

The Insolvency Act 1986

Notice of move from administration to creditors' voluntary liquidation

Name of Company
COUNTY COMMERCIAL STATIONERY LIMITED

Company number
2286091

In the HIGH COURT OF JUSTICE CHANCERY DIVISION,
LIVERPOOL DISTRICT REGISTRY

Court case number
872 OF 2009

(a) Insert name(s) and
address(es) of
administrator(s)

We Ian C Brown and Robert M Rutherford
both of Parkin S Booth & Co., Yorkshire House, 18 Chapel Street, Liverpool L3 9AG
having been appointed administrators of COUNTY COMMERCIAL STATIONERY

(b) Insert name and address
of registered office of
company

LIMITED, R/O Yorkshire House, 18 Chapel Street, Liverpool L3 9AG
on 6th April 2009 by the Directors

(c) Insert date of
appointment

(d) Insert name of applicant /
appointor

hereby give notice that:

(e) Insert name(s) and
address(es) of liquidator(s)

the provisions of paragraph 83(1) of Schedule B1 to the Insolvency Act 1986 apply,
and it is proposed that we, Ian C Brown and Robert M Rutherford, both of Parkin S Booth &
Co., Yorkshire House, 18 Chapel Street, Liverpool L3 9AG
will be the Joint Liquidators of the company (IP No(s) 8621 and 6852)
We attach a copy of the final progress report.

Signed

Joint Administrator

Dated

23/10/09

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

PARKIN S BOOTH & CO, YORKSHIRE HOUSE, 18 CHAPEL STREET, LIVERPOOL L3 9AG

Tel 0151 236 4331

DX Number

DX Exchange

TUESDAY



AJ2HXEG3

A18

27/10/2009

57

COMPANIES HOUSE

When you have completed and signed this form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff

County Commercial Stationery Limited (In Administration)
("The Company")

Final Progress Report to Creditors pursuant to Rule 2.110 of the
Insolvency Rules 1986

23rd October 2009

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1. GLOSSARY

Administrators:	Ian C Brown and Robert M Rutherford of Parkin S Booth & Co., Yorkshire House, 18 Chapel Street, Liverpool L3 9AG
Administration Order:	The Notice of Intention to Appoint Administrators was lodged in Court on 27 th March 2007 The Notice of Appointment of Administrators was lodged in the Court on 6 th April 2009 Appointed by the Directors
Court Reference	High Court of Justice, Chancery Division, Liverpool District Registry 872 of 2009
The Company:	County Commercial Stationery Limited
The Director:	Mr A W Kershaw
Debenture Holder	National Westminster Bank plc

The references in this report to Sections, Paragraphs or Rules are to the Insolvency Act 1986 ("IA 86"), Schedule B1 of the Insolvency Act 1986 ("SCH B1") and the Insolvency (Amendment) Rules 2003 ("IR03") respectively.

2. INTRODUCTION

Ian C Brown and Robert M Rutherford of Parkin S Booth & Co were appointed as Joint Administrators of the Company on 6th April 2009 by an application to the Court by the Directors.

In accordance with Paragraph 100 (2) of Schedule B1 of the Insolvency Act 1986 the functions of the Joint Administrators are being exercised by any or one of the Administrators.

In accordance with Rule 2.110 of the Insolvency Rules 1986, the Joint Administrators set out below their Final Report of the Administration and for the conduct of the Administration.

The appropriate statutory information is set out in Appendix 2.

3. BACKGROUND AND EVENTS LEADING UP TO THE ADMINISTRATION ORDER

3.1 Background

The Company was incorporated in 1988 and operated as a manufacturer and supplier of stationery and office supplies to commercial customers from sites in Bootle and Winsford.

The premises at 16-18 Berry Street, Bootle are owned by the Company whilst the premises in Winsford are rented. At its peak the Company employed 56 staff, including 1 director.

Prior to the appointment of Administrators the Director had entered into negotiations with an independent third party company in Liverpool with a view to selling the customer list and website. This sale was completed in March 2009 for the sum of £15,000.

