneration charged by the office-holder is in all the circumstances excessive;
 - the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
 - the expenses incurred by the office-holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable:
- a secured creditor; or
 - an unsecured creditor with either
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court.
- (3) The application by a creditor must be made no later than eight weeks after receipt by the applicant of the final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question.