

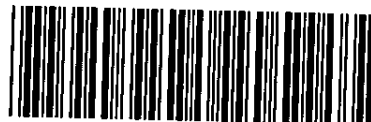
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

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### 1 Company details

Company number 0 4 1 0 7 0 5 9

Company name in full A&M Electrical Services Limited

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Andrew Gordon

Surname Stoneman

### 3 Liquidator's address

Building name/number The Shard

Street 32 London Bridge Street

Post town London SE1 9SG

County/Region

Postcode

Country

### 4 Liquidator's name

Full forename(s) Paul David

Surname Williams

Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address

Building name/number The Shard

Street 32 London Bridge Street

Post town London SE1 9SG

County/Region

Postcode

Country

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	<sup>d</sup> 0	<sup>d</sup> 9	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 6
To date	<sup>d</sup> 0	<sup>d</sup> 8	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7


**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X 

X

Signature date

<sup>d</sup> 0	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
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**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

Charlotte Tasker

Company name

Duff &amp; Phelps Ltd.

Address

The Shard

32 London Bridge Street

Post town

London SE1 9SG

County/Region

Postcode

Country

DX

Telephone

+44 (0) 20 7089 4700

**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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

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# Progress Report to Creditors

3 January 2018

## **A&M Electrical Services Limited (In Creditors' Voluntary Liquidation)**

Joint Liquidators' Progress Report to Creditors  
For the period from 9 November 2016 to 8 November 2017

Duff & Phelps Ltd.  
The Shard  
32 London Bridge Street  
London  
SE1 9SG

## Definitions

Word or Phrase	Definition
the Act	The Insolvency Act 1986 (as amended)
the Appointment Date	9 November 2016, being the date of appointment of the Joint Liquidators
the Bank	Lloyds Bank plc, with whom the Company banked
BEIS	Department for Business, Energy & Industrial Strategy
Category 1 Disbursements	The Joint Liquidators' external costs and expenses in dealing with the Liquidation
Category 2 Disbursements	The Joint Liquidators' internal costs and expenses in dealing with the Liquidation
the Company	A&M Electrical Services Limited (In Creditors' Voluntary Liquidation) (Company Number: 04107059)
the Director	Andrew Blythe, the sole director of the Company at the Appointment Date
HMRC	HM Revenue and Customs
the Joint Liquidators	Andrew Gordon Stoneman and Paul David Williams of Duff & Phelps Ltd.
Prescribed Part	Pursuant to Section 176A of the Act, where a floating charge is created after 15 September 2003, a designated amount of the company's net property shall be made available to non-preferential unsecured creditors
the Director's Report	The Director's Report to Creditors pursuant to s.98 of the Act, dated 9 November 2016
Duff & Phelps	Duff & Phelps Ltd., The Shard, 32 London Bridge Street, London, SE1 9SG
the Reporting Period	9 November 2016 to 8 November 2017
RPS	The Redundancy Payments Service
the Rules	The Insolvency (England & Wales) Rules 2016 (as amended) – during the Reporting Period there was a change in legislation and new rules came into force on 6 April 2017
SIP 9	Statement of Insolvency Practice 9 – Industry Best Practice for Insolvency Practitioners in relation to disclosure of remuneration and disbursements

Word or Phrase	Definition
SOA	Statement of Affairs, documentation supplied by the Director outlining the Company's financial position as at the Appointment Date

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## **Contents**

1. Introduction
2. Background
3. Progress of the Liquidation
4. Investigations
5. Liabilities and Dividends
6. The Joint Liquidators' Costs and Expenses
7. The Joint Liquidators' Receipts and Payments Account
8. Statement of Creditors' Rights
9. Conclusion

## **Appendices**

1. The Joint Liquidators' Receipts and Payments Account
2. Analysis of Time Charged and Expenses Incurred
3. Statement of Creditors' Rights

**1. Introduction**

- 1.1 The purpose of this report is to detail the Joint Liquidators' acts and dealings together with the conduct of the Liquidation during the Reporting Period.
- 1.2 This report should be read in conjunction with the Director's Report.

**2. Background**

- 2.1 The Joint Liquidators were appointed on the Appointment Date.
- 2.2 The Company's registered office is c/o Duff & Phelps Ltd., Level 14, The Shard, 32 London Bridge Street, London, SE1 9SG.
- 2.3 The Company's former registered office was 4th Floor, 7/10 Chandos Street, Cavendish Square, London, W1G 9DQ.
- 2.4 The Company's principal activity was the provision of electrical and plumbing services.
- 2.5 Copies of the Report to Creditors can be provided upon request.

