

The Insolvency Act 1986

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

To the Registrar of Companies

For official use

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Company Number

02217278

Insert full name of
company

Name of Company

Project for Advocacy Counselling & Education

Insert full name(s) and address(es)

We (a) A J Duncan and A D Cadwallader
Leonard Curtis
5th Floor, Grove House,
248A Marylebone Road
London
NW1 6BB

the joint liquidators of the Company, attach a copy of our Progress Report under section 192 of the
Insolvency Act 1986

The Progress Report covers the period from 3 March 2016 to 2 March 2017

Signed



Date

9 May 2017

A J DUNCAN
Joint Liquidator

Presenter's name,
address and reference
(if any)

Leonard Curtis
5th Floor, Grove House,
248A Marylebone Road
London
NW1 6BB
(Ref CER/PRO26)

For Official Use

Liquidation Section

Post Room

THURSDAY



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COMPANIES HOUSE



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**PROJECT FOR ADVOCACY COUNSELLING & EDUCATION
(In Creditors' Voluntary Liquidation)**

Registered Number 2217278

**Joint Liquidators' Annual Progress Report
for the period from 3 March 2016 to 2 March 2017**

26 April 2017

Leonard Curtis

**One Great Cumberland Place, Marble Arch, Marble Arch
London W1H 7LW**

**Tel : 020 7535 7000 Fax: 020 7723 6059
solutions@leonardcurtis.co.uk**

Ref: LJ31/CER/PRO26/1010

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TO THE REGISTRAR OF COMPANIES, ALL MEMBERS AND ALL CREDITORS

1 INTRODUCTION

- 1.1 Alex Cadwallader and I were appointed Joint Liquidators of Project for Advocacy Counselling & Education ("the Company") at meetings of members and creditors held on 3 March 2016. We are both licensed in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.2 This progress report provides an update on the conduct of the liquidation as required by Section 104(A)(1) of the Insolvency Act 1986 ("the Act"). It contains details of the progress made, the expected outcome for creditors and other information that we are required to disclose.

2 PROGRESS OF THE LIQUIDATION

- 2.1 The Company's registered office was changed from Ground Floor & Basement, 54-56 Euston Street, London NW1 2ES to One Great Cumberland Place, Marble Arch, London W1H 7LW and thereafter to 5th Floor, Grove House, 248A Marylebone Road following our appointment. The registered number is 2217278.

Balance at Bank

- 2.2 The balance at bank of £45,027.27 has been realised in full. This was higher than the balance shown on the statement of affairs as one of the debtors paid shortly prior to my appointment.

Debtors

- 2.3 The Company had a debtor ledger of £30,871. Debtors of £7,735 were realised. This was lower than anticipated as one debtor with a book value of £17,007 was disputed. A full and final settlement of £2,500 was agreed with them. Furthermore, a further debtor with a book value of £6,250 had paid prior to my appointment as detailed above.

Rent Deposit

- 2.4 The Company had paid a rent deposit of £16,388. This was not recovered as it was offset against arrears owed to the landlord. The lease to the trading premises was disclaimed following advice from agents that it had no value.

Rates Refund

- 2.5 A rates refund of £296.88 was received.

Sundry Receipts

- 2.6 Sundry receipts of £107.29 were realised.

Deposit Interest Gross

- 2.7 Deposit interest gross of £31.29 was received.

3 ASSETS THAT REMAIN TO BE REALISED

There are no assets that remain to be realised and the liquidation will shortly be closed.