The majority of the staff were then made redundant on 13th March 2009, with the exception of two office staff retained to assist in the collection of the book debts.

A substantial quantity of stock and a considerable number of book debts remained following the sale of the customer list and it was believed that there was still the possibility of a sale of the manufacturing site as a going concern.

Parkin S Booth & Co. were consulted regarding the Company's affairs and prior to appointment, held discussions with the Director to determine the most suitable insolvency procedure. As a result it was believed that the

appointment of Administrators would be the best course of action to maximise the return to creditors.

4. PURPOSES, INITIAL STRATEGY AND PROGRESS OF THE ADMINISTRATION

4.1 Purpose of the Administration

In accordance with Paragraph 3 (1) of Schedule B1 of the Insolvency Act 1986 the Joint Administrators have stepped objectives. In order, these are:-

- (a) Rescuing the Company as a going concern; or
- (b) Achieving a better result for the Company's Creditors as whole than would be likely to be achieved if the Company was wound up; or
- (c) Realising property in order to make distribution to one or more secured or preferential Creditors.

4.2 Administration Strategy

4.2.1 Initial Strategy

Upon appointment, we immediately undertook a detailed analysis of the Company's debtors and asset position. The debtor book stood at approximately £287,000 and it was decided to retain the services of the two members of staff who had responsibility for the collection of the debts. Their knowledge of the business and individual accounts would maximise the return for creditors.

We also instructed our agents to value the company's chattel assets and properties and to initiate the marketing thereof.

Our initial strategy was to continue to occupy the premises at Winsford to enable the ongoing collection of the book debts with the assistance of the retained staff and to immediately begin marketing the Company's premises in Bootle. The premises in Winsford were vacated on 22nd June 2009.

4.2.2 Employees

As previously stated, at the date of our appointment, the Company employed 2 staff, the remaining staff having been made redundant prior to our appointment on 13th March 2009.

4.3 Progress of the Administration

4.3.1 Sale of Business and Assets

Agents were instructed to market the premises in Bootle and initial interest has already been shown. This is ongoing at this time.

In addition our agents dealt with the collection and sale of the remaining stock and chattel assets at the premises. Certain items of pre-printed stock were sold to the purchaser of the customer list.

Our agents also dealt with the collection and sale of the leased assets. An amount of £16,982 was ultimately realised following sale of the chattel assets.

4.3.2 Premises

These comprise the following:-

Long leasehold premises at 16-18 Berry Street, Bootle, Liverpool
L20 8AT

Rented premises at Unit 10 Ion Path, Road 3, Winsford Industrial
Estate, Winsford, Cheshire CW7 3EC

4.3.3 Stock and Retention of Title

At portion of the Company's stock was subject to reservation of
title clauses which our agents dealt with on our behalf.

4.3.4 Cash of Bank/In-hand

At the date of our appointment the Company had a bank overdraft
of £94,638 together with a loan of £60,292. The Company
maintained its accounts at National Westminster Bank plc.

The overdraft balance has been reducing since our appointment as
a result of debtors who have paid direct by BACS into the account
and an amount of £50,000 has been paid to the bank on account.

4.3.5 Debtors

At the date of our appointment the outstanding balance was
approximately £287,000. Since then the sum of £239,995 has been
collected. The collection of residual debts continues although it is

not anticipated that there will be any further significant realisations.

4.4 Joint Administrators' Remuneration

It has been agreed that the basis of remuneration is to be fixed by reference to Administrators' time costs both for their services and for their staff dealing with issues and matters arising in the Administration. Any such fees may be drawn on account and the Administrators be at liberty to pay costs and expenses properly incurred in the performance of their duties.

To date the time costs of the Joint Administrators and their staff in dealing with the Administration of this case amount to £39,432 which is 283.45 hours equating to an average of £139.11 per hour. A summary of our time costs is enclosed with this report. The secured creditor, the Bank, has not been paid in full and therefore we agreed our fees with the Bank before they were drawn.

