

Liquidator's Progress Report

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

S.192

To the Registrar of Companies

Company Number

03616009

Name of Company

Abacus Roofing Limited

We

Keith Aleric Stevens
Wilkins Kennedy LLP
Gladstone House
77/79 High Street
Egham
Surrey
TW20 9HY

John Arthur Kirkpatrick
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Gladstone House
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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 13 July 2011 to 12 July 2012

Signed



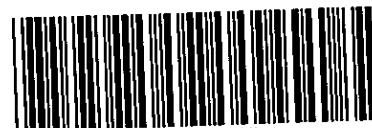
Date

18/7/12

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

Keith Aleric Stevens
Wilkins Kennedy LLP
Gladstone House
77-79 High Street
Egham
Surrey
TW20 9HY

FRIDAY



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A04 27/07/2012 #384

COMPANIES HOUSE

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A11 21/07/2012 #182

COMPANIES HOUSE

**Abacus Roofing Limited t/as Zanara Envelope Solutions
In Liquidation
("the Company")**

**Annual Progress Report to the Members and Creditors
Pursuant to Section 104A of the Insolvency Act 1986
for the Year Ending 12 July 2012**

Wilkins Kennedy LLP
Gladstone House
77-79 High Street
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CONTENTS

- 1 Introduction
- 2 Background
- 3 Receipts and payments account
- 4 Asset realisations
- 5 Expenditure
- 6 Investigations
- 7 Creditors' claims
- 8 Dividend prospects
- 9 Conclusion

APPENDICES

- I Receipts and payments account
- II Analysis of time costs

1. INTRODUCTION

The purpose of this report is to detail my acts and dealings as joint liquidator and it should be read in conjunction with my previous correspondence to creditors

The detailed report is provided below, but in summary I would advise you that the only outstanding matter is the remaining retention collections which are being undertaken by Leslie Keats. On receipt of the final balances, the outstanding costs of the liquidation will be discharged and the liquidation will be finalised

2. BACKGROUND

The members' and creditors' meetings were held on 13 July 2011, when my partner John Arthur Kirkpatrick and I were appointed joint liquidators of the Company

The Company's registration number is 03616009 and its current registered office is Gladstone House, 77-79 High Street, Egham, Surrey, TW20 9HY

The Company's former registered office was 3 Wellington Place, Bletchley, Milton Keynes, MK3 5NA. This was also the former trading address

3. RECEIPTS AND PAYMENTS ACCOUNT

I have enclosed at Appendix I a summary of my receipts and payments from the date of liquidation on 13 July 2011 to 12 July 2012

As at 12 July 2012 a total of £2,010.20 was held in the liquidation account. This account has been removed from interest bearing for the purposes of finalising the liquidation and I confirm that it has been reconciled to the bank statements

4. ASSET REALISATIONS

Fixtures and Fittings

The Statement of Affairs advised of fixtures and fittings, which included the Company's furniture and equipment, with an estimated to realise value of £1,200.00

I am pleased to advise creditors that an amount of £1,918.28 was realised in respect of these assets

Motor Vehicles

Specifically Pledged

At the date of liquidation the Company possessed several motor vehicles which were subject to hire purchase agreements with ING Lease (UK) Limited

The independent valuation agent, Wyles Hardy & Co Limited, advised that after deduction of the outstanding finance on each of the vehicles, there was no equity available for the benefit of the creditors and as such these vehicles were returned to ING Lease (UK) Limited under the terms of the hire purchase agreements

Not Specifically Pledged

In addition to the hire purchase vehicles, the Company owned several vehicles at the date of liquidation

The estimated to realise value on the Statement of Affairs of £5,800 00 was provided by Wyles Hardy & Co Limited

I am pleased to advise that these motor vehicles were eventually sold by the valuation agent for £6,150 00 plus VAT

Book Debts/Retentions

At the date of liquidation the Company's records showed outstanding retentions in the amount of £247,787 00 however, Leslie Keats Chartered Surveyors advised that due to the number of disputes on the various accounts, it was unlikely that the ledger would realise more than £16,000 00

I am pleased to advise creditors that an amount of £16,881 87 has been realised to date

Leslie Keats have advised that there are several amounts that remain outstanding which they deem to be collectable (up to £30,000 00) They anticipate being able to provide their final account within the next three months

Rates Refund

An amount of £2,435 01 has been received in respect of overpayments of business rates