4 RECEIPTS AND PAYMENTS ACCOUNT AND OUTCOME FOR CREDITORS

Receipts and Payments Account

4.1 I attach at Appendix A a summary of our receipts and payments during the period of this report.

4.2 Details of expenses incurred and paid during the period of this report are shown on the receipts and payments account. Expenses incurred but not yet paid (excluding category 2 disbursements (see paragraph 6.2 below)), are as follows. Where exact sums are not available the figures have been estimated:

Detail	£
ERA Solutions	820.00
Final Storage	400.00
Total	1,220.00

Creditors

Secured Creditor

4.3 The Company did not have any secured creditors.

Preferential Creditors

4.4 Preferential creditors have been paid in full.

Unsecured Creditors

4.5 A first and final dividend of 4.49p in the £ has been declared in favour of 27 creditors with agreed unsecured claims totalling £181,796.04. No further dividend will be paid as all funds realised have been distributed or used or allocated for defraying the expenses of the liquidation. No monies were paid to unsecured creditors by virtue of the application of Section 176(A) of the Act (prescribed part).

5 INVESTIGATIONS

5.1 We have complied with our statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

5.2 We have carried out enquiries that we considered to be proportionate to the circumstances of the case. After completing these we were of the opinion that there were no matters that might lead to recoveries for the estate and that no further investigation was appropriate.

6 JOINT LIQUIDATORS' REMUNERATION AND DISBURSEMENTS

6.1 By business conducted by correspondence, creditors have resolved that our remuneration be payable by reference to time properly given by us and our staff in attending to matters arising in the liquidation and by reference to a Fees Estimate of £15,409. Time costs incurred during the period of this report are

£24,273 and represent 108.7 hours at an average hourly rate of £223.30. I attach at Appendix B a time analysis which provides details of the activity costs incurred by staff grade during the liquidation. Details of our company's charge out rates and policy regarding the recharge of disbursements, staff allocation, support staff and the use of subcontractors are attached at Appendix C. Further information may be found in "Guide to Liquidator's Fees". This may be downloaded from <http://www.leonardcurtis.co.uk/resources/creditorsguides> or is available from our office free of charge on request. Remuneration of £15,409 has been drawn during the period under report.

- 6.2 Costs have been incurred in the following main areas of activity; where appropriate, we also explain why the original Fees Estimate has been exceeded. Given the lack of realisations however we do not expect that the remuneration anticipated to be charged by the Joint Liquidators will exceed the Fees Estimate and, at this stage, will not be seeking approval of any increase:

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work may not directly result in any monetary value for creditors, it will ensure that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. More time has been spent in this area than anticipated.

Receipts and Payments

This category of work will not result in a direct financial benefit for creditors. However, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect company assets (see insurance and bonding matters below), whilst requirements for company pension schemes are in place to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

Assets

Time has been spent corresponding with the debtors. This was for the benefit of creditors as it increased the realisations which enabled a dividend to be paid to creditors. More time was spent than anticipated as one of the larger debts was contested. This debt ended up being part paid in full and final settlement.

Time was also spent liaising with the Company's bankers to realise the balance at bank.

Liabilities

This category of time includes both statutory and non-statutory matters.

Statutory

Time was spent agreeing claims and paying a dividend to both preferential and unsecured creditors. This was necessarily incurred. More time was incurred than anticipated as more claims were received than were included on the statement of affairs.

Non-statutory

This includes time spent dealing with employee and creditor claims generally.

Landlords

Time was spent corresponding with the Company's landlord regarding the lease and also obtaining a valuation of the lease. The lease was disclaimed, which will have mitigated the landlord's claim in the Liquidation and increase the assets available for the creditors generally.

Trading

The Company has not traded during the liquidation and no time is included under this heading.

General Administration

Time spent includes arranging the collection of the books and records, which has assisted the Joint Liquidators with carrying out their investigations. It also includes time spent corresponding with the trustees regarding the submission of their directors' questionnaires.

Appointment

This includes time spent dealing with the appointment formalities, which are a statutory requirement. Although this could be perceived to have no benefit to creditors, this work is essential to ensure that all creditors are notified of the appointment of Liquidators.

Post Appointment Reporting

This includes time spent preparing the Joint Liquidators' first report to creditors, which is a statutory requirement. Further time will be spent in this area in preparing the annual report and final report.

