

**Liquidator's Progress
Report****S. 192****Pursuant to sections 92A, 104A &
192 of the Insolvency Act 1986**

To the Registrar of Companies

Company Number

01674441

Name of Company

(a) Insert full
name of company

(a)

Service Business Forms Limited

(b) Insert full
name(s) and
address(es)

I/We (b)

Andrew Lender

Sanderling House

1071 Warwick Road

Acocks Green

Birmingham

B27 6QT

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 to period from 22 March 2012 to 21 March 2013

Signed



Date 2 May 2013

Presenter's name
address and
reference
(if any)

FRIDAY



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A15

03/05/2013

#91

COMPANIES HOUSE

TO ALL KNOWN MEMBERS & CREDITORS ANNUAL REPORT

2 May 2013

Our ref: af kp kp sbf cvl 4

Dear Sirs

SERVICE BUSINESS FORMS LIMITED – IN CREDITORS' VOLUNTARY LIQUIDATION

Following my appointment as Liquidator of the above named company on the 22 March 2013 I set out below my first annual report in respect of the Liquidation

STATUTORY INFORMATION

The Company, registered number 01674441 traded from premises at Graingers Lane, Cradley Heath B64 6AN. The registered office is currently Sanderling House, 1071 Warwick Road, Acocks Green, Birmingham B27 6QT.

There have been no changes of office holder since the date of liquidation.

RECEIPTS & PAYMENTS ACCOUNT AND CASE PROGRESSION

I attach at **Appendix 1** my receipt and payments account for the period covered by this report.

You may recall that the Statement of Affairs of the company listed the following assets -

Assets	Estimated to realise
Plant & Machinery	130,000
Office Equipment	2,000
Motor Vehicle	17,200
Debtors	130,862
Cash at Bank	225
	280,287

Agents Deely Matthews were instructed to assist me with the realisation of the plant & machinery, office equipment, motor vehicles. All items were sold by online auction aside from a

Specialists in

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Bankruptcy

Debt Solutions

small quantity of computer equipment which was sold by private treaty and realisations of £221,138 were achieved. This is greater than anticipated in the statement of affairs as it includes two substantial items previously subject to Barclays Bank security which are detailed further below.

With regard to book debts, at the time of my instruction and the preparation of the statement of affairs, I was led to believe that the debtor realisations were available for the general benefit of creditors and certainly information recorded at companies house reflected this.

Following my appointment, I instructed agents Debt Recovery Services ('DRS') to assist with the collection of debtors. However, shortly after, I was approached by Barclays Bank plc ('Barclays') to advise me that they had security over the outstanding book debts in respect of monies due to them in the sum of £103,269.56 and that I should cease pursuing them.

I queried the position as it was not what had been represented to me by the directors. The directors had advised that all monies due to Barclays under a prior assignment agreement had been repaid. Barclays confirmed that this was the case; however, there was a sales finance agreement in respect of two substantial items of plant, and it was under this agreement that the monies were due to Barclays.

My agents advised that the value of the plant over which Barclays had security was such that they would likely be paid in full from this source, and on this basis, I attempted to negotiate the release of the book debts from them and to obtain their consent for my agents to sell the charged plant to repay monies due to them. Barclays did not give me consent to sell the plant and proceeded to pursue the book debts in settlement of the monies outstanding to them. Eventually, in June 2012, Barclays advised that they had collected sufficient funds to repay monies owed and granted approval for me to sell the plant previously subject to their security.

I was aware that there was a value of book debts which remained outstanding, and I requested the re-assignment of these from Barclays together with detail of those debts which had been collected to aid the pursuance of further realisations. However, the re-assignment was not immediately forthcoming from the bank. I wrote and emailed the bank on numerous occasions and eventually issued a formal complaint to the bank. In October 2012, after supplying the bank with an indemnity, I was issued with a cheque from Barclays which represented the surplus monies collected by them, but still they failed to formally re-assign the balance of the debtors and to provide detail with regard to those which remained outstanding.

I continued to chase them and eventually, following the instruction of a solicitor to assist me with gaining the bank's co-operation, I received the informal re-assignment of the book debts with sufficient information to enable me to instruct my debt recovery agent to pursue the balance of monies due.

