

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

THURSDAY



\*A8FBJ002\*

A07

03/10/2019

#305

COMPANIES HOUSE

### 1 Company details

Company number 0 4 2 1 4 3 2 1  
Company name in full The Floor Warming Company Limited

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

### 2 Liquidator's name

Full forename(s) Christopher  
Surname Marsden

### 3 Liquidator's address

Building name/number One Redcliff Street  
Street Bristol  
Post town BS1 6NP  
County/Region  
Postcode  
Country

### 4 Liquidator's name ①

Full forename(s) Christine  
Surname Francis

① Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number 150 Aldersgate Street  
Street London  
Post town EC1A 4AB  
County/Region  
Postcode  
Country

② Other liquidator  
Use this section to tell us about  
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>									
From date	<sup>d</sup> 0	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7		
To date	<sup>d</sup> 0	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9		
<b>7</b>	<b>Progress report</b>									
<input checked="" type="checkbox"/> The progress report is attached										
<b>8</b>	<b>Sign and date</b>									
Liquidator's signature	<div>Signature</div> <div>X <i>C. Francis</i> X</div>									
Signature date	<sup>d</sup> 0	<sup>d</sup> 1	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9		

# LIQ03

## Notice of progress report in voluntary winding up



### 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 **Pieris Lysandrou**

Company name **BDO LLP**

Address **Suite 17, Building 6**

**Croxley Park**

Post town **Hatters Lane**

County/Region **Watford**

Postcode **W D 1 8 8 Y H**

Country

DX

Telephone **+44 (0)1923 236622**



### 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)**

**The Floor Warming Company Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 05/09/2018 To 04/09/2019 £	From 05/09/2017 To 04/09/2019 £
5,000.00	<b>FIXED CHARGE ASSETS</b>		
	Trade debtors	NIL	NIL
		NIL	NIL
(7,481.00)	<b>FIXED CHARGE HOLDER</b>		
	Aldermore Invoice Finance	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
	Business rates repayment	NIL	36.04
	Cash at bank	NIL	184.16
850.00	Motor vehicles	NIL	750.00
950.00	Office furniture and equipment	NIL	500.00
3,220.00	Plant and equipment	NIL	1,500.00
10,000.00	Stock	NIL	5,250.00
	Surplus from Aldermore Invoice Finance	NIL	7,543.38
	Trade debtors	NIL	1.11
		NIL	15,764.69
	<b>OTHER REALISATIONS</b>		
	Interest gross of tax	9.92	19.16
		9.92	19.16
	<b>COSTS OF REALISATION</b>		
	Agent's fees & expenses	NIL	1,000.00
		NIL	(1,000.00)
	<b>COSTS OF ADMINISTRATION</b>		
	Bank charges	NIL	0.37
	Liquidators' fees	10,000.00	10,000.00
	Postage	NIL	16.74
	Pre appointment fee - Stirling Grove A	NIL	2,000.00
	Pre-Appointment fee	2,500.00	2,500.00
	Specific penalty bond	NIL	25.00
	Statutory advertising	NIL	225.00
		(12,500.00)	(14,767.11)
	<b>PREFERENTIAL CREDITORS</b>		
(389.00)	Employees - Holiday pay	NIL	NIL
(3,200.00)	Employees - Wage arrears	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(206,429.00)	CVA creditors	NIL	NIL
(329,021.00)	Directors' loans	NIL	NIL
(13,425.00)	Employees - Notice pay	NIL	NIL
(49,071.00)	Employees - Redundancy pay	NIL	NIL
(5,632.00)	Employees - Wage arrears	NIL	NIL
(43,511.00)	HM Revenue & Customs - PAYE	NIL	NIL
(10,858.00)	HM Revenue & Customs - VAT	NIL	NIL
(118,256.00)	Trade & expense creditors	NIL	NIL
		NIL	NIL
	<b>CONTRIBUTORIES</b>		
(61,500.00)	Ordinary shareholders	NIL	NIL
		NIL	NIL
(828,753.00)		(12,490.08)	16.74
	<b>REPRESENTED BY</b>		
	Bank - Current a/c		16.74