Investigations

The Joint Liquidators have a statutory duty to investigate the conduct of the directors and prepare a conduct report under the Company Directors Disqualification Act 1986. The Joint Liquidators' investigations also include identifying whether there are any further assets to be realised for the benefit of all creditors.

- 6.3 I can confirm that the following expenses have exceeded, or are likely to exceed, the estimate given to creditors in the Joint Liquidators' report dated 7 March 2016 for the reasons shown:

Type	Description	Estimated £	Actual £	Reason for increase
Storage Costs	Storage of books and records	500.00	1,780.00	The Company had a large number of books and records in storage, which we were previously unaware of. Due to the confidential nature of these records, they were collected and some destroyed.
Employee Agents' Fees	Costs of employee specialists to assist with processing employee claims	500.00	1,985.00	ERA Solutions assisted with agreeing both the preferential and unsecured employee claims, together with dealing with employee claims. This was more work than originally anticipated.

Project for Advocacy Counselling & Education – In Creditors' Voluntary Liquidation

Agents' Fees	Costs of valuing and realising assets	500	1,250	This was higher than anticipated as the agents also carried out a valuation of the Company's leasehold interest.
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- 6.4 Creditors also approved the basis for recharging disbursements that include an element of allocated cost or payments to outside parties in which Leonard Curtis or the Joint Liquidators have an interest. In this case, the following costs falling into the above categories have been incurred and, where indicated, reimbursed to our company:

Type	Incurred £	Paid £	Unpaid £
Internal photocopying @ 10p per copy	27.50	27.50	-
General stationery, postage, telephone etc @ £100 per 100 creditors/ members or part thereof	-	-	-
Room hire @£100 per meeting	-	-	-
Storage of office files (6 years) £88.75 per box	-	-	-
Business mileage @45p a mile	-	-	-
Other	-	-	-
Total	27.50	27.50	-

- 6.5 During the liquidation we have used the following professional advisors, including subcontractors:

Name of Professional Advisor	Service Provided	Basis of Fees
ERA Solutions	Employee Claims	Fixed Fee
Star Payroll Services	Producing P45s	Set Amount
ITC Valuers	Agents	Time Costs

7 CREDITORS' RIGHTS

- 7.1 A secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may, within 21 days of the receipt of this report, make a request in writing to us for further information about remuneration or expenses set out in this report.
- 7.2 Within 14 days of receipt of the request, we must provide all of the information asked for, except so far as we consider that:-
- i) the time or cost of preparation of the information would be excessive, or
 - ii) disclosure of the information would be prejudicial to the conduct of the liquidation or might reasonably be expected to lead to violence against any person, or
 - iii) we are subject to an obligation of confidentiality in respect of the information

We must also give reasons for not providing all of the information.

- 7.3 Any creditor of the Company, who need not be the same creditor who asked for the information, may within 21 days of our giving reasons for not providing all of the information, or if we fail to provide the information within 14 days of being so requested, apply to the Court and the Court may make such order as it thinks just.
- 7.4 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to Court on the grounds that the basis fixed for our remuneration, the remuneration charged or the expenses incurred by us as set out in this progress report are excessive.

Project for Advocacy Counselling & Education – In Creditors' Voluntary Liquidation

If you require further information please contact my office in writing. Electronic communications should include a full postal address.

Yours faithfully



A J DUNCAN
Joint Liquidator

A J Duncan is authorised to act as an insolvency practitioner in the UK by Institute of Chartered Accountants in England and Wales under office holder number 9319 and A D Cadwallader is authorised to act as an insolvency practitioner in the UK Institute of Chartered Accountants in England and Wales under office holder number 9501

APPENDIX A

Summary of Joint Liquidators' Receipts and Payments
for the period from 3 March 2016 to 2 March 2017