Sundry Refund

Various amounts totalling £657 52 have been received in respect of utility refunds

Bank Interest

Bank interest totalling £10 30 has been received on the funds held in the liquidation account, bringing total realisations to date to £28,052 98

Connected Party Transaction

The majority of the Company's fixtures and fittings and one of the Company's motor vehicles were sold to one of the shareholders and a former employee respectively Under Statement of Insolvency Practice 13 I am required to provide you with the following information regarding the sale of the assets to a connected party -

Fixtures and Fittings

- The transaction was completed on 22 July 2011
- The assets involved in the transaction included the majority of the Company's office furniture and equipment A full inventory is available on request
- An amount of £900 00 plus VAT was received in consideration for these assets and the funds were received into the liquidation on 13 October 2011
- The purchaser was Zanara Limited whose company registration number is 04154491
- Zanara Limited was a 58% shareholder in the Company and the director of Zanara Limited was a 42% shareholder in the Company
- I am not aware of any advice received by Zanara Limited regarding the transaction
- The Joint Liquidators received advice from Wyles Hardy & Co Limited regarding the transaction and the likely realisations for the assets if sold to an unconnected party

Motor Vehicle

- The transaction was completed on 18 July 2011
- The assets involved in the transaction was one of the Company's motor vehicles (Volkswagen Passat)
- An amount of £2,900 00 was received in consideration for this asset and the funds were received into the liquidation on 13 October 2011
- The purchaser was Andrew Wood, a former employee of the Company and the company secretary since 2006
- I am not aware of any advice received by Andrew Wood regarding the transaction
- The Joint Liquidators received advice from Wyles Hardy & Co Limited regarding the transaction and the likely realisations for the asset if sold to an unconnected party

5. EXPENDITURE

Pre Appointment Remuneration

At a meeting held on 30 June 2011 the board of directors authorised the payment of a fee of £5,000 00 plus VAT and disbursements for assisting in the preparation of the Statement of Affairs, producing and circulating the notices for the meetings of members and creditors and assisting the director in the period leading up to the members and creditors' meetings. This resolution was ratified by the creditors at the meeting held on 13 July 2011.

This fee has been paid in full from the assets in the liquidation and is shown on the receipts and payments account enclosed at Appendix I, together with the following disbursements:

	£
Room Hire	50 00
Postage	26 91
Stationery	17 25
Statutory Advertising	<u>122 00</u>
	<u>216.16</u>

Joint Liquidators' Remuneration

My remuneration was authorised by creditors at a meeting held on 13 July 2011 to be drawn on a time costs basis.

My total time costs to 12 July 2012 amount to £11,859 50 representing 74 25 hours at an average chargeout rate of £159 72 per hour.

I have drawn £11,138 50 to date.

A description of the routine work undertaken in the liquidation is set out at Appendix II together with details of my firm's chargeout rates and disbursements policy for your information.

A "Creditors Guide to Insolvency Practitioners' Fees" is available at the following internet link www.r3.org.uk/index.cfm?page=1591. A hard copy of this document is available on request.

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the joint liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with permission of the court or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the joint liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

Joint Liquidators' Expenses

I have incurred the following expenses in this matter following my appointment as Joint Liquidator

	£
Specific Bond Fee	30 00
Postage	78 00
Stationery	144 00
Mail Redirection	27 20
Storage	11 72
Statutory Advertising	61 00
	<u>351.92</u>

The balance of these expenses has been drawn in full with the exception of storage costs in the amount of £2.46 which will be drawn from the assets in the liquidation prior to the closure of this matter.

Professional Fees

The choice of professionals was based on my perception of their experience and ability to perform the type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case.

Accountancy Fees

An amount of £1,302.00 was paid to Cameron & Associates Limited for their assistance in preparing the accounting information for the purposes of the Statement of Affairs.

The fee agreed was based on their time costs and the payment of this cost was approved at the meeting of creditors on 13 July 2011.

Agents/Valuers' Fees (Leslie Keats)

An amount of £2,641.92 has been paid to Leslie Keats Chartered Surveyors for their assistance in collecting the outstanding retentions due to the Company.

The fee arrangement with Leslie Keats was based on a percentage of realisations achieved together with their out of pocket expenses.

Agents/Valuers' Fees (Wyles Hardy & Co)

An amount of £3,195.61 was paid to independent valuation agents, Wyles Hardy & Co for their assistance in valuing, collecting and selling the Company's chattel assets for the benefit of creditors.

The fee arrangement with Wyles Hardy & Co Limited was based on the time costs incurred in undertaking the work together with the expenses incurred.

6. INVESTIGATION

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. I considered in particular transactions which took place at the time of and immediately prior to the Company ceasing to trade.

There were no matters that justified further investigation in the circumstances of this appointment.

Within six months of my appointment, I was required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present director would make them unfit to be concerned with the management of the Company. I confirm that my report has been submitted.

7. CREDITORS' CLAIMS

Secured Creditor

There were no secured creditors in this matter.

Preferential Creditors

The only known preferential creditors are the former employees of the Company for arrears of wages and holiday pay and the Redundancy Payments Office for any payments made to employees from the National Insurance Fund in this respect.

The Statement of Affairs advised of preferential claims in this matter totalling £6,786.00.

To date I have received claims totalling £7,255.51 however these have not been reviewed or agreed for dividend purposes.

Unsecured Creditors

The Statement of Affairs advised of unsecured creditor claims totalling £476,007.00 which included shareholders' loans of £66,023.00.

I have received claims to date in the amount of £360,860.77 however, since it is not anticipated that there will be sufficient funds to declare a dividend to any class of creditor, I have not yet reviewed the validity of these claims.

8. DIVIDEND PROSPECTS

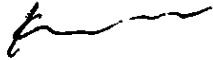
Based on current information there is unlikely to be sufficient funds available to make a distribution to any class of creditor.

9. CONCLUSION

The liquidation will remain open until the remaining collectable retentions have been received. Once the outstanding costs have been discharged the liquidation will be finalised and my files will be closed.

The next formal report will be following the next anniversary of the liquidation, or the conclusion of the liquidation, whichever is sooner. However, I would be happy to respond to any specific request for further information submitted in the meantime.

When contacting this office about the liquidation please ask for Meghan Andrews



Keith Aleric Stevens
Joint Liquidator

**Abacus Roofing Limited t/as Zanara Envelope Solutions - In Creditors Voluntary Liquidation
Joint Liquidators' Abstract of Receipts & Payments**

From 13 July 2011 To 12 July 2012

S of A £	As Previously Reported	13/07/11 to 12/07/12	Total £
RECEIPTS			
1,200 Fixtures & Fittings	NIL	1,918 28	1,918 28
5,800 Motor Vehicles	NIL	6,150 00	6,150 00
16,000 Book Debts/Retentions	NIL	16,881 87	16,881 87
NIL Bank Interest Gross	NIL	10 30	10 30
NIL Rates Refund	NIL	2,435 01	2,435 01
NIL Sundry Refund	NIL	657 52	657 52
<u>23,000</u>	<u>NIL</u>	<u>28,052 98</u>	<u>28,052 98</u>
PAYMENTS			
Petitioners Costs	NIL	1,097 50	1,097 50
Statement of Affairs Fee	NIL	5,000 00	5,000 00
Joint Liquidators' Fees	NIL	11,138 50	11,138 50
Agents/Valuers Fees (Wyles Hardy & Co)	NIL	3,195 61	3,195 61
Storage Costs	NIL	9 26	9 26
Re-Direction of Mail	NIL	27 20	27 20
Statutory Advertising	NIL	183 00	183 00
Insurance of Assets	NIL	127 20	127 20
Meeting Room Cost	NIL	50 00	50 00
Accountancy Fees	NIL	1,302 00	1,302 00
Postage	NIL	104 91	104 91
Stationery	NIL	161 25	161 25
Agents/Valuers Fees (Leslie Keats)	NIL	2,641 92	2,641 92
Vat Control Account	NIL	974 43	974 43
Specific Bond	NIL	30 00	30 00
	<u>NIL</u>	<u>26,042 78</u>	<u>26,042 78</u>
CASH IN HAND	<u>NIL</u>	<u>2,010 20</u>	<u>2,010 20</u>


Keith Aleric Stevens
Joint Liquidator

WILKINS KENNEDY LLP

Schedule of joint liquidators' remuneration and disbursements

for

Abacus Roofing Limited t/as Zanara Envelope Solutions

as at 12 July 2012

JOINT LIQUIDATORS' FEES

HOURS						Time Cost £	Average hourly rate £
Classification Of work function	Partner	Manager	Other senior Professionals	Assistants & support staff	Total Hours		
Administration & planning	3 90	1 75	7 50	33 30	46 45	5,797 50	124 81
Investigations	1 20	-	5 70	-	6 90	1,284 00	186 09
Realisation of assets	0 40	-	2 90	-	3 30	588 50	178 33
Trading	-	-	-	-	-	-	-
Creditors	4 70	0 50	8 10	0 10	13 40	3,137 50	234 14
Statutory	1 90	-	2 30	-	4 20	1,052 00	250.48
Total hours	12 10	2 25	26 50	33 40	74 25	11,859 50	159 72
Total fees claimed (£)						(11,138 50)	

Wilkins Kennedy LLP Charge-Out Rates

1 February 2011 to 31 January 2012

£

Partners/Directors	375 00 – 430 00
Senior Managers/Managers	240 00 – 270 00
Administrators	125 00 – 195 00
Junior Administrators	85 00 – 100 00
Cashiers/Secretaries	75 00 – 90 00

1 February 2012 to Date

£

Partners/Directors	400 00 – 450 00
Senior Managers/Managers	270 00 – 300 00
Supervisors	205 00
Case Managers/Senior Administrators	195 00
Administrators/Investigators	100 00 – 145 00
Junior/Trainee Administrators	65 00 – 100 00
Cashiers/Secretaries	75 00 – 90 00

Explanation of officeholders time charging policy

In accordance with the provisions of Statement of Insolvency Practice 9 ("SIP 9"), the charge out rates detailed on the previous page are applicable to this appointment exclusive of VAT. Rates are normally reviewed on an annual basis and adjustments made accordingly where deemed appropriate.

Time is recorded in 6 minute units by each staff member working on the case. A description of the routine work undertaken which time will be recorded for is detailed as follows:

1 Administration and planning

- Preparing documentation and dealing with the formalities of appointment
- Statutory notifications and advertising
- Dealing with all routine correspondence
- Maintaining physical case files and electronic case details
- Reviewing the ongoing progression of case files
- Arranging the collection and storage of company records
- Ensuring an appropriate case bordereau is in place
- Case planning and administration
- Preparing reports to members and creditors
- Convening and holding meetings of members and creditors where appropriate

2 Investigations

- Review and storage of the Company's books and records
- Preparation of returns / reports pursuant to the Company's Directors Disqualification Act 1986
- Conduct investigations into any suspicious transactions
- Reviewing the books and records to identify any transactions or actions that the officeholder may take in order to recover funds for the benefit of creditors

3 Realisation of assets

- Identifying, securing and obtaining sufficient insurance in respect of company assets
- Dealing with any retention of title or other third party claims
- Debt collection functions
- Negotiating and completing property, business and asset sales

4 Trading

- Management of trading operations
- Maintaining and preparing accounting records for the period of trade
- Dealing with ongoing employee issues

5 Creditors

- Dealing with creditor correspondence and telephone conversations
- Maintaining creditor information and claims (including those submitted by secured creditors, employees and other preferential creditors)

Explanation of officeholder's disbursement recovery policy

SIP 9 also requires that the office holder provide a statement of the officeholder's policy in relation to the recharging of disbursements. SIP 9 defines disbursements as either Category 1 or Category 2 disbursements, further details of which are below

Category 1 disbursements will generally comprise external 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

Category 2 disbursements will generally comprise costs which, whilst being in the nature of expenses or disbursements, include elements of shared or allocated costs

Charging and disbursement recovery policy

Category 1 disbursements are recoverable without approval, and will be recovered by the officeholder as they are incurred

Category 2 disbursements do require approval, and should be identified and subject to approval by those responsible for approving remuneration. SIP 9 provides that the officeholder may make a separate charge for expenses in this category, provided that

- such expenses are of an incidental nature and are directly incurred on the case, and there is a reasonable method of calculation and allocation, it will be persuasive evidence of reasonableness, if the resultant charge to creditors is in line with the cost of external provision, and
- the basis of the proposed charge is disclosed and is authorised by those responsible for approving his remuneration

Payments to outside parties in which the officeholder or his firm or any associate (as defined by Section 435 of the Insolvency Act 1986) has an interest should be treated as 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

Stationery (circulars)	5 pence per sheet
Mileage	45 pence per mile
Room Hire	£50 per meeting