**3. Progress of the Liquidation**

- 3.1 The manner in which the affairs and business of the Company have been managed and financed in the Reporting Period are set out in the remainder of this report.

**Furniture & Equipment**

- 3.2 The Company's tangible assets comprised of office furniture and computer equipment. The book value of these assets as per the last filed accounts totalled £623 and £709, respectively (£1,332).
- 3.3 An offer of £1,110 plus VAT from Willow Electrical Services Ltd, the parent company, was accepted. The Joint Liquidators considered the offer as being in the best interest of creditors as the estimated costs for collecting, securing and marketing the tangible assets for sale outweighed their potential realisable value. Furthermore, a professional valuation was deemed unnecessary as the costs would have been disproportionate to their realisable value. This disclosure has been made in accordance with SIP 13.
- 3.4 The sale consideration was received in full during the Reporting Period. No further realisations are expected.

**Book Debts**

- 3.5 As per the SOA, outstanding book debts totalled £49,725, including £22,500 of inter-company debts. It was considered that the Estimated to Realise Value would be £13,500.
- 3.6 The Joint Liquidators conducted a review of the Company's sales ledger and pursued the outstanding balances. As a direct consequence, realisations in the Reporting Period total £49,186 and have exceeded estimates as per the SOA.
- 3.7 Having reviewed the Company's records, it would appear that the inter-company debt relates to historic inter-company adjustments. The Director has advised that this debt is no longer outstanding. Due to the age of the debt (the balance dates back to 2005), there is a lack of

substantiating evidence. However, enquiries are ongoing to confirm the validity of the debt. An update will be provided to creditors in the next progress report.

#### **Motor Vehicles**

- 3.8 The Company's fleet of second-hand commercial vans was sold by the Director for £3,555 prior to the Appointment Date. The Joint Liquidators have reviewed the disposal and have concluded that it was carried out at a fair value and to an unconnected party.
- 3.9 The funds from the disposal were transferred into the Liquidation estate during the Reporting Period for the benefit of the creditors.
- 3.10 No further realisations are expected.

#### **Cash at Bank**

- 3.11 As at the Appointment Date, the Company held £16,423 in its current account with the Bank. These funds were transferred into the Liquidation estate during the Reporting Period.
- 3.12 No further realisations are anticipated.

#### **Other Receipts**

- 3.13 A refund of £190 was received from the DVLA in respect of a motor vehicle tax refund.

### **4. Investigations**

- 4.1 The Joint Liquidators have filed their confidential report with BEIS regarding the conduct of the Director. This is a statutory requirement.
- 4.2 The Joint Liquidators also have a duty to investigate the affairs and business of the Company to maximise realisations for the benefit of the creditors. In carrying out our investigations, the Joint Liquidators completed tasks such as, the review of the questionnaire submitted by the Director of the Company, a full review of pre appointment transactions by way of bank statements and obtaining and cross referencing SAGE back up.
- 4.3 A number of enquiries are still ongoing in this regard. At present, it is unclear if these will result in additional realisations for the benefit of the creditors. Further information will be provided to creditors regarding the outcome of these enquiries and the Joint Liquidators' recommendations in due course.

### **5. Liabilities and Dividends**

#### **Secured Creditors**

- 5.1 The Company does not have any secured creditors.

#### **Preferential Creditors**

- 5.2 Agreed preferential claims in the Liquidation total £9,901 and consist of employee claims for arrears of pay and accrued holiday pay.
- 5.3 The RPS has a subrogated claim of £5,271 following payments made to the employees from the National Insurance Fund.

- 5.4 A distribution of 100p in the £ was made to the preferential creditors in the Reporting Period. An amount totalling £1,536 remains unclaimed by preferential creditors.

**Prescribed Part**

- 5.5 The Prescribed Part does not apply in this case as there is no floating charge against the Company's property.

**Non-Preferential Unsecured Creditors**

- 5.6 The Joint Liquidators have received non-preferential unsecured claims totalling £275,663. The claims can be broken down as follows:

<b>Creditor</b>	<b>£</b>
HMRC	117,215
Trade creditors	65,490
Employees (unsecured element)	92,958
<b>Total</b>	<b>275,663</b>

- 5.7 At present a dividend to non-preferential unsecured creditors is unlikely. However, this is subject to the outcome of the Joint Liquidators' ongoing enquiries at Section 4. A further update will be provided to creditors in due course.

