

# Liquidator's Progress Report

# S.192

Pursuant to Sections 92A and 104A and 192  
of the Insolvency Act 1986

To the Registrar of Companies

Company Number

01626129

Name of Company

Agri-Tek Sales and Service Limited

I / ~~We~~

Andrew John Turner  
89 Bridge Road  
Oulton Broad  
LOWESTOFT  
Suffolk  
NR32 3LN

the liquidator~~(s)~~ of the company attach a copy of my/~~our~~ Progress Report  
under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 18/05/2012 to 17/05/2013

Signed

Date 13 JUNE 2013

Lovewell Blake LLP  
89 Bridge Road  
Oulton Broad  
LOWESTOFT  
Suffolk  
NR32 3LN

Ref 030173/AJT/MKS/LEG/CAC

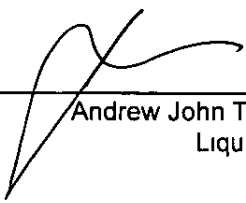
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**Agri-Tek Sales and Service Limited**  
**(In Liquidation)**  
**Liquidator's Abstract of Receipts & Payments**

<b>Statement of Affairs</b>		<b>From 18/05/2012 To 17/05/2013</b>
	<b>ASSET REALISATIONS</b>	
1,969 00	Debtors	3,332 66
	VAT Refund	484 65
16,836 00	Cash at Bank	22,600 39
	Anglia Farmers Shareholding	50 00
	Bank Interest	6 71
	Lloyds TSB Bank Interest	21 96
		<u>26,496 37</u>
	<b>COST OF REALISATIONS</b>	
	Specific Bond	48 00
	Pre-liquidation costs	1,727 83
	Liquidators Remuneration	2,522 17
	Corporation Tax	1 33
	Statutory Advertising	190 50
	Lloyds TSB charges	98 54
		<u>(4,588 37)</u>
	<b>UNSECURED CREDITORS</b>	
(500 00)	Trade & Expense Creditors - TBA	980 43
(10,000 00)	Baler - Finance Agreement	NIL
		<u>(980 43)</u>
<u>8,305.00</u>		<u><u>20,927.57</u></u>
	<b>REPRESENTED BY</b>	
	Client Premium Account	20,914 29
	VAT Payable	13 28
		<u><u>20,927.57</u></u>

  
 \_\_\_\_\_  
 Andrew John Turner  
 Liquidator

**IN THE MATTER OF  
AGRI-TEK SALES AND SERVICE LIMITED  
IN MEMBERS VOLUNTARY LIQUIDATION**

**AND**

**THE INSOLVENCY ACT 1986**

**THE LIQUIDATOR'S ANNUAL PROGRESS REPORT  
PURSUANT TO SECTION 92A OF THE INSOLVENCY ACT 1986**

**AND**

**RULE 4.49C OF THE INSOLVENCY RULES 1986**

**FOR THE YEAR ENDED 17 MAY 2013**

**AGRI-TEK SALES AND SERVICE LIMITED  
IN MEMBERS VOLUNTARY LIQUIDATION  
LIQUIDATOR'S PROGRESS REPORT TO MEMBERS  
FOR THE YEAR ENDED 17 MAY 2013**

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**AGRI-TEK SALES AND SERVICE LIMITED  
IN MEMBERS VOLUNTARY LIQUIDATION  
LIQUIDATOR'S ANNUAL PROGRESS REPORT TO MEMBERS  
FOR THE YEAR ENDED 17 MAY 2013**

**A Introduction**

The Company was placed into liquidation by a Special Resolution of the meeting of Members on 18 May 2012. This is a detailed report on the conduct of the liquidation for the first year of the liquidation.