**The Floor Warming Company Limited  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments**

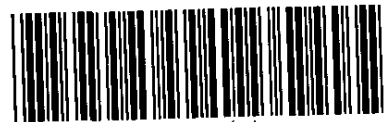
Statement of Affairs £	From 05/09/2018 To 04/09/2019 £	From 05/09/2017 To 04/09/2019 £
REPRESENTED BY CONTINUED		
		16.74

STRICTLY PRIVATE & CONFIDENTIAL

PROGRESS REPORT TO THE MEMBERS  
AND CREDITORS FOR THE PERIOD 5  
SEPTEMBER 2018 TO 4 SEPTEMBER 2019  
PURSUANT TO RULES 18.3 AND 18.7 OF  
THE INSOLVENCY (ENGLAND AND  
WALES) RULES 2016

1 OCTOBER 2019

THURSDAY



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COMPANIES HOUSE

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1. Statutory information
2. Progress to date
3. Investigations
4. Joint liquidators' remuneration
5. Joint liquidators' expenses
6. Creditors' rights
7. Liabilities

## APPENDICES

- Appendix I    Receipts and payments account
- Appendix II    Examples of work undertaken in a liquidation
- Appendix III    Schedule of expenses incurred

This report is intended for use by those parties entitled to a copy thereof under the Insolvency (England and Wales) Rules 2016. It may contain information that is privileged, confidential or exempt from disclosure and any dissemination, distribution or copying of it and its attachments is strictly prohibited. It is not suitable to be relied upon by any other person, or for any other purpose, or in any other context.

Any estimated outcomes for creditors are for illustration only and cannot be relied upon as guidance as to the actual outcome for creditors.

Christopher Marsden and Christine Francis are authorised in the UK to act as insolvency practitioners by the Institute of Chartered Accountants in England and Wales.

# 1. STATUTORY INFORMATION

Company name:	The Floor Warming Company Limited
Company number:	04214321
Registered office:	Suite 17 Building 6 Croxley Park Hatters Lane Watford Herts WD18 8YH
Date of resolution:	5 September 2017
Joint liquidators:	Michael Finch (From appointment to 11 January 2019)  Christopher Marsden (From 6 July 2018 to date)  Christine Francis (From 11 January 2019 to date)
Joint liquidators' address:	BDO LLP Suite 17 Building 6 Croxley Park Hatters Lane Watford Herts WD18 8YH

# 2. PROGRESS TO DATE

- 2.1. As per the receipts and payments account attached in Appendix I no assets have been realised during the period of this report. I would refer you to the previous progress report for further information in relation to the asset realisations completed prior to the period covered by this report.
- 2.2. Acasta Consulting Limited ("Acasta"), a specialist firm of quantity surveyors, were instructed to assist with the recovery of the outstanding trade debtors. At present, the prospect of any further recoveries are unlikely as the majority of the remaining accounts are in dispute.

# 3. INVESTIGATIONS

- 3.1. An appropriate submission on the actions of the directors has been forwarded to the Disqualification Unit of the Department for Business, Energy & Industrial Strategy in accordance with the joint liquidators' statutory duties. Please note that the content of this submission is of a confidential nature and so cannot be disclosed to third parties by myself.



## 4. JOINT LIQUIDATORS' REMUNERATION

4.1. The pre appointment fee was fixed at £10,000 plus VAT and disbursements as follows:

Assisting in the preparation of the Statement of Affairs by Moore Stephens LLP	£5,000
Assisting in the preparation of the Statement of Affairs by Sterling Grove Accountants	£2,000
Assisting in the seeking of the decision of the creditors on the nomination of a liquidator by deemed consent by Moore Stephens LLP	£3,000
<b>Total</b>	<b>£10,000</b>

The above fees have been drawn.

