

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

<b>1</b>	<b>Company details</b>	
Company number	0 0 0 7 1 3 2 5	<b>→ Filling in this form</b> Please complete in typescript or in bold black capitals.
Company name in full	Kirkpatrick Limited	
<b>2</b>	<b>Liquidator's name</b>	
Full forename(s)	Andrew	
Surname	Turpin	
<b>3</b>	<b>Liquidator's address</b>	
Building name/number	The Silverworks	
Street	67 -71 Northwood Street	
Post town	Birmingham	
County/Region	West Midlands	
Postcode	B 3 1 T X	
Country		
<b>4</b>	<b>Liquidator's name <sup>①</sup></b>	
Full forename(s)		<b>① Other liquidator</b> Use this section to tell us about another liquidator.
Surname		
<b>5</b>	<b>Liquidator's address <sup>②</sup></b>	
Building name/number		<b>② Other liquidator</b> Use this section to tell us about another liquidator.
Street		
Post town		
County/Region		
Postcode		
Country		

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6

## Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7

## Final account

☒ I attach a copy of the final account.

8

## Sign and date

Liquidator's signature

Signature

X

*John R*

X

Signature date

d 0

d 8

m 1

m 1

y 2

y 0

y 2

y 3

# LIQ14

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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	Mark Monaghan				
Company name	Poppleton & Appleby				
Address	The Silverworks				
	67 - 71 Northwood Street				
Post town	Birmingham				
County/Region	West Midlands				
Postcode	B	3		1	T X
Country					
DX					
Telephone	0121 200 2962				



### 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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

**Statement  
of Affairs**

0.00

NIL

Andrew Turpin  
Liquidator

## LIQUIDATOR'S FINAL ACCOUNT TO CREDITORS AND MEMBERS

Our Ref: AT/GJB/MGM/K3E/CVLIR161807

31 August 2023

Dear Sirs

### **Kirkpatrick Limited – In Creditors' Voluntary Liquidation**

I am now able to conclude the winding up of the affairs of the Company and enclose my final account and notice to Creditors and Members, together with a Receipts and Payments Account for the whole of the period I was in office.

Also enclosed is a formal notice setting out the final dividend position in respect of the Liquidation, although the information in that notice is summarised below.

There will be no further dividend declared to Preferential and non-preferential Unsecured Creditors as the funds realised have been used to pay prior dividends to the Preferential and non-preferential Unsecured Creditors, and to meet the expenses of the Liquidation.

I attach at **Appendix A**, statutory information which I am required to provide.

### **Executive Summary**

As previously advised, I was appointed sole Liquidator of the Company following its move from Administration on 31 March 2021 where I was one of the Joint Administrators.

My duties and functions as Liquidator were the realisation of the Company's assets, the agreement of the claims of Creditors, investigation of the Director's conduct and the Company's affairs generally, and the eventual distribution of the Liquidation funds between the Creditors in accordance with their legal entitlements.

The majority of the asset realisations were concluded during the Administration, although the recovery of the reassigned book debts had continued during the course of the Liquidation. In view of the asset realisations achieved, The Secured Creditor has been settled in full and I have been able to pay a dividend to the Preferential Creditors at 100p in the £ in the prior Administration.

Notice of Intended Dividend was circulated to the Unsecured Creditors on 18 February 2022 with a final date for submitting a Proof of Debt forms being 14 March 2022.

A first and final dividend of 98.46p in the £ has been declared and paid to Unsecured Creditors.

### **Liquidator's Actions Since Appointment**

As Creditors may recall, the Company entered Administration on 16 April 2020 and I, Andrew Turpin, was appointed as Joint Administrator of the Company.

Continued



In accordance with the Joint Administrators' Proposals to Creditors, which had been approved by the general body of Creditors, I was appointed as sole Liquidator of the Company, pursuant to Paragraph 83 of Schedule B1 to the Insolvency Act 1986, on 12 May 2020.

Following my appointment as Liquidator, I undertook to circulate notice of my appointment to all known Creditors and Stakeholders. This included advertising my appointment in the London Gazette.

There remained certain assets to realise from the Administration, namely, the VAT refund from HMRC, the surplus funds from the Administration and the outstanding factored book debts reassigned by Lloyds Commercial Finance Limited.

Accordingly, I recovered the surplus funds from the Joint Administrators.

I circulated a Notice of Intended Dividend to the Unsecured Creditors, on 18 February 2022, I agreed the final claims and a first and final dividend of 98.46p in the £ has been declared and paid to Unsecured Creditors on 9 May 2022.

I concluded the winding up of the Company's Pension scheme with NEST.

In addition, I also continued to discharge my statutory and regulatory functions as Liquidator of the Company, which has included performing periodic reviews of the case, reviewing the adequacy of my insurance bond and liaising with stakeholders, where required. I have also liaised with the Company's accountants to ensure that relevant Corporation Tax returns have been filed with HMRC.

