

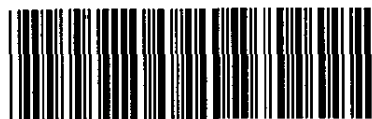
LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



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14/04/2018

#1

COMPANIES HOUSE

1 Company details

Company number 2 1 1 8 5 7 4

Company name in full Arrowcroft Services Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Finbarr Thomas

Surname O'Connell

3 Liquidator's address

Building name/number 25 Moorgate

Street London

Post town EC2R 6AY

County/Region

Postcode

Country

4 Liquidator's name ①

Full forename(s) Mark Christopher

Surname Ford

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 25 Moorgate

Street London

Post town EC2R 6AY

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 2	^d 7	^m 0	^m 2	^y 2	^y 0	^y 1	^y 7
To date	^d 2	^d 6	^m 0	^m 2	^y 2	^y 0	^y 1	^y 8

7 Progress report

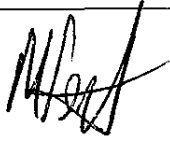
☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 1	^d 2	^m 0	^m 8	^y 2	^y 0	^y 1	^y 8
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LIQ03

Notice of progress report in voluntary winding up

**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	Liam Clarke
Company name	Smith & Williamson LLP
Address	25 Moorgate London
Post town	EC2R 6AY
County/Region	
Postcode	
Country	
DX	
Telephone	020 7131 4000

**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



Arrowcroft Services Limited (in member's voluntary liquidation)

Joint liquidators' annual progress report for the period from 27
February 2017 to 26 February 2018

12 April 2018



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1. Glossary

Abbreviation	Description
the Company	Arrowcroft Services Limited
the liquidators/joint liquidators	Finbarr Thomas O'Connell and Mark Christopher Ford
SIP	Statement of Insolvency Practice (England & Wales)
IA86	Insolvency Act 1986 If preceded by S this denotes a section number
IR16	Insolvency (England and Wales) Rules 2016 If preceded by R this denotes a rule number
DOS	Declaration of Solvency
HMRC	HM Revenue & Customs

2. Introduction and statutory information

This report provides an update on the progress in the liquidation of the Company for the year ended 26 February 2018. By way of reminder, we, Finbarr Thomas O'Connell and Mark Christopher Ford, of Smith & Williamson LLP, 25 Moorgate, London, EC2R 6AY, were appointed liquidators of the Company on 27 February 2017.

The principal trading address of the Company was Brookfield House, 44-48 Davies Street, London, W1K 5JA. The Company's registered office is 25 Moorgate, London, EC2R 6AY and its registered number is 2118574.

3. Realisation of assets

Attached at Appendix I is our receipts and payments account for the period from 27 February 2017 to 26 February 2018.

The receipts and payments account also includes a comparison with the directors' DOS values.

3.1 Cash at bank

The sum of £15,000 has been recovered from the Company's pre appointment bank account.

3.2 Assets still to be realised

No further assets were listed on the directors' DOS and the joint liquidators' do not anticipate any further asset recoveries during the liquidation.

4. Creditors

4.1 Unsecured creditors

Total claims as per the directors' DOS were £682 in respect of outstanding matters with HMRC relating to the Company's VAT position. The sum of £682 owed to HMRC, was paid by the Company upon completion of the pre-appointment VAT return. Consequently, HMRC did not submit a claim in the liquidation.

The joint liquidators advertised for claims against the Company upon appointment and received 1 creditor claim totalling £991.24, which has been rejected in full by the joint liquidators' following adjudication.

The Company's corporation tax affairs have been finalised with HMRC within the period with no pre-liquidation liability accruing.

5. Distributions to member

5.1 Cash distributions

No distribution has been made to the member during the period. The joint liquidators' anticipate that a distribution to the sole member of the Company will be made shortly.

6. Remuneration

6.1 Pre liquidation costs

At the General Meeting held on 27th February 2017 a separate resolution was sought in respect of the pre-liquidation costs to be paid as an expense of the liquidation. It was proposed that Smith & Williamson LLP be paid a fee based on their time costs and disbursements, not exceeding of £3,000 plus VAT, in respect of their pre-liquidation costs from the proceeds of the liquidation.

This resolution was passed at the General Meeting, and the liquidators have drawn £2,192.50 plus VAT in fees during the course of the liquidation against the total set costs of £2,192.50 plus VAT as approved by the member.

A summary of the pre-liquidation time costs are included in the time analysis provided in Appendix II.