**6. The Joint Liquidators' Costs and Expenses**

- 6.1 The Joint Liquidators' remuneration was approved by unsecured creditors on the basis of time properly incurred by them and their staff in attending to matters during the Liquidation.
- 6.2 The Joint Liquidators' revised fee estimate of £68,333 was approved by creditors on 8 September 2017. Remuneration totalling £39,440 was drawn by the Joint Liquidators during the Reporting Period.
- 6.3 The Joint Liquidators' time costs for the Reporting Period were £77,247, representing 263 hours, with the average hourly rate being £294. An analysis of these costs is attached at Appendix 2. Time is charged in 6 minute units. Whilst total time costs exceed the revised fee estimate, the Joint Liquidators reserve the right to increase their fee estimate should future realisations allow.

**Administration & Planning**

- 6.4 The Joint Liquidators are highly regulated, being required to conform to insolvency legislation, industry Best Practice policies (Statements of Insolvency Practice) and relevant case law. Obligations include undertaking case reviews and managing the Joint Liquidators' diary system and case management system. Consequently, this work may not provide a financial benefit to creditors. As per the revised fee estimate, it was anticipated that costs associated with Administration & Planning would total £21,243.
- 6.5 During the Reporting Period, the Joint Liquidators have incurred time costs of £28,146 in dealing with statutory matters, case reviews, cashiering and accounting and strategy planning & control.

### **Investigations**

- 6.6 It is a statutory requirement that the Joint Liquidators provide a report to BEIS on the conduct of the Director in his management of the Company to determine their unfitness to act in such a role. The Joint Liquidators also have a duty to investigate the affairs of the Company to maximise realisations for the benefit of the creditors.
- 6.7 As per the revised fee estimate it was anticipated that costs associated with Investigations would total £18,455. Time costs incurred during the Reporting Period total £18,455.

### **Realisation of Assets**

- 6.8 It was anticipated that the Joint Liquidators would incur time costs of £5,747 in reviewing and collecting the sales ledger and a further £1,506 in dealing with the Company's furniture, equipment and motor vehicles.
- 6.9 Total time costs incurred in the Reporting Period were £7,253. Asset realisations in the Reporting Period total £70,475. No further costs are envisaged in this regard.

### **Creditors**

- 6.10 As per the Joint Liquidators' revised fee estimate, it was anticipated that time costs totalling £21,382 would be incurred in dealing with creditor queries and claims, adjudicating preferential claims and paying a dividend to preferential creditors.
- 6.11 Time costs incurred in the Reporting Period total £23,393. A 100p in the £ dividend was paid to the preferential creditors in the Reporting Period.

### **The Joint Liquidators' Expenses**

- 6.12 The Joint Liquidators' estimated expenses for the Liquidation total £2,867. Total expenses paid during the Reporting Period were £2,336. An analysis of the Joint Liquidators' expenses for the Reporting Period are attached at Appendix 2.
- 6.13 Included in the expenses are the Joint Liquidators' Category 1 Disbursements totalling £240. The Joint Liquidators have not incurred any Category 2 Disbursements during the Reporting Period.

## **7. The Joint Liquidators' Receipts and Payments Account**

- 7.1 A detailed Receipts and Payments Account for the Reporting Period is shown in Appendix 1. As at the end of the Reporting Period, there was a balance of £20,334 held in the Liquidation estate including VAT receivable of £2,139.

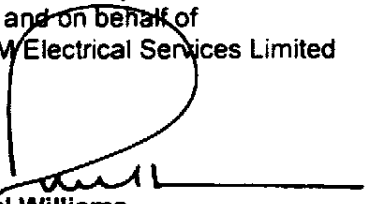
## **8. Statement of Creditors' Rights**

- 8.1 Further information regarding creditors' rights and obtaining further information or challenging the Joint Liquidators' fees is attached at Appendix 3.

**9. Conclusion**

- 9.1 The Joint Liquidators are required to provide a progress report within two months of the end of the next 12 months of the Liquidation. If all outstanding matters, as detailed above, are finalised sooner, the Joint Liquidators will proceed to close the case.
- 9.2 If you have any queries or require any further assistance, please contact Charlotte Tasker of this office.