There is certain work that I am required by the insolvency legislation to undertake in connection with the Liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since the date of commencement of the Liquidation is contained in **Appendix B**.

Please note that with effect of 1 June 2021, following a periodic review and appraisal within this Firm, Poppleton & Appleby's charge out rates have increased. The increase in charge out rates will only affect cases where fees have been approved on a time costs basis but will not affect any cap on fees (where one is in place). For further information in relation to the increase in charge out rates, Creditors can visit Poppleton & Appleby's website on [www.poppletonandappleby.co.uk](http://www.poppletonandappleby.co.uk) and by clicking on Creditors login, scrolling down to Guidance Notes and selecting Practice Fee Recovery Policy for Poppleton & Appleby and Statutory Disclosure for Liquidations and selecting "Fee Policy".

### **Receipts and Payments Account**

My Receipts and Payments Account for the period from 31 March 2021 to 31 August 2023 and for the period since 31 March 2023 is attached at **Appendix C**.

All amounts are shown net of VAT. I have reconciled the account against the financial records that I am required to maintain.

The balance of funds were held in a non-interest bearing estate bank account. The account has now been drawn down to Nil and I have requested the account now be closed.

The final VAT reclaim is to be made payable to Poppleton & Appleby in respect of VAT on my final fee for the sum of £37.14.

Continued



## **Asset**

### **Fixed Charge Assets**

Factored Book Debts – Lloyds Commercial Finance Limited

At the date of the Administration, the sales ledger balance at 16 April 2020 stood at £204,474, which was subject to a factoring agreement with Lloyds Commercial Finance Limited ("LCFL") dated 1 November 2018. Accordingly, the entire sales ledger was assigned to LCFL, who had been providing financial support in the period of trade. At the time of Administration, LCFL was owed approximately £162,251.

In the subsequent period, LCFL appointed Atlantic Risk Management Services Limited ("ARMSL") to assist in the collection and recovery of the outstanding ledger although they relied heavily on the Administrators in providing copy invoices, proof of delivery documents in order to assist in recoveries.

During the course of the Administration, collection of the ledger was ongoing and LCFL advised in October 2020 that ARMSL had concluded their collections which has resulted in LCFL recovering their advances in full.

As a result, LCFL reassigned the outstanding sales ledger in the sum of £48,931 to the Company. The majority of these debts were subject to dispute in relation to short deliveries or incorrect goods supplied. Book debts of £7,702 were recovered under the Administration and I continued to pursue the outstanding accounts during the Liquidation.

I was able to recover £11,109, no further recoveries are anticipated.

### **Assets Subject to Floating Charge / Unencumbered Assets**

#### **Administration Cash Surplus and VAT Refund**

As advised in the Joint Administrators' final report to Creditors, I would confirm that a cash surplus of £826,333 was duly received into the Liquidation Estate.

The final VAT Refund from the Administration, amounting to approximately £3,315 was also received, following submission to H M Revenue & Customs.

#### **Bank charges refunded**

On closure of the Company bank account I received £70 relating to refunded bank charges from Lloyds Bank plc.

#### **Sundry Receipts**

During the Liquidation I have received a refund from Eon for the sum of £2,847 and £571 from Allianz Insurance.

No further realisations are anticipated from the Administration Estate.

#### **Unsold / Unrealised Assets**

I can confirm that there are no assets which remain unrealised other than the residual book debts which have proved irrecoverable.

No further realisations are anticipated.

Continued



## Investigation Into the Affairs of The Company

During the prior Administration, the Joint Administrators undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. The Joint Administrators were required by the Statements of Insolvency Practice to undertake such an initial investigation.

Within three months of the Joint Administrators' appointment, they were required to submit a confidential report to the Secretary of State to include any matters which would have come to their attention during the course of their work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company.

There were no matters that justified further investigation in the circumstances of the Joint Administrators, and I have found no matters that would require further investigation in my appointment as Liquidator.

As a result, I would confirm that I have had no requirement to file a further report on the conduct of the Directors as this duty was already discharged by the Joint Administrators.

## Costs of Liquidation

### **Professional Fees**

Professional Advisors have been engaged to provide assistance during the course of the Liquidation.

I have used the following agents during my appointment as Liquidator:

#### Wayside Accountancy Limited

I previously instructed the Company's Accountants, Wayside Accountancy Limited to assist in preparing tax calculations and submitting returns to HMRC following the sale of the Freehold Properties.

#### Evolve IS

I instructed Evolve IS to assist with the agreement of both the employees' Preferential and Unsecured employee claims in the above matter and to facilitate payment to HMRC in respect of PAYE and NIC deductions.