A Creditor's guide to Administrator's fees is available from <http://www.insolvency-practitioners.org.uk/uploads/Admin.pdf> or these offices, upon request.

4.5 Receipts and Payments Account

The balance in hand amounts to £115,461, which will be transferred to the Liquidation.

4.6 Investigations

Both Administrators and Liquidators have the power to investigate and remedy any antecedent transactions.

During the course of our initial work, we have not identified any issues that require further investigation.

4.7 Professional Advisors Used

On this assignment we have used Robson Kay & Co. Limited to assist with valuation advice and the sale of stock and equipment and to deal with the marketing and sale of the long leasehold properties in Bootle.

4.8 Pensions

The Company's operated a pension scheme for staff.

It is understood that payments to the scheme are up to date.

4.9 Unsecured Creditors

Unsecured creditor claims received to date have been collated and acknowledged.

It is anticipated that, subject to costs, a dividend will be payable on the agreed claims of Unsecured Creditors. A distribution will be made by the Liquidators.

4.10 Taxation

Initial VAT and corporation tax reviews have taken place.

The necessary Tax and VAT returns are being prepared so the accurate final tax/VAT positions can be determined.

4.11 Estimated Outcome to Creditors / Prescribed Part

Preferential Creditors have been paid in full.

It is anticipated that the Bank will be paid in full following the sale of the long leasehold premises.

Including a prescribed part as calculated under Section 176A of the Insolvency Act 1986, unsecured creditors will receive a dividend although it is too early to assess the likely amount or timing of the dividend as the Liquidators will need to determine:-

- (1) The final level of realisation from Debtor collections;
- (2) The amount realised following the sale of the property and the final balance payable to the Bank under their charge
- (3) The final tax charges that may be an expense of the Administration;
- (4) Any possible claims against any other parties following the Administrator's/Liquidator's investigations.

ADMINISTRATORS' PROPOSALS AND STATUTORY MATTERS

5.1 Statements of Affairs

A copy of the Statement of Affairs, approved by the Director, has previously been circulated to creditors.

5.2 Creditors' Meeting.

In accordance with Paragraph 51 of Schedule B1 of the Insolvency Act 1986, a meeting of Creditors was held on 16th June 2009. At that Meeting the Administrators' Proposals were approved without modification. No Creditors' Committee was appointed.

5.3 Administrators' Proposals

The Administrators' Proposals are contained in Appendix 1. There have been no major amendments to or deviations from those Proposals.

The Administrators have concluded that the first prescribed objective under Paragraph 3(1) (a), to rescue the Company as a going concern, was not achievable because of the scale of its historic liabilities.

Consequently, the Administrators have performed their functions in relation to the Company with the objective set out in Paragraph 3(1) (b) to achieve a better result for the Company's Creditors as a whole than would be likely if the Company were wound up.

5.4 Creditors' Voluntary Liquidation

In accordance with paragraph 83(7)(b) and as outlined in our Proposals, Ian C Brown and Robert M Rutherford, the Joint Administrators will become Joint Liquidators in the Creditors' Voluntary Liquidation, as soon as Form 2.34B is duly registered by the Registrar of Companies.

6. Further Details

Should you require any further information at this stage please contact me.



Ian C Brown

Joint Administrator

Insolvency Practitioner Licensed by
Insolvency Practitioners Association

APPENDIX 1

COUNTY COMMERCIAL STATIONERY LIMITED **IN ADMINISTRATION**

ADMINISTRATORS PROPOSALS

For the achievement of the purposes of the Administration and in accordance with Paragraph 49 of Schedule B1 of the Insolvency Act 1986 the Administrators of the Company make the following Proposals to the Creditors for consideration and if appropriate approval at the Meeting of Creditors to be held on 17th June 2009.