**B Statutory Information**

Company Name	Agri-Tek Sales and Service Limited
Registered Office	89 Bridge Road Oulton Broad Lowestoft Suffolk NR32 3 LN
Trading Address	Ugate Road Seething Norwich Norfolk NR15 1EL
Registered Number	01626129
Liquidator's Name	Andrew John Turner
Liquidator's Address	89 Bridge Road Oulton Broad Lowestoft Suffolk NR32 3LN
Liquidator's IP No	8961
Liquidator's Date of Appointment	18 May 2012
Authorising Body and contact details	The Association of Chartered Certified Accountants who can be contacted at 29 Lincoln's Inn Fields, London WC2A 3EE Telephone 0207 059 5000 Fax 0207 059 5050 Web <a href="http://www.accaglobal.com">www.accaglobal.com</a>

**C Conduct of Liquidation**

The receipts and payments account, Appendix 1, lists the realisations during the first year of the liquidation. I have provided further details of these below.

## Asset Realisations

### Debtors

The Director advised that the outstanding debtor book for inclusion in the declaration of solvency totalled £1,969 inclusive of VAT. Since the commencement of the liquidation debtors money totalling £3,332.66 inclusive of VAT has been received including interest of £4.86 in respect of monies received from J Sepping. The debtor money also includes £97.80 net of VAT in respect of an invoice raised, post liquidation, in June 2012 to Fertiliser Solutions Limited. The reconciliation between the two figures is set out below

	£	£
Debtors per Director		1,969.92
Add Additional pre liquidation invoices inclusive of VAT		
J Sepping	115.14	
Fertiliser Solutions Ltd	94.80	
Cromwell Recycling	<u>1,050.14</u>	
		<u>1,260.08</u>
		3,230.00
Add Post liquidation invoices exclusive of VAT		
Fertiliser Solutions Ltd		97.80
Add Interest re J Sepping invoice		<u>4.86</u>
		<u>£3,332.66</u>

### Cash at Bank

A breakdown of the balance of funds held on the Company bank accounts at Lloyds TSB bank is shown below

	£
Company Corporate Account	20,673.86
US Dollar Account	<u>1,926.53</u>
	<u>£22,600.39</u>

You will see from the receipts and payments account, the balance advised by the Director for inclusion in the declaration of solvency was £16,836 which does not include the funds held on the US Dollar Account. As noted above the balance on the corporate account as per the bank statement was £20,673.86. The reconciliation between the two figures is set out below

	£
Balance per Director	16,836.15
Add HMRC lodgement between the date of provision of figures and the date of liquidation	<u>3,837.71</u>
	<u>£20,673.86</u>

On the 5 July 2012, the US Dollar Company bank account was closed and the balance of £1,926.53 (\$3,141.52) was transferred to the liquidation account

On the 9 July 2012, the Company Corporate bank account was closed and the balance of £19,628.95 was transferred to the liquidation account at Barclays Bank plc. As agreed with the director the Company bank account was maintained until an Anglia Farmers Limited direct debit payment was received in June 2012 and certain creditor payments had been made

The receipts and payments account reflects the combined balance of £22,600.39 which was held on the two accounts. Copies of the Company bank account statements were supplied and the transactions posted to update the liquidation receipts and payments account. The movements on the Company Corporate bank account are summarised as follows

	£	£
Balance per Corporate A/c at 18 May 2012		20,673 86
Add Debtors Monies received		
Fertiliser Solutions Limited	79 68	
J Sepping	<u>120 00</u>	
		199 68
Bank Interest		<u>21 96</u>
		20,895 50
Less Creditors Paid		
Anglia Farmers Limited		1,168 01
Bank Charges		<u>98 54</u>
		<u>£19,628.95</u>

### **VAT Refund**

Following the completion and submission of the pre liquidation tax return for the period 1 April 2012 to 17 May 2012, a VAT refund was received in August 2012 of £484 65

### **Anglia Farmer Shareholding**

On 4 April 2013 a cheque in the sum of £50 was received from Anglia Farmers Limited in respect of the shareholding of the Company in Anglia Farmers Limited

### **Bank Interest**

You will see from the receipts and payments account that interest totalling £28 67 has been earned on funds held on interest bearing accounts both on the Company account with Lloyds TSB Bank (£21 96) and the liquidation account at Barclays Bank plc (£6 71)