Details of the payments made in respect of professional fees and disbursements in relation to work done in the Liquidation are included in my Receipts and Payments Account at **Appendix C**, whilst details of budgeted professional fees and disbursements in both the Administration and Liquidation are summarised at **Appendix D**. Creditors will note that whilst the above Professional Advisors were instructed during the Administration, their professional fees have been settled in the Liquidation.

The choice of professionals used was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them.

I also confirmed that they held appropriate regulatory authorisations. I have reviewed the fees they have charged and am satisfied that they are reasonable in the circumstances of this case.

Continued





## **Pre-Appointment Remuneration**

I have not sought or drawn any pre-appointment remuneration in this matter as the Liquidation followed on from an Administration, pursuant to Paragraph 83 of Schedule B1 to the Insolvency Act 1986.

## **Liquidator's 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 split into:

- Category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the Office Holder; and
- Category 2 expenses, which 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.

I have incurred total expenses of £763, of which I incurred £12 in the period since 30 March 2023. I have drawn £598 to 31 August 2023, all of which £186 has been drawn in the period since 31 March 2023 to 31 August 2023.

I am required to seek approval before I can pay any expenses to associates or pay expenses where there is an element of shared costs, which are known as category 2 expenses. The Joint Administrators had previously obtained approval to pay category 2 expenses and this approval carries forward to the Liquidation.

Details of the category 2 expenses that I have paid to date and in the reporting period are included in the Receipts and Payments Account attached, as well as **Appendix E**.

Under new guidance that came into force on 1 April 2021, storage can no longer be charged as a Category 2 expense. From 1 April 2021, only storage that can be classified as a Category 1 expense, will be charged to the insolvent Estate.

As you can see above, the total expenses I incurred were in line with the total expenses I estimated I would incur when my remuneration was approved.

## **Liquidator's Remuneration**

I would remind Creditors that as a result of the insolvency legislation, the basis of my remuneration for acting as Liquidator is the same as that approved in the preceding Administration.

My remuneration was approved on a mixture of a time cost basis and as a percentage of book debt realisations.

The Joint Administrators' remuneration was originally approved on a time cost basis, based on a fees estimate of £95,050. However, the Joint Administrators approached Creditors to review their fee estimate and, at a Virtual Meeting of Creditors held on 1 December 2020, Creditors approved an increase in their fee estimate to £138,968.

In addition, the Creditors approved that the Administrator's percentage of realisations for realising the reassigned book debts be approved at 50% however significant time was previously spent amounting to £10,716 in the Administration in assisting Atlantic Risk Management Services Limited in the collection and recovery of the outstanding ledger as they relied heavily on the Administrators' in providing copy invoices, proof of delivery documents in order to assist in recoveries.

Continued



The revised fee estimate, therefore, acts as a cap in these proceedings and I cannot draw remuneration in excess of that estimate without first seeking further approval from the Creditors.

Total time costs for the entire period of the Administration amounted to £134,542, which equated to 601 of hours work at a blended charge out rate of £224 per hour. Total fees of £ 118,830 were drawn during the Administration in respect of time costs and a further £2,190 in respect fees as a percentage of book debt realisations. A detailed schedule of the time costs incurred by Joint Administrators was previously provided in their final report to Creditors.

I approached Creditors to review my fee estimate and, at a Virtual Meeting of Creditors held on 20 June 2022, Creditors approved an increase in my fee capped at £20,000.

My total time costs in the Liquidation to 31 August 2023 amount to £43,056, representing 175 hours of work at a blended charge out rate of £247 per hour, of which £2,850, representing 13 hours of work, was charged in the period since 30 March 2023, at a blended charge out rate of £224 per hour.

As at 31 August 2023 as you can see from the information provided in this report, the total time costs I have incurred in this matter, in respect of the categories of work for which I am being remunerated on a time cost basis, have exceeded the total estimated remuneration I set out in my revised fees estimate when my remuneration was authorised by the Creditors. However, I have not drawn remuneration in excess of my revised fees estimate.

Total fees of £37,677 have been drawn during the Liquidation in respect of time costs and £7,326 in respect fees as a percentage of book debt realisations.

A detailed schedule of my time costs incurred in the current reporting period, from 31 March 2023 to 31 August 2023, compared with the Joint Administrators' fees estimate, is attached as **Appendix F**

Please note that with effect of 1 June 2021, following a periodic review and appraisal within this Firm, Poppleton & Appleby's charge out rates have increased. The increase in charge out rates will only affect cases where fees have been approved on a time costs basis, but will not affect any cap on fees (where one is in place). For further information in relation to the increase in charge out rates, Creditors can visit Poppleton & Appleby's website on [www.poppletonandappleby.co.uk](http://www.poppletonandappleby.co.uk) and by clicking on Creditors login, scrolling down to Guidance Notes and selecting Practice Fee Recovery Policy for Poppleton & Appleby and Statutory Disclosure for Liquidations and selecting "Fee Policy".