Yours faithfully  
For and on behalf of  
A&M Electrical Services Limited



**Paul Williams**  
Joint Liquidator

**Appendix 1**

**The Joint Liquidators' Receipts & Payments Account**

The Joint Liquidators' Receipts & Payments Account for the Reporting Period

Statement of Affairs		The Reporting Period
£		£
	Asset Realisations	
Uncertain	Furniture & Equipment	1,110.00
3,555.00	Motor Vehicles	3,555.00
13,500.00	Debtors	49,185.67
16,423.18	Cash at Bank	16,423.18
	Sundry Refund	190.41
	Bank Interest	10.43
		<u>70,474.69</u>
	Cost of Realisations	
	Liquidators' Remuneration	(39,440.00)
	Liquidators' Disbursements	(240.40)
	Tax Agents	(400.00)
	Stationary & Postage	(180.52)
	Storage Costs	(1,242.56)
	Statutory Advertising	(253.80)
	Bank Charges	(18.70)
		<u>(41,775.98)</u>
(14,885.50)	Preferential Creditors	
	Arrears of Wages & Accrued Holiday Pay (100p/£) 17/10/17	(8,365.08)
		<u>(8,365.08)</u>
	<b>Balance in hand</b>	<u><u>20,333.63</u></u>
	Represented By	
	VAT Receivable	2,139.06
	Dividends Account	1,631.96
	Current Account	16,562.61
		<u>20,333.63</u>

## **Appendix 2**

### **Analysis of Time Charged and Expenses Incurred**

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**Analysis of the Joint Liquidators' Time Costs for the Reporting Period**


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Classification of Work Function	Hours					Total Hours	Time Cost (£)	Avg Hourly Rate (£)
	Managing Director	Manager	Senior	Assistant	Support			
<b>Administration &amp; Planning</b>								
Case Review & Case Diary Management	0.40	10.50	5.05	5.60	0.20	21.75	7,608.00	349.79
Cashiering & Accounting	0.00	3.70	2.10	19.30	0.70	25.80	5,970.50	231.41
Dealing with Directors & Management	0.00	0.70	0.00	0.00	0.00	0.70	301.00	430.00
IPS Set Up & Maintenance	0.00	0.20	0.80	0.50	0.00	1.50	432.00	288.00
Insurance	0.00	0.00	0.40	0.00	0.00	0.40	136.00	340.00
Statutory Matters (Meetings, Reports & Notices)	0.50	1.90	5.95	12.50	0.00	20.85	5,424.00	260.14
Strategy, Planning & Control	1.00	6.00	8.70	2.20	1.20	19.10	6,824.00	357.28
Tax Compliance/Planning	0.00	0.30	0.50	4.70	1.10	6.60	1,450.50	219.77
<b>Creditors</b>								
Communications with Creditors/Employees	0.00	2.00	0.30	20.30	0.20	22.80	4,810.00	210.96
Non-Pref Creditors/Employee Claims Handling	0.00	2.50	10.20	17.40	0.00	30.10	7,849.00	260.76
Pref Creditor Claims Adjudication & Distribution	0.00	6.70	11.05	15.60	4.90	38.25	10,733.50	280.61
<b>Investigations</b>								
CDDA Reports & Communication	0.00	2.00	29.70	1.00	0.00	32.70	11,127.00	340.28
Financial Review & Investigations	0.10	0.00	13.70	0.00	0.00	13.80	4,718.00	341.88
Forensic Dales Ledger Investigation	0.00	6.00	0.00	0.00	0.00	6.00	2,610.00	435.00
<b>Realisation of Assets</b>								
Book Debts	0.00	4.10	8.70	5.40	0.00	18.20	5,747.00	315.77
Plant, Machinery, Fixtures & Motor Vehicles	0.00	0.30	4.05	0.00	0.00	4.35	1,506.00	346.21
<b>Total Hours:</b>	<b>2.00</b>	<b>46.90</b>	<b>101.20</b>	<b>104.50</b>	<b>8.30</b>	<b>262.90</b>		
<b>Total Fees Claimed (£):</b>	<b>1,200.00</b>	<b>20,069.00</b>	<b>34,375.00</b>	<b>19,652.00</b>	<b>1,950.50</b>		<b>77,246.50</b>	<b>293.82</b>