### **Cost of Realisations**

The receipts and payments account also lists the items of expenditure during the first year of the liquidation. I have provided further details of some of these below

### **Specific Bond**

It is a requirement of the insolvency legislation that adequate fidelity insurance cover is maintained in all cases. I am therefore required to take out a specific performance bond with insurers during the course of the liquidation. The premium for the bond is determined by the estimated value of the realisations during the liquidation and in this case, the premium amounted to £48

### **Pre Liquidation Costs**

Following the initial contact with the director of the Company on the 28 March 2012, my staff and I have spent 9 08 hours dealing with the pre appointment matters with time costs totalling £1,727 83. Details of the work undertaken are shown below

### **Administration and Planning**

- Preparing documentation and dealing with tax planning and declaration of solvency
- Dealing with statutory notifications and advertising
- Dealing with all routine correspondence
- Convening and holding the general meeting of members

A detailed summary of the time costs, together with the average hourly rates, is included in appendix 2 to this report

These costs are slightly higher than would normally be associated with pre-liquidation costs because of delays in the commencement of the case

### **Liquidator's Remuneration and Disbursements**

Please see D below for details

### **Corporation Tax**

As disclosed in the receipts and payments account, corporation tax of £1 33 has been deducted at source in respect of interest received on funds held in the liquidation bank account. The interest earned on the Company account was received gross. The corporation tax return for the first year of the liquidation is being dealt with and will be submitted prior to the completion of the liquidation.

### **Statutory Advertising**

In accordance with the requirements of the insolvency legislation I placed notices in the London Gazette to advertise my appointment and give notice to creditors to prove their debts. The total cost of advertising to date is £190 50. I did not consider it necessary to also advertise my appointment, or advertise for creditor claims in a local paper because I was happy that the records of the company were sufficient in order to obtain the relevant information to contact all creditors.

### **Bank Charges**

From the commencement of the liquidation to the 7 July 2012, the closure of the Company bank account, the bank charges of Lloyds TSB Bank have totalled £98 54. There have been no bank charges in respect of the operation of the liquidation account with Barclays Bank.

### **Trade and Expense Creditors**

The only creditor was Anglia Farmers Limited who was paid £980 43 by direct debit from the Company bank account prior to its closure.

The Company leased a baling machine from Mil-tec Central Limited with an outstanding balance at the date of the liquidation of £10,703 08. Mil-tec subsequently agreed that the remaining obligations on the lease for the baler be transferred to Nitraflow Properties and Handling Ltd and a new lease agreement was signed on the 25 May 2012. As a result the Company had no further liability in respect of the baler.

## **D Liquidator's Remuneration**

### **Liquidator's Remuneration**

Since my appointment as Liquidator my staff and I have spent 46 91 hours dealing with the liquidation with time costs totalling £4,141 45. As you can see from the enclosed receipts and payments account I have drawn remuneration of £2,522 17 plus VAT which when added to the pre liquidation time is at the upper limit of our estimate of £4,250 00 plus VAT contained in our letter of engagement.

A detailed summary of the time costs, together with the average hourly rates, is included in appendix 3 to this report.

During the course of the liquidation there are routine and statutory requirements which I am required to undertake as Liquidator. A description of the work undertaken is given below.

#### **1. Administration and Planning**

- Dealing with statutory notifications and advertising following appointment
- Dealing with all routine correspondence
- Maintaining physical and electronic case files



Carrying out quarterly reviews of the case

**2. Cashiering**

Dealing with the maintenance and management of case cash books and bank accounts  
Dealing with the statutory lodgements to H M Revenue and Customs of VAT  
Dealing with the pre liquidation accounts and corporation tax returns

**3. Creditors**

Dealing with communications with the Government Departments and ensuring all matters are dealt with so as to be able to obtain clearance from them  
Correspondence in connection with the transfer of the baler to Nitra-flow Limited and reviewing the new lease agreement

**4. Realisation of Assets**

Dealing with the closure of the company bank accounts

We have also spent further time since 17 May 2013 amounting to £365 49 and will have further time dealing with the formalities of the closure of the liquidation