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Administrators' Fees' also published by R3, together with an explanatory note which shows Poppleton & Appleby's fee policy are available at the link [www.poppletonnadappleby.co.uk](http://www.poppletonnadappleby.co.uk). And choose the following options: Creditors login, Creditors Guidance Notes, Effective from April 2017 – A Creditors' guide to fees charged by Administrators, as well as Practice Fee Recovery for Poppleton and Appleby Disclosure-Fee Policy.

### **Outcome for Creditors**

#### **Fixed Charge Creditor – Lloyds Bank Commercial Finance Limited ("LBCFL")**

The Company granted a Debenture in favour of Lloyds Bank Commercial Finance Limited ("LBCF") which was duly registered at Companies House on 1 November 2018 comprising Fixed and Floating charges over the assets of the Company.

At the date of Administration LBCF was owed approximately £162,251 in respect of advances made under a Factoring Agreement.

Continued



As advised, LBCF have confirmed that their advances have been settled in full, and a formal reassignment of the debtor ledger had been completed back to the Company for collection by the Administrators.

As a result, LBCF have no further claims in this matter.

### **Preferential Creditors**

The position as regards Preferential Creditors can be summarised as follows:

Number of Preferential Creditor Claims Received to Date	Estimated Statement of Affairs Value of Preferential Claims	Value of Preferential Creditor Claims Received to Date
55	£66,111	£51,765

Preferential claims were agreed and settled in the Administration. As all Preferential claims have been settled, there will be no further dividends declared to this class of Creditor.

### **Crown Creditors**

The Statement of Affairs included £111,851 owed to HMRC. HMRC's final claim of £112,922 has been received.

### **Floating Charge Creditor - Lloyds Bank Commercial Finance Limited ("LBCFL")**

As detailed above, The Company granted a Debenture in favour of Lloyds Bank Commercial Finance Limited. In view of the recoveries under LBCFL's Fixed Charge, it is not anticipated that they will have a Floating Charge claim in the winding up.

### **Outcome for Floating Charge Creditor(s) and The Prescribed Part**

Provisions within the insolvency legislation require a Liquidator to set aside a percentage of any amounts available to a Floating Charge holder, for the benefit of the Unsecured Creditors, in cases where the Company granted the Floating Charge on or after 15 September 2003. This is known as the "Prescribed Part" of the net property.

A Company's "net property" is that left after paying the Preferential Creditors, but before paying the lender who holds a Floating Charge (after deducting the associated Liquidation costs). Details of how much a Liquidator must set aside under the Prescribed Part has previously been circulated.

The Security granted by the Company, as set out above, was created after the Enterprise Act 2002 and, accordingly, the Prescribed Part rules would apply in relation to any Floating Charge realisations.

However, there is no Floating Charge claim as the Secured Creditor, Lloyds Commercial Finance Limited has been satisfied by way of Fixed Charge realisations in this matter and therefore the Prescribed Part provisions will not apply in this instance.

Continued



## Unsecured Creditors

The position as regards Unsecured Creditors can be summarised as follows:

Creditor	Estimated Statement of Affairs Value of Unsecured Claims (£)	Number of Claims Received to Date	Value of Unsecured Creditor Claims to Date (£)
Trade Creditors	131,571	44	71,523
Crown Departments	111,851	1	112,922
Bank	1,911	1	1,923
Employees	730,235	11	618,053
<b>Totals</b>	<b>975,568</b>	<b>57</b>	<b>804,421</b>

As previously advised, the Company had been placed into Creditors' Voluntary Liquidation to facilitate the distribution to the Unsecured Creditors.

Notice of Intended Dividend was circulated to the Unsecured Creditors on 18 February 2022 with a final date for submitting a Proof of Debt forms being 14 March 2022.

A first and final dividend of 98.46p in £ was declared to the Unsecured Creditors on 9 May 2022. The total amount distributed was £792,026.

The dividend payments are reflected on the attached Receipts and Payments Account. There were a number of distributions that remained unclaimed therefore these were forwarded to the Insolvency Service Unclaimed Dividend department which entailed a fee of £25.75.

## Conclusion

The winding up of the Company is now for all practical purposes complete and I am seeking the release of myself as Liquidator of the Company. Creditors and Members should note that provided no objections to my release are received we shall obtain my release as Liquidator following the delivery of the final notice to the Registrar of Companies, following which my case files will be placed in storage.

I attach at **Appendix G**, certain information, which I am obliged to provide when reporting to Creditors, in line with prevailing insolvency legislation.

Poppleton & Appleby uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping Creditors and others informed about the insolvency proceedings. You can find more information on how Poppleton & Appleby uses your personal information on our website at [www.poppletonandappleby.co.uk](http://www.poppletonandappleby.co.uk).

If Creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available online, they should contact Mark Monaghan on 0121 200 2962, or by email at [info@poppletonandappleby.co.uk](mailto:info@poppletonandappleby.co.uk) before my release.

Yours faithfully

**Andrew Turpin**  
**Liquidator**

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**STATUTORY INFORMATION**

Company name:	Kirkpatrick Limited
Company number:	00071325
Trading address:	PO Box 17, Frederick Street, Walsall, WS2 9NF
Registered office:	The Silverworks, 67 - 71 Northwood Street, Birmingham, West Midlands, B3 1TX
Former registered office:	PO Box 17, Frederick Street, Walsall, West Midlands, WS2 9NF
Principal trading activity:	Manufacture of locks and hinges
Liquidator's name:	Andrew Turpin
Liquidator's address:	The Silverworks, 67 - 71 Northwood Street, Birmingham, West Midlands, B3 1TX
Date of appointment	31 March, 2021

**ROUTINE WORK ORDINARILY UNDERTAKEN IN CREDITORS' VOLUNTARY LIQUIDATIONS  
DURING THE CURRENT REPORTING PERIOD****1. Administration**

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder (and their managers). It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing an annual progress report to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.
- Preparing, reviewing and issuing a final account of the liquidation to creditors and members.
- Filing a final return at Companies House.

## ROUTINE WORK ORDINARILY UNDERTAKEN IN CREDITORS' VOLUNTARY LIQUIDATIONS

### 1. Administration & Planning

- Preparing the documentation and dealing with the formalities of appointment.
  - Writing a report that takes account of statutory requirements and the requirements of Statements of Insolvency Practices.
  - Preparing schedules of work done to date and work proposed and explaining them to creditors in the report.
  - Assessing the possible action that might be required to recover assets and considering the likely cost of that action.
  - Preparing minutes that comply with relevant Statements of Insolvency Practice and getting them signed by the chairman, together with a formal record of the winding up resolution and a certificate of appointment.
  - Complete internal compliance documentation following appointment.
  - In anticipation of closure and release from office review all case files.
- Statutory notifications and advertising
  - Notifying Companies House of the appointment, including providing copies of the resolution to wind up the company, the statement of affairs and the certificate of appointment.
  - Change registered office at Companies House.
  - Prepare and circulate notice of appointment to all Creditors, Shareholders and other Stakeholders to include HM Revenue & Customs.
  - Liaising with our advertising Agent(s) to ensure statutory notifications are advertised in the appropriate manner.
  - Notify the pension's regulator under current pension statute.
  - Notify the firm's insurance brokers of appointment to arrange cover where appropriate.
- Preparing documentation required.
  - Opening case folder(s).
  - Preparation of statements of insolvency practice checklists, in particular 8 and 9.
  - Preparation and continued review of case checklist to ensure compliance on all statutory and best practice matters.
  - Preparation, completion and review of independence and ethics checklists.
  - Completion of relevant post Liquidation VAT forms for HM Revenue & Customs.
  - Completion of relevant post Liquidation Corporation Tax Forms for HM Revenue & Customs.
- Dealing with all routine correspondence, e mails and telephone calls.
  - Includes correspondence with Creditors, Shareholders and other Stakeholders.
  - Internal correspondence between Insolvency Practitioner, managers and case administrators.
  - Deal with correspondence from Companies House.
  - Dealing with correspondence from HM Revenue & Customs.
  - Ensuring that a member of staff is generally available to deal with telephone queries.
  - Ensuring that email correspondence is dealt with within the Firm's response policy.
- Maintaining physical case files and electronic case details in our computerised systems.
  - Data input of details pertaining to assets and liabilities onto bespoke software system.
  - Input and management of case diary onto bespoke software system.
  - Filing and scanning of electronic and written correspondence to relevant files.
  - Dealing with destruction of books and records when required.