6.2 Liquidators' remuneration

The member resolved that the basis of the liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in attending to matters arising in the liquidation on 27 February 2017. These costs were estimated to total £5,000. Approval was given on 27 February 2017.

The liquidators' time costs are:

Period	Total hours hrs	Total costs £	Average hourly rate £/hr	Fees drawn £
27 February 2017 to 26 February 2018	18.15	3,923.00	216.14	2,192.50
Total	18.15	3,923.00	216.14	2,192.50

Attached as Appendix II is a time analysis which provides details of the activity costs incurred by staff grade during the period of this report in respect of the costs fixed by reference to time properly spent by the liquidators and their staff in attending to matters arising in the liquidation. Details of work carried out in the period are also included in the appendix. A total of £2,192.50 has been drawn on account of these costs within the period.

Going forward, the joint liquidators anticipate future costs to be in the region of a further £1,800. A detailed narrative explanation of these costs can be found in "Outstanding matters" section of this report.

Please note that this estimate is based on present information and may change due to unforeseen circumstances arising. Members will be advised accordingly and, if appropriate, approval sought prior to drawing any fees.

On a general note, the member should be aware that some of the work is required by statute and may not necessarily provide any financial benefit such as obtaining tax clearance and filing statutory returns with the Registrar of Companies.

Details of Smith & Williamson LLP's charge out rates and policies in relation to the use of staff are provided at Appendix III.

7. Liquidation expenses

7.1 Liquidators' disbursements

The following disbursements have been paid and incurred within the current period.

Description	Incurred in current period £	Paid in current period £	Total costs outstanding at period end £
Statutory advertising	200.40	200.40	Nil
Liquidators' bonds	28.00	28.00	Nil
Total	228.40	228.40	Nil

Note: The Company was liquidated as part of a wind down of the Arrowcroft group. Combined bonding policies and combined advertisements were put in place for the group. The above costs are the allocated portion of these group costs to the Company. These costs have been settled by Arrowcroft Holdings Limited not by the Company, and therefore not appear in the joint liquidators' receipts and payments account.

7.2 Policies regarding use of third parties and disbursement recovery

Appendix III provides details of Smith & Williamson LLP's policies in relation to the use of subcontractors and professional advisers, and the recovery of disbursements.

8. Outstanding matters

The remaining actions to be concluded in the liquidation are as follows:

Distribution to member

As detailed in section 4 of this report, the joint liquidators anticipate that a distribution to the sole member of the Company will take place shortly.

Closure of the liquidation

The closure of the liquidation will involve preparing and issuing the draft final account to the member.

As detailed in section six of this report the joint liquidators anticipate the future costs to be in the region of £1,800.

Please note that this estimate is based on present information and may change due to unforeseen circumstances arising.

On a general note, members should be aware that some of the work is required by statute and may not necessarily provide any financial benefit such as obtaining tax clearance and filing statutory returns with the Registrar of Companies.

9. Member's rights

Within 21 days of the receipt of this report, members with at least 5% of the total voting rights of all members having the right to vote at general meetings of the Company or otherwise with the court's permission may request in writing that the liquidators provide further information about their remuneration or expenses which have been itemised in this report.

Any member with at least 10% of the total voting rights of all members having the right to vote at general meetings of the Company or otherwise with the court's permission may within 8 weeks of receipt of this report make an application to court on the grounds that, in all the circumstances, the basis fixed for the liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred (including any paid) by the liquidators, as set out in this report, are excessive.

The above rights apply only to matters which have not been disclosed in previous reports.

On a general note, if you have any comments or concerns in connection with our conduct, please contact Finbarr Thomas O'Connell or Mark Christopher Ford in the first instance. If the matter is not resolved to your satisfaction, you may contact our Head of Legal by writing to 25 Moorgate, London EC2R 6AY or by telephone on 020 7131 4000.

Thereafter, if you wish to take the matter further you may contact the Insolvency Services directly via Insolvency Complaints Gateway. They can be contacted by email, telephone or letter as follows:

- i) Email: insolvency.enquiryline@insolvency.gsi.gov.uk
- ii) Telephone number: +44 300 678 0015
- iii) Postal address: The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds LS11 9DA.

10. Next report

We are required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation unless we have concluded matters prior to this, in which case we will write to all the member with our draft final account giving at least eight weeks' notice of when the member can expect to receive our final account.