1. To continue to conduct an advantageous realisation of the Company's assets, in accordance with the purposes of the Administration; thereafter to investigate and if appropriate pursue any claims that the Company or the Administrators may have.
2. To do all such other things and generally exercise their powers as Joint Administrators as they in their discretion consider desirable in order to achieve the purposes of the Administration or to protect and preserve the assets of the Company or to maximise realisations for any purpose incidental to those Proposals.
3. The Joint Administrators will seek to establish a Creditors Committee to assist them in their duties.
4. In the event that no Creditors Committee is established, the basis of the Joint remuneration is to be fixed by reference to time costs both for their services as Administrators and for their staff in dealing with issues and matters arising in the Administration, and such fees may be drawn on account.
5. The Administrators be at liberty to pay costs and expenses properly incurred in performance of their duties.
6. On the basis that there are insufficient funds to repay Preferential and Secured Creditors in full the Administrators will make a distribution to these Creditors, discharge liabilities incurred in the Administration including the Joint Administrators remuneration and then apply for dissolution of the Company. In the event that a surplus is available to the Unsecured Creditors then a distribution will be effected in a Creditors Voluntary Liquidation. Should this be appropriate the Administrators propose that they be appointed Joint Liquidators. Alternatively the Joint Administrators will apply to the Court for authority to pay dividends to the Unsecured Creditors within the Administration.
7. The Proposals are subject to such modifications as the Joint Administrators may approve.

8. The Joint Administrators be discharged from liability in respect of any action of theirs as Joint Administrators pursuant to Paragraph 98(1) of Schedule B1 of the Insolvency Act 1986 (the "Act") 30 days following the registration of the Notice given pursuant to paragraph 83 of Schedule B1 of the Act.

Appendix 2: Statutory Information for Creditors' Report

COUNTY COMMERCIAL STATIONERY LIMITED

Date of Incorporation:	August 1988
Company Registration Number:	2286091
Previous Registered Office:	Unit 10, Ion Path, Road Three, Winsford Industrial Estate, Winsford, Cheshire CW7 3GE
Trading Address:	Unit 10 Ion Path, Road Three Winsford Industrial Estate, Winsford, Cheshire CW7 3GE
Present Registered Office:	Yorkshire House, 18 Chapel Street, Liverpool L3 9AG
Issued Share Capital:	J Gordon 1,149 Ordinary B A Kershaw 23,600 Ordinary J Gordon 5,900 Ordinary B
Directors:	A W Kershaw
Company Secretary:	K Loughlin

Parkin S Booth & Co

TIME & CHARGEOUT SUMMARIES

County Commercial Stationery Ltd

HOURS							
Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	19.80	0.00	28.30	15.45	63.55	9,716.00	152.89
Investigations	0.00	0.00	9.40	0.00	9.40	1,128.00	120.00
Realisation of Assets	25.60	0.00	104.25	0.00	129.85	18,910.00	145.63
Trading	0.00	0.00	22.20	0.00	22.20	2,664.00	120.00
Creditors	0.00	0.00	62.85	0.00	62.85	7,542.00	120.00
Total Fees Claimed £	11,350.00	0.00	27,240.00	1,370.00		39,960.00	
Total Hours	45.40	0.00	227.00	15.45	287.85		
Average Rate	250.00	0.00	120.00	88.67			

Standard Activity Examples of Work

Administration and Planning

Case Planning
Administrative set up
Appointment notification
Maintenance of records
Statutory reporting
Insurance of assets

Investigations

SIP 2 review
CDDA reports
Investigating antecedent transactions

Realisation of assets

Identifying and securing assets
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')
Retention of Title

County Commercial Stationery Ltd
(In Administration)
Joint Administrators' Abstract of Receipts & Payments