- Review and storage.
  - Prepare and complete periodic case reviews, to include review on progression, ethics and independence checks.
  - Liaise with storage Agents in relation to books and records recovered from the Company.
  - Liaise with external review agencies to ensure progression and compliance of case.
  - Case bordereau reviews and maintenance.
  - Preparing Estimated Outcome Statements where required.
  - Adjust insurance cover and bordereau requirements as assets are sold and realised.
- Case planning and administration.
  - Hold internal meetings to discuss case strategy and progression
  - Drafting case notes to ensure strategy remains appropriate.
  - Overseeing and managing work conducted by case administrators.
- Preparing reports to interested parties.
  - Annual progress reports to Creditors, Members and Stakeholders where appropriate.
  - Bespoke reports to Creditor Committee members and secured lenders (where appropriate)
  - Draft and circulation of final account to Creditors, Members and Stakeholders.
  - Convening and holding meetings of Members and Creditors, if requested.
  - Convening and holding meetings of the Creditors' Committee, where appropriate.
- Cashiering
  - Maintaining and managing the Liquidator's cashbook and bank account(s).
    - Preparation and maintenance of cashier file.
    - Open bespoke Liquidation bank account.
    - Review level of turnover on bank account.
    - Invest funds onto deposit accounts, where appropriate.
    - Input of transactional data during the Liquidation.
    - Completion of journals where appropriate.
    - Review bank statements and complete bank reconciliations.
    - Physical banking of cheques to account.
    - Paying costs and expenses from the case account.
    - Assistance with dividend payments to Creditors where appropriate.
    - Chasing cheque clearance on dividends where appropriate.
    - Liaise with the Insolvency Service Account in relation to unclaimed dividends where appropriate.
  - Ensuring statutory lodgements and taxation affair obligations are met.
    - Preparation of relevant VAT forms for HM Revenue & Customs.
    - Arranging cancellation of any group registration for VAT.
    - Preparation of relevant Corporation Tax Forms to HM Revenue & Customs.
    - Assistance to HM Revenue & Customs where site visits are required.
    - Preparation of statutory forms to Companies House, to include progress and final reports.
    - Arranging deregistration of VAT with HM Revenue & Customs when appropriate.
    - Preparation of final Corporation Tax return and seeking Tax clearance from HM Revenue & Customs.

## 2. Creditors

- Dealing with Creditor correspondence, emails and telephone calls.
  - Attendance to queries within Firm policy timescales.
  - Lodging of Creditor claims.
  - Reviewing and adjudicating upon proofs of debts received from Creditors.
    - Review of associated company claims to include reconciliation of accounts.
    - Consider prospect of deferment of associated company claims.
    - Review lease related claim.
  - Review validity of charges where secured Creditors are involved.
  - Maintaining Creditor information within our computerised systems.



- Premises (guaranteed)
  - Deal with Landlord to establish potential claim(s) in relation to property, to include rent arrears and dilapidations claims.
  - Where appropriate, instruct Solicitors and Agents to assist in establishing claims.
  - Review and monitor progress of Agents and Solicitors.
- Preparing reports to Creditors and other interested parties.
  - Preparation and circulation of statutory reports to Creditors, Members and Stakeholders.
  - Preparation of bespoke Estimated Outcome Statements where appropriate.

### **3. Investigations**

- Review and storage of books and records.
  - Liaise with Directors to obtain Company books and records and notify Directors of their duties and powers.
  - Review bank statements for material/suspicious transactions.
  - Analyse and reconcile transactions with Company's accounting system.
  - Review transactions with associated companies or connected persons.
  - Conduct investigations into suspicious transactions.
  - Liaise with Company's former and current accountants to obtain detailed accounting information.
  - Reconcile movements from last prepared accounts to date of Liquidation.
  - Request information from Creditors, Members and Stakeholders regarding Company's affairs and accuracy of claims.
  - Consider validity of charges.
  - Enquiries of current and former officers and key employees of the Company.
  - Liaise with HM Revenue & Customs departments to reconcile transactions and accuracy of claims.
  - Make enquiries with other Crown departments (DVLA, Land Registry, Insolvency Service) as part of standard enquiries into assets and previous conduct.
  - Completion of investigation checklist in accordance with the requirements of Statements of Insolvency Practice.
- Preparing a report pursuant to the Company Directors Disqualification Act (Not in a Members Voluntary Liquidation)
  - Complete online report to the Insolvency Service within 3 months of appointment.
- Reviewing books and records to identify any transactions or actions a Liquidator may take against a third party in order to recover funds for the benefit of Creditors.
  - Review redemption of purchase of own shares.
  - Matters that could bring rise to a summary remedy for misfeasance and misapplication of property.
  - Consider wrongful and/or fraudulent trading.
  - Consider Transactions at and Undervalue.
  - Consider Preferences.
  - Consider all other statutory remedies.

### **4. Realisation of Assets**

- Corresponding with debtors (where appropriate) and attempting to collect outstanding book debts.
- Liaising with the Company's bank regarding the closure of the accounts.
- Employment of Agents and Solicitors where appropriate to assist in dealing with the above.