Receipts	Statement of Affairs	
	£	£
Balance at Bank	37,057	45,027.27
Debtors	18,523	7,735.00
Rent Deposit	Uncertain	-
	<hr/>	<hr/>
	55,580	52,762.27
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Sundry Receipt		107.29
Rates Refund		296.88
Deposit Interest Gross		31.29
		<hr/>
		53,197.73
Payments		
Agents' Valuation Costs	1,250.00	
Statutory Advertising	322.20	
Bordereau Fee	135.00	
IT Licence Fee	87.00	
Other Professional Fees	1,572.00	
Storage Charges	1,685.00	
Sundry Expenses/ Disbursements	281.46	
Costs of Creditors' Meeting	10,000.00	
Joint Liquidators' Remuneration	15,409.00	
Irrecoverable VAT	6,034.93	36,776.59
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Paid to Creditors		16,421.14
Preferential Creditors - 100p in the £	6,914.32	
Unsecured Creditors - 4.49p in the £ paid on 15 February 2017	8,105.58	15,019.90
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Balance in Hand		1,401.24
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Project for Advocacy, Counselling & Education
(In Creditors' Voluntary Liquidation)

Summary of Joint Liquidators' Time Costs from 3 March 2016 to 2 March 2017

	Director		Senior Manager		Manager 2		Administrator 1		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	7	315.00	28	1,148.00	-	-	108	2,808.00	19	285.00	162	4,556.00	281.23
Receipts & Payments	7	315.00	-	-	7	224.00	41	1,066.00	11	165.00	66	1,770.00	268.18
Insurance	-	-	-	-	-	-	-	-	2	30.00	2	30.00	150.00
Assets	11	495.00	-	-	-	-	85	2,210.00	81	1,215.00	177	3,920.00	221.47
Liabilities	1	45.00	6	246.00	3	96.00	175	4,550.00	102	1,530.00	287	6,467.00	225.33
Landlords	-	-	3	123.00	-	-	59	1,534.00	32	480.00	94	2,137.00	227.34
General Administration	-	-	-	-	-	-	16	416.00	112	1,680.00	128	2,096.00	163.75
Appointment	-	-	-	-	-	-	-	-	51	765.00	51	765.00	150.00
Post Appointment Creditor Reporting	2	90.00	15	615.00	-	-	4	104.00	44	660.00	65	1,469.00	226.00
Investigations	5	225.00	-	-	-	-	8	208.00	42	630.00	55	1,063.00	193.27

Total	33	1,485.00	52	2,132.00	10	320.00	496	12,896.00	496	7,440.00	1,087	24,273.00	
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Average Hourly Rate (£)		<u>450.00</u>		<u>410.00</u>		<u>320.00</u>		<u>260.00</u>		<u>150.00</u>		<u>223.30</u>	
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All Units are 6 minutes

APPENDIX B

APPENDIX C

ADDITIONAL INFORMATION IN RELATION TO THE POLICY OF LEONARD CURTIS REGARDING FEES AND DISBURSEMENTS

The following information relating to the policy of Leonard Curtis is considered to be relevant.

Staff Allocation and Support Staff

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case

Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged

Where it has been agreed by resolution of the secured and/or preferential creditors, a creditors' committee or creditors generally, that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters arising in the appointment, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the office holders reserve the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

	Standard £	Complex £
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187

The Use of Subcontractors

Details of any subcontractor(s) used are given in the attached report.

Professional Advisors

Details of any professional advisor(s) used are given in the attached report. Unless otherwise indicated the fee arrangement for each will be based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors will be based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Disbursements

Specific expenditure relating to the administration of a particular case is recoverable without approval and is referred to as a "category 1 disbursement". Category 1 disbursements will generally comprise supplies of incidental services specifically identifiable to the case, typically for items such as identifiable telephone calls, postage, case advertising, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.

Where we propose to recover costs which, whilst being in the nature of expenses or disbursements, may include an element of shared or allocated costs (such as room hire, documents storage or communication facilities provided by us) they must be disclosed and be authorised by those responsible for approving the liquidator's remuneration. Such expenditure is referred to as a "category 2 disbursement". In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision.

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Room Hire	£100
Storage of office files (6 years)	£88.75 per box
Business Mileage	45p a mile