Finbarr Thomas O'Connell and Mark Christopher Ford

Joint Liquidators

Date: 12 April 2018

I Receipts and payments account

Receipts and payments account to 26 February 2018

Declaration of Solvency £		From 27/02/2017 To 26/02/2018 £
15,000.00	ASSET REALISATIONS	
	Cash at Bank	15,000.00
	Bank Interest Gross	1.97
		<u>15,001.97</u>
	COST OF REALISATIONS	
	S&W Pre-appointment Fees	1,355.00
	Liquidators Fees	2,192.50
		<u>(3,547.50)</u>
(682.40)	UNSECURED CREDITORS	
	H M Revenue & Customs	682.40
		<u>(682.40)</u>
(100.00)	DISTRIBUTIONS	
	Ordinary Shareholders	NIL
		<u>NIL</u>
<u>14,217.60</u>		<u><u>10,772.07</u></u>
	REPRESENTED BY	
	VAT Receivable	709.50
	Non-Interest Bearing C/A	10,062.57
		<u><u>10,772.07</u></u>

Notes and further information required by SIP 7

- Payments made to us from outside the estate are detailed within the report.
- Details of significant expenses paid are provided in the body of our report.
- Information concerning the liquidators' remuneration and disbursements incurred is provided in the body of our report.
- Information concerning the ability to challenge the liquidators' remuneration and expenses of the liquidation is provided in our report.
- All bank accounts were made non-interest bearing on 16 May 2017.
- There are no foreign currency holdings.
- All amounts in the receipts and payments account are shown exclusive of any attributable VAT. Where VAT is not recoverable it is shown as irrecoverable VAT.

II Time analysis for the period

From 27 February 2017 to 26 February 2018

Classification of work function	Hours					Total hours	Time cost	Average hourly rate
	Partner / Director	Associate director	Manager/ Assistant Manager	Other professional staff	Assistants & support staff			
Administration and planning								
Statutory returns, reports & meetings	0.00	0.55	0.00	0.50	0.10	1.15	£302.75	£263.26
Initial post-appointment notification letters, including creditors	0.00	0.00	0.00	1.85	0.00	1.85	£296.00	£160.00
Cashiering general, including bonding	0.00	0.00	0.00	0.50	1.60	2.10	£463.00	£220.48
Job planning, reviews and progression (inc 6 month reviews and planning meetings, checklist & diary	0.20	0.25	0.50	6.40	0.00	7.35	£1,410.50	£191.90
Post-appointment taxation (VAT, PAYE/NIC, Corp Tax that are not trading related)	0.10	0.60	0.00	0.60	0.00	1.30	£385.50	£296.54
Filing - Administration and planning	0.00	0.00	0.00	1.00	0.00	1.00	£160.00	£160.00
Director/manager review, approval and signing	0.00	0.00	0.20	0.00	0.05	0.25	£76.25	£305.00
Other	0.50	0.25	0.00	0.00	0.00	0.75	£336.25	£448.33
Realisation of assets								
Cash at Bank	0.00	0.00	0.15	0.75	0.00	0.90	£165.75	£184.17
Creditors								
Unsecured creditors	0.00	0.00	0.15	1.25	0.00	1.40	£289.50	£206.79
Shareholders								
Shareholder general communications	0.00	0.10	0.00	0.00	0.00	0.10	£37.50	£375.00
Total	0.80	1.75	1.00	12.85	1.75	18.15	£3,923.00	£216.14

Pre-Liquidation time costs

Classification of work function	Hours						Time cost	Average hourly rate
	Partner / Director	Associate director	Manager/ Assistant Manager	Other professional staff	Assistants & support staff	Total hours		
Pre-Appointment								
AML, Conflict & ethics checks, engagement letters	0.00	0.00	0.00	0.00	0.70	0.70	£164.50	£235.00
Initial meetings	0.00	0.00	0.00	0.50	0.00	0.50	£80.00	£160.00
Appointment formalities	0.60	0.00	0.00	0.00	0.00	0.60	£291.00	£485.00
Preparation of pre-appointment documents	0.00	0.75	0.60	1.30	0.00	2.65	£672.25	£253.68
Declaration of Solvency	0.00	0.00	0.00	0.65	0.00	0.65	£104.00	£160.00
Filing - pre-appointment	0.00	0.00	0.00	0.05	0.00	0.05	£8.00	£160.00
Other	0.00	0.00	0.00	0.00	0.15	0.15	£35.25	£235.00
Total	0.60	0.75	0.60	2.50	0.85	5.30	£1,355.00	£255.66