**Kirkpatrick Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £	From 16/04/2023 To 31/08/2023 £	From 16/04/2020 To 31/08/2023 £
FIXED CHARGE ASSETS		
Factored Book Debts	NIL	11,109.23
	NIL	11,109.23
ASSETS NOT PLEDGED		
Cash at Bank	NIL	829,648.15
Refunded Bank Charges	NIL	70.23
Sundries	NIL	3,418.54
	NIL	833,136.92
COST OF REALISATIONS		
Accountancy Fees	NIL	750.00
Aministrators Fees	NIL	2,190.00
Bank Charges & Interest	NIL	27.70
Corporation Tax	NIL	32.74
Director onsite assistance expenses	NIL	2,000.00
Employment Agent Costs	NIL	1,529.00
Office Holders' Fees	NIL	37,677.50
Office Holders Fees % of Realisations	NIL	7,325.99
Rent & Rates	NIL	90.70
Stationery, Printing & Carriage	NIL	117.36
Statutory Advertising	95.00	282.00
Storage Costs	90.70	171.06
	(185.70)	(52,194.05)
UNSECURED CREDITORS		
Trade & Expense Creditors	(36.26)	791,990.09
Unclaimed Divi - ISA	62.01	62.01
	(25.75)	(792,052.10)
	<b>(211.45)</b>	<b>0.00</b>
REPRESENTED BY		
		<b>NIL</b>

Andrew Turpin  
Liquidator

# SUMMARY OF PROFESSIONAL COSTS

## APPENDIX D

Firm Name	Scope of Work	Agreed Structure	Fee	Budgeted Costs (£)	Amount Incurred in Previous Reporting Period (£)	Amount Paid in Previous Reporting Period (£)	Amount Incurred in Current Reporting Period (£)	Amount Incurred In Current Reporting Period (£)	Final Costs (£)
Wayside Accountancy	Assistance with completion and submission of post-appointment Corporation Tax returns	Time costs and disbursements		1,000	750	750	Nil	Nil	750
Evolve IS	Assistance with regard to agreement of employee claims	Time costs and disbursements		1,529	1,529	1,529	Nil	Nil	1,529
<b>Totals</b>				<b>2,529</b>	<b>2,279</b>	<b>2,279</b>	<b>Nil</b>	<b>Nil</b>	<b>2,279</b>

### Notes:

The choice of professional engaged is based on their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they have been reasonable in the circumstances of the case.

## LIQUIDATOR'S COSTS AND EXPENSES

## APPENDIX E

Category 1 Disbursement	Amount Incurred in Previous Reporting Period (£)	Amount Paid in Previous Reporting Period (£)	Amount Incurred in Current Reporting Period (£)	Amount Paid in Current Reporting Period (£)	Final Costs (£)
Bank Charges	28	28	Nil	Nil	28
Postage	304	117	Nil	Nil	304
Statutory Advertising	282	187	Nil	95	282
Storage	105	48	12	91	117
<b>Total</b>	<b>719</b>	<b>380</b>	<b>12</b>	<b>186</b>	<b>731</b>

Category 2 Disbursement	Amount Incurred in Previous Reporting Period (£)	Amount Paid in Previous Reporting Period (£)	Amount Incurred in Current Reporting Period (£)	Amount Paid in Current Reporting Period (£)	Final Costs (£)
Storage	32	32	Nil	Nil	32
<b>Total</b>	<b>32</b>	<b>32</b>	<b>Nil</b>	<b>Nil</b>	<b>32</b>

Time Entry - SIP9 Time & Cost Summary

K3E - Kirkpatrick Limited  
All Post Appointment Project Codes  
To: 31/08/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	7.40	15.70	17.40	6.90	47.40	11,424.00	241.01
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	2.90	52.90	46.40	0.10	102.30	25,977.50	253.93
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisations of Assets	0.40	7.00	17.30	0.00	24.70	5,616.00	227.37
Trading	0.00	0.00	0.20	0.00	0.20	38.00	190.00
Total Hours	10.70	75.60	81.30	7.00	174.60	43,055.50	246.60
Total Fees Claimed						40,217.12	
Total Disbursements Claimed						195.22	

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursements

K3E - Kirkpatrick Limited  
To: 31/08/2023

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
19/04/2021	Storage: Storage Mar 21	Category 2	32.50
Total			32.60

## APPENDIX F

## Time Entry - SIP9 Time &amp; Cost Summary

K3E - Kirkpatrick Limited  
All Post Appointment Project Codes  
From: 31/03/2023 To: 31/08/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0.30	1.50	3.60	1.30	6.70	1,487.50	222.01
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	2.60	3.40	0.00	6.00	1,362.00	227.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisations of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>0.30</b>	<b>4.10</b>	<b>7.00</b>	<b>1.30</b>	<b>12.70</b>	<b>2,849.50</b>	<b>224.37</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	
<b>Total Disbursements Claimed</b>						<b>0.00</b>	

## STATUTORY DISCLOSURE REQUIREMENTS

Legislative requirements state that when an Insolvency Practitioner reports to Members and Creditors, there are certain statutory statements he must make. In order to fully comply with these conditions, we have set out below the statements which apply in these proceedings in this Appendix, rather than in the report itself, with the intention of keeping the report informative for Members and Creditors who are more likely to be interested in the practical points arising in the insolvency.