As a result of the addition time costs that have accrued, I would propose that the excess time to 17 May 2013 of £1,619 28 plus our subsequent time be billed out at £1,000 plus VAT. The balance of our time costs together with any further costs to closure will be written off

Please confirm that you are agreeable to this proposal and I will complete the final meeting report accordingly and will seek formal approval of the proposal at the final meeting of members

**E Distribution to Members**

No distribution has so far been paid as I was awaiting tax clearance from H M Revenue and Custom which was finally received on the 10 June. I therefore propose making a distribution of £0 90 per share to the shareholder. A final distribution will be made following approval of my estimated final receipts and payments account and report which will be sent out under separate cover

Unfortunately, as the first anniversary of the liquidation was the 17 May 2013, which was before clearance was received from H M Revenue and Customs, I am under a duty to send progress report and then issue a final meeting report to members which will be very similar

The distribution made to the associated company is a capital. Please ensure that you provide details, to my colleagues at our Great Yarmouth office, for inclusion where appropriate on the company tax return

**F Members Information**

A member may, with the permission of the court or with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report

A member may, with the permission of the court or with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report

## **G Next Report**

My next report to members will be the final report which will be sent under separate cover shortly

If there are any matters you wish to discuss in connection with the liquidation of the company, please do not hesitate to contact Mairi Swan on 01502 563921



Andrew John Turner  
Liquidator of Agri-Tek Sales and Service Limited  
For Lovewell Blake LLP

Dated 13 June 2013

**AGRI-TEK SALES AND SERVICE LIMITED  
(IN MEMBERS VOLUNTARY LIQUIDATION)  
LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 17 MAY 2013**

Appendix 1

**Declaration  
of Solvency**

£

1,969

16,836

**ASSET REALISATIONS**

Debtors  
VAT Refund  
Cash at Bank  
Anglia Farmers Shareholding  
Bank Interest  
Lloyds TSB Bank Interest

£

3,332 66

484 65

22,600 39

50 00

6 71

21 96

£26,496 37

**COST OF REALISATIONS**

Specific Bond  
Pre-liquidation costs  
Liquidators Remuneration  
Corporation Tax  
Statutory Advertising  
Lloyds TSB charges  
(500) Trade & Expense Creditors  
(10,000) Baler - Finance Agreement

48 00

1,727 83

2,522 17

1 33

190 50

98 54

980 43

0 00

5,568 80

Funds held by Liquidator

20,927 57

£26,496 37

**The above figures are net of VAT**

**SUMMARY OF CASE TIME AND COSTS**  
**Pre Liquidation Time to 17 May 2012**

Case Name	Agr-Tek Sales and Service Limited (In Members Voluntary Liquidation)
Court and Number (If Applicable)	N/A
Office Holder Name	Andrew John Turner
Office Holder Firm	Lovewell Blake LLP
Office Holder Address	89 Bridge Road, Oulton Broad, Lowestoft, Suffolk, NR32 3LN
Telephone	01502 563921
Fax	01502 584630
e-mail	a.turner@lovewell-blake.co.uk
Case Contact	Mark Swan
Type of Appointment	Pre Liquidation Period
Office Holder Authorising Body	Mr Turner is licensed through the Institute the Association of Chartered Certified Accountants who can be contacted at 29 Lincoln's Inn Fields, London WC2A 3EE Telephone 020 7059 5000 Fax 020 7059 5050 Web www.accaglobal.com

Classification of Work or Function	Hours				Total Hours	Time Cost (£)	Average Hourly Rate (£)
	Partner	Manager	Other Senior Staff	Assistants & Support Staff			
Administration and planning	7 25	0 00	1 83	0 00	9 08	1,727 83	190 29
Investigations	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Realisation 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
Creditors	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Case specific matters	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Total hours	7 25	0 00	1 83	0 00	9 08		
Total time costs for the period (£)						£1,727 83	£190 29
Total time costs to date (£)						£1,727 83	£190 29
Total fees claimed to date (£)						£1,727 83	£190 22
				Hourly charge out rates for staff members are		As at 18/05/2012	Current rates
				Partner		£217 08	£221 40
				Manager		£132 12	£134 76
				Supervisor		£90 48	£92 28
				Senior		£84 00	£85 68
				Senior Assistant		£55 08	£56 28