4.2. The remuneration of the joint liquidators has been fixed by creditors as follows:

- A set fee of £10,000 in relation to statutory compliance, administration and planning;
- 25% of the realisation of assets, net of any mortgage, fixed charge or hire purchase and gross of selling costs, excluding any realisations recovered as a result of investigations, and
- 12.5% of the total value of assets distributed to creditors.

4.3. Examples of work which may be undertaken in a liquidation is attached at Appendix II.

4.4. Time incurred in relation to statutory and administrative duties includes, but is not limited to, the production and submission of post appointment notices and letters, the preparation and distribution of reports to members and creditors following the date of liquidation, setting up and maintenance of electronic and paper case files, compliance with regulatory requirements, statutory reporting, case planning, internal email correspondence regarding the case, meetings with the team, bank reconciliations, production of statements for monitoring purposes and reviewing all redirected post.

4.5. The majority of time expended in relation to asset realisations relates to the collection of the Company's trade debts and the sale of assets to D K Heating Systems Limited.

4.6. Following my appointment I have been in communications with the directors and Acasta in respect of the collection of the Company's outstanding trade debts. This included the ongoing monitoring and reconciliation of debtor receipts including written and verbal contact with trade debtors.

4.7. I have also incurred time costs in reviewing unsecured creditor claims and in undertaking an investigation into the Company's affairs and the conduct of its directors. This included a review of all creditor and director questionnaires received, a review of the Company's book and records, the completion of an internal investigation checklist and the preparation of a report/return to the Department for Business Innovation & Skills within the statutory deadline.

4.8. In addition we have dealt with all statutory matters and administrative work in relation to the liquidation and either required by legislation or necessary to perform the basic duties of a liquidator.

- 4.9. During the period, there were no asset realisations, no realisations from investigations and no distribution to creditors. Therefore we are not entitled to receive any further remuneration in this matter.
- 4.10. £10,000 has been drawn in respect of the remuneration of the joint liquidators.
- 4.11. The joint liquidators along with Acasta will be conducting a final review of the Company's books and records in an effort to realise any of the remaining outstanding trade debtors.
- 4.12. Should you wish to receive a copy of "A Creditors' Guide to Liquidators' Fees" this is available on the R3 website <https://www.r3.org.uk/what-we-do/publications/professional/fees> or by requesting a copy from this office in writing or by telephone.

## 5. JOINT LIQUIDATORS' EXPENSES

- 5.1. A schedule of all expenses incurred in the period is detailed in Appendix III.
- 5.2. The sum of £1,000 was paid to Richard Birch & Co in respect of their valuation fee and commissions in relation to the sale of the Company's chattel assets.
- 5.3. The fee of £2,000 has been paid to Sterling Grove Accountants for their assistance in the preparation of the Statement of Affairs.

## 6. CREDITORS' RIGHTS

- 6.1. Within 21 days of receipt of this report, a secured creditor, or 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 request in writing that the joint liquidators provide further information about their remuneration or expenses which have been itemised in the progress report.
- 6.2. Within 14 days of receipt of the request, the joint liquidators must provide all of the information asked for, except so far as they consider that:
- the time or cost of preparation of the information would be excessive, or
  - 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
  - they are subject to an obligation of confidentiality in respect of the information.
- 6.3. The joint liquidators are also required to give reasons for not providing all of the requested information.
- 6.4. 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 the joint liquidators' remuneration, the remuneration charged, or the expenses incurred by the joint liquidators as set out in the progress report are excessive.
- 6.5. The joint liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to this appointment. A copy of the code is at:

## 7. LIABILITIES

### SECURED CREDITORS

- 7.1. Aldermore Bank Plc has confirmed that it does not have a claim against the Company and has subsequently transferred surplus funds to the liquidation estate totalling £7,543.