Since the re-assignment, my agents have pursued surplus debtors of in the region of £60,000, and you will note that to date realisations in the sum of £10,891.9 have been achieved.

You will also note that a rates refund has been received from the local authority.

Please note that as far as I am aware, no assets have been sold to parties connected to the Company.

INVESTIGATION

You may be aware of my duty to conduct an investigation proportionate to the circumstances of the case, in accordance with Statement of Insolvency Practice 2 and this has been done, and appropriate action taken where necessary

BASIS OF REMUNERATION

Creditors have authorised the Liquidator to draw remuneration by reference to the time properly given by the Liquidator and his staff in attending to matters arising in the winding up since the appointment. I attach at **Appendix 2** a summary of my costs together with a note of charge out and disbursement rates. A guide to fees is available on request. The time costs amount to £89,757.50 representing 357.9 hours at an average rate of £250.79 per hour. To date fees to the sum of £89,251 have been billed and drawn.

Since my appointment time has been expended as follows:

- Compliance matters and cashing including but not limited to calculation and payment of the Bordereau liability and monitoring the Bordereau level, preparation of submission of statutory returns, completion of post appointment formalities/last annual report
- Realisation of assets as detailed within this report including substantial and voluminous correspondence and other communication with Barclays Bank with regard to the secured plant and debtor position, also numerous visits to the company's former trading premises with regard to the sale of the plant and machinery, interaction with agents with regard to sale of such, communications and correspondence with interested parties
- Reservation of title claims ('ROT') – correspondence and other communication with creditors claiming ROT and visits to the company's premises to inspect stock and meet with claimants' consideration of claims
- Miscellaneous Correspondence with creditors and members
- Correspondence and other communication with preferential creditors, consideration of preferential claims
- Completion of duties in respect of the Company Directors Disqualification legislation and investigation of company's affairs
- Dealing with the Redundancy Payments Office and the company regarding employee claims

Creditors have also authorised me to draw category 2 type disbursements from the funds in hand. Details of all disbursements incurred to date as below -

Nature of disbursement	Amount incurred £
Solicitors Fee & Expenses	4,102.83
Agents Fees & Expenses	43,312.20
Printing, postage, stationery telephone	215.00
Room Hire	175.00
Advertising	122.00
Company Search	45.00
Insolv – case management	110.00

Storage	100 00
Bordereau	750 00
IT Services	604 00
Insurance	2418 01
Rent Settlement	3735 00

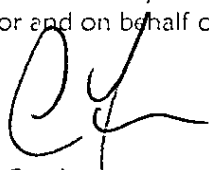
CREDITORS' CLAIMS AND DIVIDENDS

Realisations are ongoing as detailed above. I have received a preferential claim from the Redundancy Payments Office in the sum of £29,957.26 and I also anticipate there being some further preferential employee balancing claims. In the circumstances there is a possibility that there will be sufficient funds to make a distribution to unsecured creditors and if you have not yet submitted your claim, you should do so. I will contact all creditors again in due course to advise further with regard to dividend prospects.

This concludes my report. However, if you should require any additional information, please contact me.

Yours faithfully

For and on behalf of Service Business Forms Limited



A Fender
Liquidator

Service Business Forms Limited
Receipts and Payments Account from 22 March 2012 to 21 March 2013

<u>Receipts</u>	£
Book Debts	10,891 90
Rates Refund	2 848 81
Sale of Assets	221 138 00
Surplus Debts Re-Assigned	2,117 69
Interest	66 83
VAT	24,313 00
	<u>261,376 23</u>

<u>Payments</u>	
Debt Collector Fees	1 165 36
Solicitors Fees & Expenses	4,102 83
Statement of Affairs Fee	9 000 00
Insolv - case management software	110 00
Advertising	122 00
Bordeau	750 00
IT Services	604 00
Open Cover Insurance Premium	2,418 01
Printing Postage & Stationery	215 00
Room Hire	175 00
Liquidator Fees	89 251 00
Agents Fees	42 146 84
Rent Settlement	3,735 00
Company Search	45 00
	-
VAT	29,879 33
	<u>183,719.37</u>

<u>Closing Balance</u>	<u>77,656 86</u>
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funds are held in an interest bearing account