**SUMMARY OF CASE TIME AND COSTS  
FOR THE PERIOD  
18 May 2012 to 17 May 2013**

Case Name	Agri-Tek Sales and Service Limited (In Members Voluntary Liquidation)
Court and Number (If Applicable)	N/A
Office Holder Name	Andrew John Turner
Office Holder Firm	Lovewell Blake LLP
Office Holder Address	89 Bridge Road, Oulton Broad, Lowestoft, Suffolk, NR32 3LN
Telephone	01502 563921
Fax	01502 584630
e-mail	ajt@lovewell-blake.co.uk
Case Contact	Mairi Swan
Type of Appointment	Liquidator
Date of Appointment	18 May 2012
Office Holder Authorising Body	Mr Turner is licensed through the Institute the Association of Chartered Certified Accountants who can be contacted at 29 Lincoln's Inn Fields, London WC2A 3EE Telephone 020 7059 5000 Fax 020 7059 5050 Web www.accaglobal.com

Classification of Work or Function	Hours				Total Hours	Time Cost (£)	Average Hourly Rate (£)
	Partner	Manager	Other Senior Staff	Assistants & Support Staff			
Administration and planning	3 50	0 00	19 08	16 58	39 16	3 314 90	84 65
Investigations	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Realisation of assets	0 00	0 00	0 75	0 75	1 50	105 24	70 16
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Creditors	1 00	0 00	4 50	0 25	5 75	610 61	106 19
Case specific matters	0 50	0 00	0 00	0 00	0 50	110 70	221 40
Total hours	5 00	0 00	24 33	17 58	46 91		
Total time costs for the period (£)						£4,141 45	£88 29
Total time costs to date (£)						£4,141 45	£88 29
Total fees claimed to date (£)						£2,522 17	£53 76
				Hourly charge out rates for staff members are		As at 18/05/2012	Current rates
				Partner		£217 08	£221 40
				Manager		£132 12	£134 76
				Supervisor		£90 48	£92 28
				Senior		£84 00	£85 68
				Senior Assistant		£55 08	£56 28

## **Summary of Lovewell Blake LLP's Fees and Disbursements Policy for Business Recovery and Insolvency Work**

### **Statement of Fees Policy**

Lovewell Blake LLP charges its fees for insolvency work on the basis of the time spent by professional staff engaged on each case. Partners and staff charge time to the cases in units of 5 minutes. The hourly charging rates allocated to professional staff are reviewed quarterly. For the hourly charging rates in force as at 1 January 2013 please see Appendix 2.

Lovewell Blake LLP delegates the routine administration of its insolvency cases to Senior Administrators and Semi-Senior Administrators in order to maximise the cost effectiveness of the work performed. These staff members are supervised by senior staff. Matters of particular complexity or significance, or requiring responsibility of an exceptional kind or degree, will be dealt with by senior staff.

The time spent on insolvency work by non-professional grades of staff (e.g. secretaries, computer support and administrative staff) is not charged to particular cases, but is recovered as an overhead cost of the firm through the hourly charging rates fixed for professional staff.

Cases are normally billed and where there are sufficient funds paid on a monthly basis.

### **Statement of Disbursements Policy**

Lovewell Blake LLP charges its disbursements to recover the actual costs incurred on services or supplies from third parties and invoiced to Lovewell Blake LLP without any profit e.g. the costs of advertising. The following rates (which are subject to VAT) will be applied to recover in house expenses -

Postage	as per Royal Mail charges
Photocopying	£0.0075 per A4 sheet
Motor expenses	£0.40 per mile (as per amounts paid to staff and in accordance with H M Revenue and Customs approved rates)