### PREFERENTIAL CREDITORS

- 7.2. According to the director's statement of affairs, the employees were estimated to be owed the sums of £3,200 and £389 in respect of arrears of wages and accrued holiday respectively.
- 7.3. The Redundancy Payments Service has advised that the preferential claims received by them have been formally rejected and accordingly they have no preferential claim in the liquidation.

### UNSECURED CREDITORS

- 7.4. To date, unsecured creditor claims received in the liquidation total £300,046.

At this stage, there is no prospect of a dividend becoming available to the unsecured creditors.



Chistine Francis  
Joint Liquidator

**Appendix I - Joint Liquidators' receipts and payments account**

**The Floor Warming Company Limited (In Liquidation)**

	Statement of affairs £	From 05/09/2018 To 04/09/2019 £	From 05/09/2017 To 04/09/2019 £
<b>RECEIPTS</b>			
Trade debtors	5,000.00	0.00	0.00
Plant and equipment	3,220.00	0.00	1,500.00
Office furniture and equipment	950.00	0.00	500.00
Motor vehicles	850.00	0.00	750.00
Stock	10,000.00	0.00	5,250.00
Surplus from Aldermore Invoice Finance		0.00	7,543.38
Cash at bank		0.00	184.16
Trade debtors		0.00	1.11
Business rates repayment		0.00	36.04
Interest gross of tax		9.92	19.16
		<u>9.92</u>	<u>15,783.85</u>
<b>PAYMENTS</b>			
Agent's fees & expenses		0.00	1,000.00
Postage		0.00	16.74
Statutory advertising		0.00	225.00
Specific penalty bond		0.00	25.00
Bank charges		0.00	0.37
Pre-Appointment fee		2,500.00	2,500.00
Pre appointment fee - Stirling Grove Acc		0.00	2,000.00
Liquidators' fees		10,000.00	10,000.00
		<u>12,500.00</u>	<u>15,767.11</u>
Net Receipts/(Payments)		<u>(12,490.08)</u>	<u>16.74</u>

**MADE UP AS FOLLOWS**

VAT receivable	0.00
Bank - Current a/c	16.74
VAT payable	0.00
	<u>16.74</u>

## EXAMPLES OF WORK UNDERTAKEN IN A LIQUIDATION

### The Floor Warming Company Limited (In Creditors' Voluntary Liquidation)

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Examples of the work which may be undertaken, but which is not limited to, include:

#### STATUTORY COMPLIANCE, ADMINISTRATION AND PLANNING

- Setting up and maintenance of internal hard copy files and case file on the Insolvency Practitioners System (IPS)
- Data input including basic details of case, assets, creditor names and addresses and employee names and addresses
- Obtaining specific penalty bond
- Setting up of liquidation bank account including inputting details on the IPS system
- Preparation and filing (with the Registrar of Companies) of various statutory forms including statement of affairs, change of registered office form, notice of appointment and the resolution to wind up
- Advertisement of notice of appointment, resolution to wind up and the notice to creditors to claim in The Gazette
- Notification to the Registrar of Companies of the formation of a liquidation committee (if applicable)
- Convening and holding meetings of members and creditors
- Holding meetings and reporting to the liquidation committee (if applicable)
- Letters to directors regarding the provisions of sections 216 and 217 of Insolvency Act 1986, enclosing directors questionnaires
- Obtaining approval for the basis of fees from creditors
- Initial notification to HM Revenue & Customs
- Enquiries as to any pension schemes and the auto-enrolment staging dates and subsequent notification of appointment (if applicable)
- Preparation and filing (with the Registrar of Companies, Land Registry and all persons claiming an interest in the property) of notices of disclaimer in relation to leasehold premises
- Preparation and distribution of progress reports to members and creditors
- Preparation and submission of statutory receipts and payments accounts
- General administration of case including case planning and strategy
- Completion of internal reviews including asset realisation review, 6 month review and annual reviews
- Collection, preservation and review of the Company's book and records
- Review of the Company's redirected post
- Completion of the internal investigation checklist
- Written and verbal communications with the unsecured creditors
- Written and verbal communication with employees
- Dealing with lease and hire purchase creditors in conjunction with our agents
- Liaising with the Company's former professional advisors and bankers
- Review work pursuant to the Statement of Insolvency Practice 2
- Review of creditor questionnaires and other information received in relation to the affairs of the Company
- Review of director questionnaires
- Preparation of liquidators' submission on the actions of the directors to the disqualification unit of the Department for Business, Energy & Industrial Strategy
- Correspondence with compliance department in respect of on-going case issues/matters.