Explanation of major work activities undertaken

Administration and Planning

This section of the analysis encompasses the cost of the liquidators and their staff in complying with their statutory obligations, and any tax matters. This work included the following:

- Preparation, drafting and review of liquidation documentation
- Statutory notifications and filings relating to the appointment of liquidators
- Statutory notifications and advertising
- Dealing with routine correspondence
- Maintaining physical case files and electronics case details on IPS (case management software)
- Case reviews (including 6 month reviews), and case bordereau

Cashiering time:

- Maintaining and managing the liquidators' cash book and bank accounts
- Paying corporation tax returns and dealing with VAT reclaims from HMRC
- Reconciliation of bank account
- Raising cheques/preparing telegraphic transfers
- Correspondence with banks

Realisation of assets

This section is in relation to the realisation of the Company's assets. The work included the following:

- Cash at bank - corresponding with bank/closure of accounts/transfer of funds

Creditors

This section relates to time spent dealing with creditor queries, including the following:

- General correspondence with creditors
- Adjudication of creditor claims

Shareholders

This section is in relation to the time incurred dealing with shareholder matters.

- Updates to shareholders

Pre-Appointment

This section includes matters leading up to the appointment of liquidators. The work includes the following:

- Dealing with client identification and internal Smith & Williamson LLP compliance requirements.
- Discussions/meetings with the directors and shareholders of the Company regarding the proposed liquidation and the logistics of appointment.
- Preparation of appointment documents, including assisting the directors of the Company with the production of the Declaration of Solvency.
- Internal strategy and planning meetings regarding the logistics of liquidators' appointment.
- Establishment of final trading accounts for the business.
- Liaising with tax advisers and Smith & Williamson tax department to establish any possible pre appointment corporation tax liability.
- Preparation of initial statutory appointment notifications to be issued immediately upon appointment.

III Staffing, charging, subcontractor and adviser policies and charge out rates

Introduction

Detailed below are:

- Smith & Williamson LLP's policy in relation to:
 - Staff allocation and the use of subcontractors
 - Professional advisers
 - Disbursement recovery
- Smith & Williamson LLP's current charge out rates

Staff allocation and the use of subcontractors

Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a partner and a partner or director or associate director as joint office holders, a manager, and an administrator or assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment. The charge out rate schedule below provides details of all grades of staff and their experience level.

We may use subcontractors to perform work which might ordinarily be carried out by us and our staff where it is cost effective to do so and/or where the specific expertise offered by the subcontractor is required.

Details of any subcontractors' services utilised in the period covered by this report are set out in the body of this report.

Use of professional advisers

We select professional advisers such as agents and solicitors on the basis of balancing a number of factors including:

- The industry and/or practice area expertise required to perform the required work.
- The complexity and nature of the assignment.
- The availability of resources to meet the critical deadlines in the case.
- The charge out rates or fee structures that would be applicable to the assignment.
- The extent to which we believe that the advisers in question can add value to the assignment.

Disbursements

Category 1 disbursements do not require approval by members. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category 2 disbursements do require approval from members. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage.

Since 7 July 2012 Smith & Williamson LLP's policy is to recover only one type of Category 2 disbursement, namely business mileage at HMRC's approved mileage rates at the relevant time. Current mileage rates are 45p per mile plus 5p per passenger per mile. Prior to 7 July 2012 approval may have been obtained to recover other types of Category 2 disbursements.

Details of any Category 2 disbursements incurred and/or recovered in the period covered by this report are set out in the body of this report.

Charge out rates

A schedule of Smith & Williamson LLP's charge out rates was issued to members at the time the basis of the liquidators' remuneration was approved.

The rates applicable to this appointment are set out below. Changes to the charge out rates during the period of this report were applied with effect from 1 July 2017.

Smith & Williamson LLP	From 1/7/16	From 1/7/17
Restructuring & Recovery Services	£/hr	£/hr
Charge out rates		
Partner / Director	435-485	435-500
Associate Director	370-380	390-410
Managers	235-315	250-350
Other professional staff	150-235	160-305
Support & secretarial staff	85-90	80-170

Notes

1. Time is recorded in units representing 3 minutes or multiples thereof.
2. The cashiering function time is incorporated within "Other professional staff" rates

www.smithandwilliamson.com

Principal offices: London, Belfast, Birmingham, Bristol, Cheltenham, Dublin, Glasgow, Guildford, Jersey, Salisbury and Southampton.

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