

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



\*A904C2W3\*

A10

04/03/2020

#37

COMPANIES HOUSE

### 1 Company details

Company number 0 4 5 8 0 5 5 2

Company name in full IT Care UK Limited

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Andrew

Surname Turpin

### 3 Liquidator's address

Building name/number 30 St. Paul's Square

Street Birmingham

Post town West Midlands

County/Region

Postcode B 3 1 Q Z

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number

Street

Post town

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	d	0	d	8	m	0	m	1	y	2	y	0	y	1	y	9	
To date	d	0	d	7	m	0	m	1	y	2	y	0	y	2	y	0	
<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> <span>X</span>  <span>X</span> </div>																
Signature date	d	0	d	3	m	0	m	3	y	2	y	0	y	2	y	0	

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 **Mark Monaghan**Company name **Poppleton & Appleby**Address  
**30 St. Paul's Square**  
**Birmingham**Post town  
**West Midlands**

County/Region

Postcode **B 3 1 Q Z**

Country

DX

Telephone  
**0121 200 2962****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.

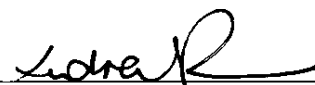
**Further information**

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)**

**IT Care UK Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 08/01/2019 To 07/01/2020 £	From 08/01/2014 To 07/01/2020 £
	<b>ASSETS NOT PLEDGED</b>		
8,860.00	Book Debts	NIL	8,243.99
200.00	Computer Equipment	NIL	200.00
Uncertain	Directors Loan Account	NIL	NIL
1,361.00	Funds Held By 3rd Party	NIL	1,361.00
	Sundries	NIL	327.55
		NIL	10,132.54
	<b>COST OF REALISATIONS</b>		
	Accountancy Fees	NIL	750.00
	Liquidators Fees	NIL	6,380.00
	Motor Expenses	NIL	54.00
	Specific Bond	NIL	40.00
	Statement of Affairs Fee	NIL	2,506.00
	Stationery, Printing & Carriage	NIL	11.41
	Statutory Advertising	NIL	227.01
	Storage Costs	NIL	76.00
		NIL	(10,044.42)
	<b>FLOATING CHARGE CREDITORS</b>		
(12,211.00)	HSBC Bank Plc	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(47,513.00)	H M Revenue & Customs	NIL	NIL
(566.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(49,969.00)</b>		<b>NIL</b>	<b>88.12</b>
	<b>REPRESENTED BY</b>		
	Estate Bank A/c - Non Interest Bearing		3.12
	VAT Input		85.00
			<b>88.12</b>



Andrew Turpin  
Liquidator

**TO ALL MEMBERS, CREDITORS AND  
THE REGISTRAR OF COMPANIES**

Our Ref: AT/GJB/MGM/JS/LG/I2B/04

3 March 2020

Dear Sirs

**IT Care UK Limited – In Creditors' Voluntary Liquidation ("the Company")**  
**Registered Office Address: 30 St. Paul's Square, Birmingham, West Midlands, B3 1QZ**  
**Company Number: 04580552**

I am pleased to provide my Annual Progress Report in the above matter. Please note that I was appointed as Liquidator of the Company on 8 January 2014 and now report following the end of the sixth year of my appointment.

I attach at **Appendix A** statutory information that I am obliged to provide.

**Executive Summary**

As Creditors will recall, the Company carried out maintenance and I.T. support, broadband and hosting for businesses from their premises in Droitwich, Worcestershire. I was appointed to deal with the realisation of the Company's tangible assets, outstanding book debts and recovery of the Director's Overdrawn Loan Account.

I am now in a position to conclude the Liquidation and therefore circulate with this report my Final Report to Creditors in this matter.

**Liquidators' Actions Since Last Report**

I have continued to liaise with the Director with regard to repayment of the outstanding Director's Overdrawn Loan Account and have carried out a further review of his current income and expenditure in order to ascertain his ability to make a repayment.

I have dealt with all regulatory and statutory functions, which includes drafting and circulating my annual report to Creditors.

I have engaged with HMRC, completing and filing all returns, and written for and obtained sanction to close the Liquidation from HMRC. I have also filed all necessary returns at Companies House.

I have also continued to discharge my statutory functions as Liquidator of the Company in this matter.