Statement of Affairs		From 06/10/2009 To 23/10/2009	From 06/04/2009 To 23/10/2009
	ASSET REALISATIONS		
180,000.00	Long Leasehold Properties	NIL	NIL
1,970.00	Plant & Machinery	NIL	2,500.00
2,110.00	Office Furniture & Equipment	NIL	10,016.83
6,000.00	Stock	NIL	4,465.06
264,757.00	Book Debts	59,748.59	239,995.20
	Book Debts received direct by NatWest	(1,279.11)	NIL
	Insurance Refund	1,279.11	1,279.11
38,438.00	Cash at Bank Special Account	NIL	38,438.00
	Bank Interest Gross	NIL	65.52
	Suspense Account	NIL	18.13
		<u>59,748.59</u>	<u>296,777.85</u>
	COST OF REALISATIONS		
	Specific Bond	NIL	480.00
	Office Holders Expenses	NIL	859.70
	Accountancy fees	NIL	150.00
	Water rates	NIL	394.80
	Agents/Valuers Fees (1)	NIL	5,129.97
	Joint Administrators fees & disbursement	39,432.00	40,971.00
	Corporation Tax	NIL	13.10
	Accountancy fees	NIL	200.00
	Petty Cash	NIL	(25.92)
	Re-Direction of Mail	NIL	24.90
	Statutory Advertising	NIL	795.95
	Rates	NIL	2,097.46
	Gas and Electricity	NIL	99.47
	Insurance of Assets	1,365.58	4,181.79
	Wages & Salaries	NIL	8,494.81
	PAYE & NI	NIL	3,513.81
		<u>(40,797.58)</u>	<u>(67,380.84)</u>
	PREFERENTIAL CREDITORS		
(4,000.00)	DE Arrears & Holiday Pay	4,187.51	4,187.51
		<u>(4,187.51)</u>	<u>(4,187.51)</u>
	FLOATING CHARGE CREDITORS		
(154,930.00)	Floating Charge Creditor - NatWest	109,748.59	109,748.59
		<u>(109,748.59)</u>	<u>(109,748.59)</u>
	UNSECURED CREDITORS		
(364,659.00)	Trade & Expense Creditors	NIL	NIL
(100,000.00)	PILON & Redundancy	NIL	NIL
(32,317.00)	Inland Revenue	NIL	NIL
(27,540.00)	Customs & Excise	NIL	NIL
(195,441.00)	Shortfall to finance companies	NIL	NIL
(60,000.00)	Employee claim	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(30,649.00)	Ordinary Shareholders	NIL	NIL

County Commercial Stationery Ltd
(In Administration)
Joint Administrators' Abstract of Receipts & Payments

Statement of Affairs	From 06/10/2009 To 23/10/2009	From 06/04/2009 To 23/10/2009
	NIL	NIL
(476,261.00)	(94,985.09)	115,460.91

REPRESENTED BY

Vat Receivable	7,143.45
Bank 1 Current	110,159.60
Vat Payable	(1,842.14)
	115,460.91

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Ian C Brown
Joint Administrator

The Insolvency Act 1986

**Notice of move from administration
to creditors' voluntary liquidation**

Name of Company COUNTY COMMERCIAL STATIONERY LIMITED

Company number 2286091

In the HIGH COURT OF JUSTICE CHANCERY DIVISION, LIVERPOOL DISTRICT REGISTRY
--

Court case number 872 OF 2009

(a) Insert name(s) and
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We Ian C Brown and Robert M Rutherford
both of Parkin S Booth & Co., Yorkshire House, 18 Chapel Street, Liverpool L3 9AG
having been appointed administrators of COUNTY COMMERCIAL STATIONERY

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of registered office of
company

LIMITED, R/O Yorkshire House, 18 Chapel Street, Liverpool L3 9AG
on 6th April 2009 by the Directors

(c) Insert date of
appointment(d) Insert name of applicant /
appointor

hereby give notice that:

(e) Insert name(s) and
address(es) of liquidator(s)

the provisions of paragraph 83(1) of Schedule B1 to the Insolvency Act 1986 apply,
and it is proposed that we, Ian C Brown and Robert M Rutherford, both of Parkin S Booth &
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We attach a copy of the final progress report.

Signed 
Joint Administrator

Dated 23/10/09

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PARKIN S BOOTH & CO, YORKSHIRE HOUSE, 18 CHAPEL STREET, LIVERPOOL L3 9AG	
Tel 0151 236 4331	
DX Number	DX Exchange

Companies House receipt date barcode

When you have completed and signed this form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff