

## The Insolvency Act 1986

Liquidator's Progress Report  
Pursuant to Section 192 of  
The Insolvency Act 1986**S.192**

To the Registrar of Companies

For Official Use

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Company Number

04104006

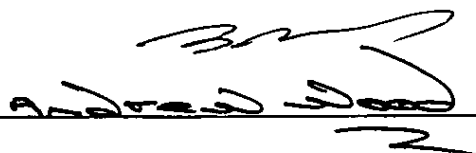
Name of Company

Engineering Product Services Limited

I / We

Gareth David Rusling  
93 Queen Street  
Sheffield  
S1 1WF  
DX 10616 SheffieldAndrew Philip Wood  
93 Queen Street  
Sheffield  
S1 1WF  
DX 10616 Sheffieldthe liquidator(s) of the company attach a copy of my/our progress report  
under section 192 of the Insolvency Act 1986

Signed



Date

The P&A Partnership  
93 Queen Street  
Sheffield  
S1 1WF  
DX 10616 Sheffield

Ref E188O10/g/GDR

For Official Use

Insolvency Sect

Post Room

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COMPANIES HOUSE

**Engineering Product Services Limited**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**

Statement of Affairs		From 14/10/2010 To 13/10/2011
	<b>ASSET REALISATIONS</b>	
29,418 00	Work in Progress	NIL
35,000 00	Retentions	NIL
73,044 00	Book Debts	122,833 00
30,267 00	Cash in Hand	30,267 39
		<u>153,100 39</u>
	<b>COST OF REALISATIONS</b>	
	Specific Bond	314 00
	Statement of Affairs Fee	5,000 00
	Office Holders Fees	30,270 00
	Debt Collection Costs	9,924 77
	Incidental Outlay	874 43
	Agents/Valuers Fees	901 10
	Legal Fees	75 00
	Fees re Pension Advice	250 00
	Statutory Advertising	209 25
	Bank Charges	20 00
		<u>(47,838 55)</u>
	<b>FLOATING CHARGE CREDITORS</b>	
(160,947 00)	Barclays Bank	100,000 00
		<u>(100,000 00)</u>
	<b>UNSECURED CREDITORS</b>	
(154,624 00)	Trade & Expense Creditors	NIL
(125,041 00)	HM Revenue & Customs - PAYE/NIC	NIL
(35,704 00)	HM Revenue & Customs - VAT	NIL
		<u>NIL</u>
	<b>DISTRIBUTIONS</b>	
(2 00)	Ordinary Shareholders	NIL
		<u>NIL</u>
<u>(308,589 00)</u>		<u><u>5,261.84</u></u>
	<b>REPRESENTED BY</b>	
	VAT Receivable	361 32
	Bank Balance	4,900 52
		<u>5,261.84</u>



**The P&A Partnership**  
Business Recovery & Insolvency

93 Queen Street Sheffield S1 1WF  
MDX 10616 SHEFFIELD  
epost@thepandapartnership.com  
Tel 0114 275 5033  
Fax 0114 276 8556

Our Ref E188O10/CVL1001/L/ g/GDR/DJH

Your Ref

**TO ALL SHAREHOLDERS AND CREDITORS**

Date 23 November 2011

Contact Gareth Rusling

Dear Sirs

**ENGINEERING PRODUCT SERVICES LIMITED  
IN CREDITORS VOLUNTARY LIQUIDATION  
ANNUAL REPORT TO CREDITORS**

Further to our appointment as Joint Liquidators of the above named Company on 14 October, 2010 and in accordance with Section 104A of the Insolvency Act 1986 enclosed for your information is the following documentation -

- (a) First annual progress report of the liquidation on the conduct of the Winding-Up during the preceding year,
- (b) Creditors' Guide to the Fees, Expenses and Disbursements charged by The P&A Partnership

A Creditors' Guide to Fees is available and provides explanations of creditors' rights. This can be accessed via the Internet at [www.thepandapartnership.com/resources](http://www.thepandapartnership.com/resources) or alternatively a copy can be requested by telephoning The P&A Partnership Help Desk +44 (0)114 275 5033

Yours faithfully

**Gareth David Rusling**  
Joint Liquidator

Encls  
Annual Report  
P&A Creditors Guide to Fees  
Letter to Creditors enclosing Annual Report

**ENGINEERING PRODUCT SERVICES LIMITED  
IN CREDITORS VOLUNTARY LIQUIDATION**

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**JOINT LIQUIDATORS' FIRST ANNUAL PROGRESS REPORT  
TO MEMBERS AND CREDITORS PURSUANT TO  
SECTION 104A OF THE INSOLVENCY ACT 1986  
FOR THE PERIOD FROM  
14 OCTOBER 2010 TO 13 OCTOBER 2011**

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**Gareth David Rusling & Andrew Philip Wood  
Joint Liquidators**

**The P&A Partnership  
93 Queen Street  
Sheffield  
S1 1WF**

**23 November 2011**

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8. Unsecured Creditors
9. Estimated Outcome for Creditors
- 10 Conclusion

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Appendix B Joint Liquidators' analysis of time costs for the period  
Appendix C The P&A Partnership guide to Fees, Expenses and Disbursements

## STATUTORY INFORMATION

Trading Address	Old Waleswood Colliery Mansfield Road Sheffield S26 5PQ
Company Number	04104006
Date of Incorporation	08/11/2000
Registered Office	93 Queen Street Sheffield S1 1WF
Nature of Business	Mechanical Engineering Contractors
Date of Liquidation	14 October 2010
Joint Liquidators	Gareth David Rusling & Andrew Philip Wood
Basis of Remuneration	The Office Holders remuneration is to be calculated by reference to the time properly spent by the Office Holders and their staff in carrying out their functions, dealing with all matters arising during the course of the winding-up and to be based on their normal time costs chargeable in insolvency matters
Contact Details	<a href="mailto:epost@thepandapartnership.com">epost@thepandapartnership.com</a>

## 1. INTRODUCTION

- 1.1 At meetings of members and creditors held on 14 October 2010 at 93 Queen Street, Sheffield S1 1WF it was resolved that Gareth David Rusling & Andrew Philip Wood be appointed joint liquidators. Gareth David Rusling & Andrew Philip Wood are both licensed as insolvency practitioners by the Insolvency Practitioners Association.

## 2. JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS

- 2.1 An abstract of the Joint Liquidators' Receipts and Payments for the period covered by this report is attached at Appendix A.
- 2.2 The assets realised during the period of this report is shown below with an estimate of any future anticipated realisations.

Statement of Affairs £	Asset Realisation	Para	Realisations In this Period £	Total Realisations £	Anticipated Further Realisations £
137,462	Book Debts, Retentions & Work in Progress	2.3	122,833	122,833	Nil
30,267	Cash in Hand	2.4	30,267	30,267	Nil

- 2.3 Book debts – The book debts, retentions and work in progress has realised £122,833. Valuations were put on incomplete work and after negotiations, a slightly lesser amount was received than originally anticipated.
- 2.4 Cash in Hand – This was realised as anticipated.
- 2.5 To assist in the conduct of the liquidation the joint liquidators' have given instructions to the following professional advisors on the fee basis as indicated:

Name of Solicitor or Agent	Work Undertaken	Basis of Fee Arrangement
Ellis Willis & Beckett	Asset Realisation	Percentage of Realisations and disbursement
Fyfe Financial Ltd	Pension review	Fixed fee and disbursements
Willis	Specific Bond	Risk based premium
Peter Hoare & Company Ltd	Insurance Brokers	Risk based premium

## 3. INVESTIGATIONS

- 3.1 The joint liquidators have a statutory obligation to submit a report on the director's conduct to the Insolvency Service and I confirm that this report has been submitted. The contents of this report are confidential therefore cannot be disclosed to creditors.

#### 4. JOINT LIQUIDATORS' EXPENSES AND DISBURSEMENTS

Below is a summary of the disbursements incurred during the period of this report

Category 1 Disbursements	£	Category 2 Disbursements	£
		Company Search Fees	15
		Faxes, Postage & Stationery	423
		Storage of Records	279
		Travel & Subsistence	158
<b>Total</b>		<b>Total</b>	875

**Category 1 Disbursements:** Payment of specific expenditure which generally comprise of external supplies and services specifically identifiable to the case which can be made without approval from creditors

**Category 2 Disbursements:** Payments to the office holder or any party that is an associate of the office holder which generally comprise of disbursements for services provided by the office holder's firm. Such payments require the approval from creditors

#### 5. JOINT LIQUIDATORS' REMUNERATION

- 5.1 An analysis of the joint liquidators' time costs for the period covered by this report is attached at Appendix B
- 5.2 At the first meeting of creditors held on 14 October 2010 it was resolved by the general body of creditors that the office holders remuneration was to be calculated by reference to the time properly spent by the office holders and their staff in carrying out their functions, dealing with all matters arising during the course of the winding-up and based on their normal time costs chargeable in insolvency matters
- 5.3 Fees accruing due during the first 12 months period covered by this report amount to £30,342 of which £30,270 have been drawn during this period leaving a balance outstanding of £72
- 5.4 The principal areas of time incurred during the period of this report have been -
- Identifying and extracting from the company's records all the necessary documentation to facilitate the collection of the outstanding book debts due to the company. Dealing with all debtor queries arising from the collection of the outstanding debts,



- Corresponding and dealing with the issues relevant to the secured creditor(s);
  - Preparation and submission of outstanding Value Added Tax returns up to the date of liquidation to agree the claim of H M Revenue & Customs,
  - Preparation and submission of outstanding Corporation Tax Returns and PAYE Returns up to the date of liquidation to enable H M Revenue and Customs to lodge their claim in liquidation proceedings,
  - Preparation and submission of the statutory report on the conduct of the Directors pursuant to the requirements of the Company Directors Disqualification Act 1986,
  - Preparation and submission to Companies House the statutory Liquidators Receipts and Payments Account pursuant to S192 of the Insolvency Act 1986,
  - Dealing with all statutory requirements pursuant to the Insolvency Act and Rules and reporting to shareholders and creditors
- 5 5 The time costs analysis summary shows the various functions of the work undertaken by the office holders and their staff which are as follows -
- 5 6 **Administration and Planning** includes case planning, administrative set procedures, appointment notification, general administration, maintenance of records and statutory reporting
- 5 7 **Investigation** includes reporting on the directors' conduct, investigating antecedent transactions and any other investigations deemed to be appropriate or requested by the creditors
- 5 8 **Realisation of Assets** includes identifying, securing and insuring assets, sales of businesses, freehold and leasehold property, other fixed assets, motor vehicles, stock and the collection of book debts and dealing with any legal matters related thereto
- 5 9 **Trading** includes the planning of management operations, cash flow and trading forecasts, dealing with customers and suppliers, trading vat and tax matters and ongoing employee issues
- 5 10 **Creditors** include creditors meetings, communications with creditors, agreeing secured, preferential and unsecured claims, and retention of title issues with suppliers
- 5 11 **Case Specific Matters** include other specific issues relating to the case including litigation, compliance, and internal documentation
- 5 12 A Creditors' Guide to Fees is available and provides explanations of creditors' rights This can be accessed via the Internet at [www.thepandapartnership.com/resources](http://www.thepandapartnership.com/resources) or alternatively a copy can be requested by telephoning The P&A Partnership Help Desk +44 (0)114 275 5033

- 5 13 A secured creditor, or an unsecured creditor with the concurrence of a least 5% in value of the unsecured creditors ( or with permission of the Court), have a period of twenty-one days from the date of this progress report to request further information in respect of the liquidators' remuneration and expenses
- 5 14 Any secured creditor, or any unsecured creditor with the concurrence of a least 10% in value of the creditors, including that creditor (or with the permission of the Court), may make an application to the Court on the grounds that, the remuneration charged by the liquidators', or the basis fixed for the liquidators' remuneration, or the expenses incurred by the liquidators' are excessive. Such an application to the Court must be made within eight weeks of the date of receipt of the progress report
- 5 15 The Office Holders have not utilised the services of any sub-contractors during the Administration of the liquidation

## **6. DEBENTURE HOLDER & SECURED CREDITORS**

- 6 1 To secure the bank borrowings the company granted a debenture to Barclays Bank plc dated 15 March 2002, which created fixed and floating charges over the whole of the company's undertaking. The debt to the secured creditor at the date of liquidation totalled £160,947 with interest accruing under the terms of the charge
- 6 2 The debenture holder has been paid an amount of £100,000 from the assets falling under the terms of its floating charge contained in the debenture
- 6 3 The Enterprise Act 2002 brought into force provisions for a fund, called the Prescribed Part, to be set aside for distribution to the unsecured creditors, from the net realisation of assets subject to a floating charge contained in a debenture. However, as the floating charge registered against the company pre-dates the Prescribed Part provisions in the Enterprise Act 2002 there can be no deduction for the benefit of unsecured creditors from the realisation of assets subject to the floating charge

## **7. PREFERENTIAL CREDITORS**

- 7 1 The company's statement of affairs did not reveal any creditors having preferential status and no preferential claims have been received during the course of the liquidation

## **8. UNSECURED CREDITORS**

The unsecured creditors' claims received to date are as follows -

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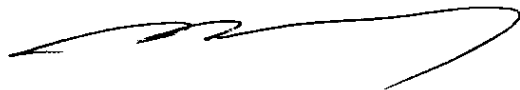
	Number of Creditors	Statement of Affairs £	Number of Creditors	Claims Admitted £
Trade & Expense Creditors		154,624		106,481
HM Revenue & Customs –PAYE		125,041		121,109
HM Revenue & Customs – VAT		35,704		35,704
		<u>315,369</u>		<u>263,294</u>

**9. ESTIMATED OUTCOME FOR CREDITORS**

9 1 The assets realised are only sufficient to make a distribution to the secured creditor

**10. CONCLUSION**

10 1 A final review of retentions is being undertaken to ascertain if any further realisation can be made Following this the case will be closed



**Gareth David Rusling**  
**Joint Liquidator**

Our Ref E188O10/g/GDR/L

## APPENDIX A

### JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM 14 October 2010 to 13 October 2011

#### RECEIPTS

	Statement of Affairs £	From 14 October 2010 to 13 October 2011 £
Debtors, Retentions & Work in Progress	137,462	122,833
Cash in Hand	30,267	<u>30,267</u>
<b>Total</b>		<u>153,100</u>

#### PAYMENTS

Specific Bond	314
Statement of Affairs Fee	5,000
Liquidators Remuneration	30,270
Debt Collection Fees	9,925
Disbursements	874
Legal Fees	75
Agents Fees	901
Pension Advice	250
Advertising	209
Bank Charges	20
Book Debts	<u>100,000</u>
	147,838
<b>Balance in Hand</b>	<u>5,262</u>
<b>Total</b>	<u>153,100</u>

## APPENDIX B

### JOINT LIQUIDATORS' ANALYSIS OF TIME COSTS FOR THE PERIOD FROM 14 October 2010 to 13 October 2011

Classification of Work	Partner (Hours)	Manager (Hours)	Other Senior Professionals (Hours)	Assistants & Support (Hours)	Total (Hours)	Time Cost £	Average Hourly Rate £
<b>Function</b>							
Brought fwd	-	-	-	-	-	-	-
Administration & Planning	7 00	1 00	19 20	8 80	36 00	6,017 50	167 15
Investigations	2 50	-	3 00	-	5 50	1,270 00	230 91
Realisation of Assets	33 00	-	31 80	3 00	67 80	16,045 50	236 66
Trading	-	-	-	-	-	-	-
Creditors	7 30	-	20 70	8 60	36 60	6,529 00	178 39
Case Specific Matters	-	0 30	1 50	2 70	4 50	480 00	106 67
<b>Totals</b>	<b>49.80</b>	<b>1.30</b>	<b>76 20</b>	<b>23.10</b>	<b>150.40</b>	<b>30,342 00</b>	<b>201.74</b>
<b>Total Fees Claimed (£)</b>	<b>14,691.00</b>	<b>344 50</b>	<b>14,382 50</b>	<b>924 00</b>			

Charge-Out Rates	Partner	Manager	Other Senior Professionals	Assistants & Support
From 1 <sup>st</sup> April 2011	320 – 435	215 - 290	176 – 215	40 - 176

## APPENDIX C

### Creditors Guide to the Fees, Expenses and Disbursements charged by The P&A Partnership Rates applicable from the 1<sup>st</sup> April 2011

#### Insolvency Practitioners at the P&A Partnership

John Russell, Brendan Ambrose Guilfoyle, Andrew Philip Wood, Christopher Michael White, Gareth David Rusling, Filippa Connor and Ashleigh William Fletcher are all licensed by the Insolvency Practitioners Association of Valiant House, 4-10 Heneage Lane, London, EC3A 5DQ Philip Andrew Revill is licensed by the Institute of Chartered Accountants of England & Wales of Silbury Court, 412/416 Silbury Boulevard, Milton Keynes, MK9 2AF Derek Ewan Simpson is licensed by The Institute of Chartered Accountants of Scotland of CA House, 21 Haymarkets Yard, Edinburgh EH12 5BH

#### Insolvency Practitioners Fees

The Insolvency Rules 1986 entitles the Insolvency Practitioner to receive remuneration for his services and sets out the basis of how such remuneration shall be fixed which includes a percentage of the assets realised and monies distributed to creditors, a set amount, by reference to the time properly given by the office holders, their partners and staff in attending to matters arising, or one or more of the above bases and different basis may be fixed for different things Where it has been agreed by resolution of the secured creditors, a creditor's committee or creditors generally, that the office holders remuneration will be calculated by reference to a time basis, then such remuneration will be calculated in units of 6 minutes at the following hourly standard rates -

Grade	Total Hourly Standard Rates £	Total Hourly Complex Rates £
Partners/Associate Partners & Directors	320 – 435	480 – 600
Senior Manager & Managers	215 – 290	320 – 440
Administrators	176 – 215	
Assistants	40 – 176	

These are our current hourly charge out rates and are exclusive of value added tax Rates are reviewed annually and creditors will be advised of any alteration thereto In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the secured creditors, creditor's committee or the creditors generally, that their remuneration on such time as is agreed shall be charged on the above higher hourly complex rate

#### Debt Collection, Contested Asset Recovery and Related Services

Contested debt collection will be referred to P&A Receivables Services PLC, an associated company of The P&A Partnership and its dedicated legal firm James Peters & Co The fees of P&A Receivables Services PLC shall be charged by reference to the time properly given by their staff, such fees will be calculated in units of 6 minutes at the hourly rate of £80 P&A Receivable Services PLC may also be used to recover items such as plant and machinery, to locate debtors and to serve documents The fees for work of this nature will be calculated in accordance with P&A Receivables Services PLC's standard rates James Peters & Co fees will be charged by reference to time costs properly incurred, calculated in 6 minute units at an hourly rate of between £109 and £213, plus their disbursements

These fees are in accordance with the guideline rates for summary assessment of costs following consultation between the legal profession and the Designated Civil Judge and are typical of legal firms in this geographical area

### **Expenses and Disbursements**

The payment of **Category 1** disbursements will be a charge against the estate to recover the actual cost of the disbursement paid out in respect of the administration of the estate. A separate amount will be charged by way of an expense to recover the cost of **Category 2** disbursements for services provided by the insolvency practitioner's firm. Category 2 disbursements will include storage of company's books and records at the insolvency practitioner's own storage facility. The books and records will be stored in banker's boxes and a storage fee will be charged at the rate of £7.50 per box per month. This charge covers the transportation of records from the company's premises, storage, retrieval of books and records in storage for administration purposes and the destruction of such books and records after the first anniversary of the completion of the insolvency administration. The recharge for company searches and electronic identification procedures for all new clients will depend on the documentation requested. The charges will be £10 per set of financial accounts, £5 for an annual return, £5 for a mortgage summary, £10 for a company report, £35 for the Memorandum and Articles of Association, £15 for credit references, £5 for any other documents and £15 for electronic verification searches. These charges reflect the insolvency practitioners costs to cover the administration costs of collating the information in addition to the direct costs in obtaining the documents. An annual fee of £175 will be charged on corporate matters for the maintenance of the company's registered office at our office addresses. The charge for the use of meeting rooms will be a flat rate of £100 per meeting or £150 in our London premises. This includes where requested, the use of computer and media facilities. Travelling by motor vehicle on business for the administration of the insolvency will be charged to the estate per mile at the appropriate rate currently published by the "AA" for the type of vehicle and engine size used. All circulars will be sent out by first class post and the actual postage costs will be charged as an expense to the estate. In respect of circulars, stationery and photocopying will be charged out at the rate of 50p per letterhead, 25p per copy paper or facsimile, 09p per proxy form, 09p creditor's guide, 20p large envelope, 18p small envelope, 16p address labels. No charge will be made in respect of individual letters relating to the administration of the estate as the costs of these disbursements are reflected in the hourly rate. The charges stated above are subject to small annual increments and creditors will be advised of these with future circulars.

### **Introduction to Lending Sources**

The P&A Partnership may make referrals to P&A Lender Services Ltd ('PALS') being an associated company. PALS and its authorised representatives are not authorised under the Financial Services and Markets Act 2000 or by the Financial Services Authority to provide specific investment advice but they may be able to introduce funding seeking parties ('FSP's') to one or more reputable lending services ('Lender').

In such circumstances where any party associated with the referral is subsequently subject to any formal insolvency procedure and the Partners of The P&A Partnership are appointed office holders in relation to any formal insolvency, then any arrangement fees or commissions or payments becoming due to PALS (if any) from any Lender in respect of the acquisition or future trading of the business and assets of the insolvent party, will be paid into the realisation fund in the formal insolvency for the benefit of creditors.

Our Ref E188010/J/g/GDR