Sanderlings

TIME & CHARGEOUT SUMMARIES

Service Business Forms Ltd POST Appendix 2

To 21/03/2013

HOURS

Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	4 60	3 00	8 90	45 50	62 00	11,806 00	190 42
Investigations	1 00	0 00	1 00	3 00	5 00	1,115 00	223 00
Realisation of Assets	9 00	176 50	20 10	2 80	208 40	59,992 00	287 87
Creditors	3 40	0 00	28 50	50 30	82 20	16,759 00	203 88
Specific Matters	0 00	0 00	0 30	0 00	0 30	85 50	285 00
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Total Fees Claimed £	7,110 00	51,157 50	16,758 00	14,732 00		89,757 50	
Total Hours	18 00	179 50	58 80	101 60	357 90		
Average Rate	395 00	285 00	285 00	145 00			

SANDERLINGS LLP
FEES, DISBURSEMENTS & INFORMATION

Fees

The fees of the Trustee/Liquidator/Supervisor/Administrator (appointed IP) are fixed by reference to time properly spent by the appointed IP and his staff in attending to all matters arising in the Bankruptcy/Liquidation/Voluntary Arrangement/Administration (case) unless otherwise agreed with the creditors. The appointed IP and his staff charge time to all insolvency cases in units of 6 minutes.

The charge-out rates for the various categories of staff are as follows -
 (There is to be no charge out rate increase from 1 February 2012)

	Charge Out Rate per Hour
	£
Appointed Partner (Trustee Supervisor Liquidator Administrator Administrative Receiver)	395
Partner/Senior Manager	285
Manager	215
Case Administrator	145
Support staff (only to be chargeable for periods of 1 hour or more)	105
Junior	40

Standard Activity

Examples of Work

Statutory Compliance administration & planning	Statutory reporting and compliance Compliance with other regulatory requirements Case Planning, Administrative set up Appointment notification, Maintenance of records
Investigations	SIP 2 review CDDA reports Investigating antecedent transactions
Realisation of assets	Identifying securing insuring assets Retention of title Debt collection Property business and asset sales
Trading	Management of operations Accounting for trading On going employee issues
Creditors	Communication with creditors Creditors' claims (including employees and other preferential creditors)

Disbursements

In dealing with the case the appointed IP will incur expenses and disbursements that are recoverable from the assets available in the case in accordance with Rules 6.224 and 4.218 respectively of the Insolvency Rules. In addition to out of pocket expenditure the appointed IP will also recover shared or allocated costs. Where applicable these costs are calculated as follows -

Expense Type

Basis of Charge

For all official stationery printing postage and telephone charges, including notices to creditors and contributories in respect of the first meetings of creditors and contributories	(i)	for a number of creditors and Contributories not exceeding 25 £175
	(ii)	for every additional 10 creditors and contributories or part thereof, £40
Where any other meetings of creditors or contributories are held for summoning and holding the meetings and for statutory circulars	(iii)	for a number of creditors and Contributories not exceeding 25, £155
	(iv)	for every additional 10 creditors and contributories or part thereof £20

All other expenses and disbursements are recovered as follows

Expense Type

Basis of Charge

Room Hire (for each statutory meeting of creditors)	£175.00 per meeting
Mileage	35-95p per mile
Company search costs	£45 per search
Storage of company books and records	£2.50 per box per quarter*

* Where funds permit a charge for storage of boxes for 12 months after closure of the case is made to cover storage costs until such time as destruction of the records is permitted. Minimum charge of £100 to cover administration.
 Should any creditor require further clarification in respect of fees or expenses then please contact the appointed IP or case manager as identified in the correspondence concerning the case in question.

INFORMATION

Within 21 days of receipt of this progress report a creditor may request that I provide further information about the remuneration and expenses set out in the report. A request must be in writing and may be made by a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the creditors (including that creditor) or the permission of the court. You also have a right to challenge my remuneration and expenses. I am obligated to provide the requested information within 14 days unless I consider that the time or cost involved in preparing the information would be excessive or disclosure would be prejudicial to the conduct of the proceedings or might be expected to lead to violence against any person or I am subject to an obligation of confidentiality in relation to the information requested in which case I must give the reasons for not providing the information. Any creditor may apply to the court within 21 days of my refusal to provide the requested information or the expiry of the 14 days time limit for the provision of the information.

A guide to fees is available on request or at www.icaew.com - Updated Feb 2012