Analysis of the Joint Liquidators' Expenses for the Reporting Period

Notes	Company	Type of Activity	Activity	Fee Basis	Original Estimate (excl. VAT) £	Amounts Incurred to Date (excl. VAT) £	Amounts Paid to Date (excl. VAT) £	Variance £
1	<u>Professional Advisors</u>							
2	LB Group Limited	Tax Compliance	Advice and assistance with all tax matters and preparing tax returns.	Time costs	1,000.00	400.00	400.00	600.00
3	Total Data Management Limited	Statutory Compliance	Storage of the Joint Administrators' case files and the Company's statutory books and records.	As incurred	500.00	1,242.56	1,242.56	(742.56)
4	Accurate Mailing Services Limited	Statutory Compliance	Stationery & postage.	As incurred	395.00	180.52	180.52	214.48
5	Bank Charges			As incurred	50.00	18.70	18.70	31.30
6	Courts Advertising Limited	Statutory Compliance	Statutory advertising.	As incurred	0.00	253.80	253.80	(253.80)
	Total Professional Advisor Costs				1,945.00	2,096.58	2,096.58	(150.58)
	<u>Disbursements</u>							
7	Category 1:							
8	Statutory Advertising			As incurred	169.20	84.60	0.00	84.60
9	Bond Premium			As incurred	225.00	225.00	225.00	0.00
10	Conner Costs			As incurred	50.00	0.00	0.00	50.00
11	Travel Expenses			As incurred	0.00	15.40	15.40	(15.40)
	Total Category 1 Disbursements				444.20	325.00	240.40	119.20
12	Category 2:							
	None				0.00	0.00	0.00	0.00
	Total Category 2 Disbursements				0.00	0.00	0.00	0.00
13	Total Estimated Expenses				NET TOTAL	2,389.20	2,336.58	(52.62)

Notes to Estimated Expenses Schedule

- 1 Joint Liquidators' choice of professional advisors will be based on their perception of the experience and ability of the respective firms/individuals to perform their work, the complexity and nature of the assignment and the basis of their fee.
- 2 LB Group Limited are instructed to provide advice in relation to the Company's tax matters.
- 3 Books and records of the Company stored off-site with Total Data Management Limited for at least the duration of the Liquidation plus one year. In addition it is a statutory requirement that books and records of the Joint Liquidators must be kept for 6 years after the conclusion of the Liquidation. Costs have exceeded estimate due to the quantum of records collected and secured.
- 4 Mailing costs for sending the statutory communications to the Company's creditors.
- 5 Bank charges will be levied against the Joint Liquidators' estate account by the bank, for general account administration.
- 6 Statutory advertising in the London Gazette is required under insolvency legislation.
- 7 Category 1 Disbursements are payments to independent third parties where there is specific expenditure directly referable to the Liquidation.
- 8 Statutory advertising in the London Gazette is required under insolvency legislation.
- 9 This is a statutory requirement and the cost is based on the value of assets available to unsecured creditors.
- 10 Conner costs for providing agents / advisors with important documentation.
- 11 Travelling to the Company's premises.
- 12 Category 2 Disbursements are costs that are directly referable to the Liquidation but not a payment to an independent third party.
- 13 The total anticipated expenses is an estimate based on information at the commencement of the Liquidation. The estimate should therefore be treated with caution as matters are likely to change over the life of the Liquidation. All costs are expressed net of VAT.

**Appendix 3**

**Statement of Creditors' Rights**

## **STATEMENT OF CREDITORS' RIGHTS**

*Rule numbers refer to Insolvency (England & Wales) Rules 2016 (as amended)*

*Section numbers refer to Insolvency Act 1986*

*'Office-holder' is the Liquidator*

### **Information for creditors on remuneration and disbursements of Liquidators**

Information regarding the fees and disbursements of Liquidators, including details of the Duff & Phelps' disbursements policy and hourly charge out rates for each grade of staff that may undertake work on this case, is in a document called "A Creditors' Guide to Liquidators' Fees". This can be viewed and downloaded from Duff & Phelps' website at <http://www.duffandphelps.com/uk-restructuring/creditor-guides> (click on the document 'Liquidation (appointment from 1 October 2015)'). Should you require a copy, please contact this office.

### **Creditors have the right to request information from the office-holder under Rule 18.9**

A secured creditor, an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question) or any unsecured creditor with the permission of the court may make a written request to the office-holder for further information concerning remuneration or expenses. Such a request must be made within 21 days of receipt of this report and a response will be provided within 14 days of receipt of the request.

Creditors have recourse to Court, application to be made within 21 days of the office-holder giving reasons for not providing all the information requested or the expiry of the 14 days within which an office-holder must respond to a request.

### **Creditors have the right to challenge the office-holder's remuneration and expenses under Rule 18.34**

A secured creditor, an unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or any unsecured creditor with the permission of the Court, may make an application to Court on the grounds that the remuneration charged or expenses incurred are excessive and/or that the basis fixed for the office-holder's remuneration is inappropriate. The application to Court must be made no later than eight weeks after receipt of the Progress Report where the charging of the remuneration or the incurring of expenses in question occurs.