## APPENDIX II CONTINUED

- Complying with money laundering regulations
- Completing bill requisitions and raising invoices against time incurred in respect of work carried out and outlays incurred
- Reconciliation of post appointment bank accounts to the liquidation records
- Maintaining time-costs and disbursement schedules on firm's PMS system (including timesheet entries)
- Dealing with pension issues
- Arrangement and review of insurance policies in relation to the Company's assets
- Preparation and submission of corporation tax returns
- Preparation and submission of VAT returns
- Chargeable gains tax calculations
- Closure formalities.

## ASSET REALISATIONS

- Identifying, securing and insuring the assets
- Instructing agents to value assets
- Liaising with agents regarding the realisation of assets
- Liaising with solicitors regarding the realisation of assets
- Liaising with secured creditors regarding the realisation of charged assets
- Liaising with pre-appointment bankers regarding the closure of the Company's bank accounts
- Dealing with retention of title claims in conjunction with our agents
- Written and verbal correspondence with debtors.
- Monitoring and collection of outstanding debtors, retentions and work in progress.
- Property, business and asset sales.
- Tax reclaims
- Review of interest rate hedging products

## INVESTIGATIONS

- Liaising with the Company's former professional advisors and bankers.
- Review work pursuant to the Statement of Insolvency Practice 2.
- Liaising with solicitors in relation to investigations
- Forensic accounting
- Review of Company's bank statements
- Further review of the Company's book and records
- Review of director/creditor questionnaires
- Land Registry and Companies House searches
- Consideration of legislation relating to, but not limited to, wrongful trading, fraudulent trading, antecedent transactions, preferences, transactions at undervalue.

## DISTRIBUTIONS TO CREDITORS

- The processing and submission of the relevant forms to the Redundancy Payments Directorate.
- Processing of creditors' proof of debt forms and entering onto IPS system.
- Liaising with agents in relation to the agreement of creditor claims
- Liaising with solicitors in relation to contentious proof of debt forms
- Agreement of creditors' claims (including employees and other preferential creditors)
- Calculation and payment of dividends
- Preparation of distribution paperwork including the notice of declaration.

**BREAKDOWN OF EXPENSES****THE FLOOR WARMING COMPANY LIMITED (IN CREDITORS' VOLUNTARY LIQUIDATION) ("THE COMPANY")**

Cost description	Undrawn costs brought forward from previous period(s) £	Cost incurred £	This period from 05/09/2018 to 04/09/2019 Cost drawn £	Cost incurred £	Cumulative from 05/09/2017 to 04/09/2019 Cost drawn £
Agent's fees & expenses	-	-	-	1,000.00	1,000.00
Postage	-	21.46	-	38.20	16.74
Statutory advertising	-	-	-	225.00	225.00
Specific penalty bond	-	18.00	-	43.00	25.00
<b>Total</b>	-	<b>39.46</b>	-	<b>1,306.20</b>	<b>1,266.74</b>
Total undrawn costs carried forward					<b>£39.46</b>

FOR MORE INFORMATION:

**Pieris Lysandrou**

+44 (0) 1923 236622

[Pieris.Lysandrou@bdo.co.uk](mailto:Pieris.Lysandrou@bdo.co.uk)