The statement which forms part of this statutory report which also need to be considered along with it is as follows:-

- Please note that no funds have been held with the Insolvency Services Account at any time during the Liquidation, therefore, it has been neither possible nor necessary to reconcile this account with the Secretary of State.

### **Comments as Regards Liquidator's Remuneration:-**

- For further information with regards to this firm's policy on fees and disbursements as well as general guidance regarding a Liquidator's fees in a Creditors' Voluntary Liquidation, you may download a Creditors' Guide to Fees on our website at [www.poppletonandappleby.co.uk](http://www.poppletonandappleby.co.uk) and choose the following options: Creditors Login, Creditors' Guidance Notes, then choose, A Creditors' Guide to a Liquidator's Fees Effective from April 2021.
- 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 the Liquidator's remuneration and expenses within 21 days of their 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 unsecured Creditors (including the Creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidator as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured Creditor may make a similar application to court within the same time limit.
- A hard copy of these documents can be provided on request.

### **Provision of Services Regulations Summary for Poppleton & Appleby**

- To comply with the Provision of Services Regulations, some general information about this Firm can be found on our website at [www.poppletonandappleby.co.uk](http://www.poppletonandappleby.co.uk). To access, choose the following options: Creditors Login, Creditors' Guidance Notes, Provision of Services Regulations Summary for Poppleton & Appleby, Provision of Services.



## **Notice of Final Account of**

### **Kirkpatrick Limited ("the Company") – In Creditors' Voluntary Liquidation**

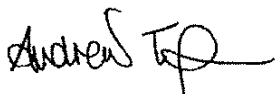
**Company registered number: 00071325**

**NOTICE IS GIVEN** by the Liquidator, Andrew Turpin, under rule 6.28 of The Insolvency (England and Wales) Rules 2016 and section 106 of The Insolvency Act 1986, that the company's affairs have been fully wound up.

1. Creditors have the right under rule 18.9 of The Insolvency (England and Wales) Rules 2016 to request further details of the Liquidator's remuneration and expenses. That request must be made to the Liquidator within 21 days of receipt of the final account, and with either the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question). Secured creditors may also request further details.
2. Creditors have the right under rule 18.34 of The Insolvency (England and Wales) Rules 2016 to apply to Court to challenge the amount and/or basis of the Liquidator's fees, and/or the amount of any expenses incurred. That application must be made within 8 weeks of receipt of the final account, and with either the permission of the Court, or with the concurrence of 10% in value of the creditors (including the creditor in question). Secured creditors may also make an application.
3. Creditors may object to the release of the Liquidator by giving notice in writing to the Liquidator at the address given below before the end of the prescribed period. The prescribed period will end at the later of: 8 weeks after delivery of this notice; or, if any request for information regarding the Liquidator's remuneration and/or expenses is made under rule 18.9, or if any application is made to Court to challenge the Liquidator's fees and/or expenses under rules 18.34 or 18.35, when that request or application is finally determined.
4. The Liquidator will vacate office under section 171 of the Insolvency Act 1986 when, upon expiry of the prescribed period that creditors have to object to their release, they deliver to the Registrar of Companies the final account and a notice saying whether any creditor has objected to their release.
5. The Liquidator will be released under section 173 of the Insolvency Act 1986 at the same time as vacating office, unless any creditors objected to their release.

Creditors requiring further information regarding the above, should either contact me at The Silverworks, 67 - 71 Northwood Street, Birmingham, West Midlands, B3 1TX, or contact Mark Monaghan on 0121 200 2962, or by email at [markm@poppletonandappleby.co.uk](mailto:markm@poppletonandappleby.co.uk).

DATED THIS 31ST DAY OF AUGUST 2023



**Andrew Turpin**  
**Liquidator**

**Notice about final dividend position**

**Kirkpatrick Limited ("the Company") – In Creditors' Voluntary Liquidation**


**Company registered number: 00071325**

Notice is given under rule 14.36 of The Insolvency (England and Wales) Rules 2016, by Andrew Turpin, the Liquidator, to the Creditors of Kirkpatrick Limited, that no dividend further dividend will be declared to Unsecured Creditors.

There will not be any further dividend declared to Non-Preferential Unsecured Creditors as the funds realised have been used to pay prior dividends to Non-Preferential Unsecured Creditors, and to meet the expenses of the Liquidation.

Creditors requiring further information regarding the above, should either contact me at Mark Monaghan on 0121 200 2962, or by email at [info@poppletonandappleby.co.uk](mailto:info@poppletonandappleby.co.uk).

DATED THIS 31ST DAY OF AUGUST 2023

A handwritten signature in black ink, appearing to read 'Andrew Turpin', with a stylized flourish at the end.

**Andrew Turpin**  
**Liquidator**