Continued

### **Receipts and Payments Account**

I attach at **Appendix B** my Receipts and Payments Account for the current reporting period from 8 January 2019 to 7 January 2020.

The account also represents the cumulative position for the entire period of the Liquidation from 8 January 2014 to 7 January 2020.

The balance of funds are held in a non-interest bearing estate bank account.

### **Fixed and Floating Charge Assets**

There are no assets that are subject to either a Fixed or a Floating Charge in this matter.

### **Unencumbered Assets**

There have been no asset realisations during the current reporting period.

### **Unsold / Unrealised Assets**

I can confirm that there are no assets which remain unrealised at this time, with the exception of the outstanding Overdrawn Director's Loan Account.

### **Investigation into the Affairs of the Company**

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. Specifically, I recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the 12 months prior to the Company ceasing to trade from the Company's bankers; and compared the information in the Company's last set of accounts with that contained in the Statement of Affairs lodged in the Liquidation and made enquiries about the reasons for the changes.

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

Within six months of my appointment as Liquidator, I am 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 would confirm that my report has been submitted.

### **Costs of Liquidation**

#### **Professional Advisors**

No Professional Advisors have been engaged to provide assistance during the course of the Liquidation.

#### **Pre-Appointment Remuneration**

The Creditors previously authorised the payment of a fee of £2,506 for my assistance with preparing the Statement of Affairs and convening and holding the meeting of Creditors at a meeting held on 8 January 2014.

Continued

The fee for preparing the Statement of Affairs and convening and holding the meeting of Creditors was paid from first realisations on appointment and is shown in the enclosed Receipts and Payments Account.

Creditors also resolved to approve the costs of the Company Accountants, Burman & Co, for their assistance in the preparation of the Statement of Affairs. I would confirm that their fee, in the approved amount of £750 has been settled in full.

### **Liquidator's Remuneration**

The costs of the Liquidation paid to 7 January 2020 are detailed on the attached Receipts and Payments Account.

The time costs incurred during the current reporting period from 8 January 2019 to 7 January 2020 amount to £1,038 which equates to 9 hours at an average charge out rate of £113 per hour. No fees have been drawn during the current reporting period.

The total time costs incurred by this Firm in dealing with the Liquidation at 7 January 2020 amount to £10,919, which equates to 67 hours at an average charge out rate of £162 per hour. Total fees of £6,380 have been drawn.

In accordance with Statement of Insolvency Practice, a detailed analysis of time spent on the Liquidation during the current reporting period from 8 January 2019 to 7 January 2020, together with an analysis for the entire period of the Liquidation from 8 January 2014 to 7 January 2020 is attached at **Appendix C**.

Further information about Creditors' rights can be obtained by visiting the Creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk>. As you may appreciate, as this is a third party website, it may be subject to maintenance and development as and when you access it. A copy of 'A Creditors Guide to Liquidator's Fees' also published by R3, together with an explanatory note which shows Poppleton & Appleby's fee policy are available at the link [www.poppletonandappleby.co.uk](http://www.poppletonandappleby.co.uk), and choose the following options: Creditors Login, Creditors' Guidance Notes, Effective from November 2011 and April 2017 - A Creditors' guide to fees charged by Liquidators, as well as the Practice Fee Recovery for Poppleton and Appleby Disclosure – Fee Policy.

There is certain work that I am required by the insolvency legislation to undertake in connection with the Liquidation that provides no financial benefit for the Creditors. A description of the routine work undertaken since my appointment as Liquidator and since my last progress report is contained in **Appendix D**.

### **Liquidator's Expenses**

I have incurred expenses to 7 January 2020 of £518 of which £42 was incurred in the period since 8 January 2019.

I have drawn £408 to date, no expenses have been drawn during the current reporting period.

The expenses incurred in this matter to the anniversary of the Liquidation are summarised at **Appendix E**.

Continued

## **Outcome for Creditors**

### **Fixed Charge Creditors**

There are no Secured Creditor claims in this matter

### **Preferential Creditor Claims**

There are no Preferential Creditor claims in this matter.

### **Floating Charge Creditor – HSBC Bank Plc**

The Company granted a Debenture in favour of HSBC Bank Plc dated 22 July 2003 which was duly registered at Companies House on 31 July 2003 comprising Fixed and Floating Charges over the assets of the Company.

The Company operated a current account and loan facilities with HSBC, with the indebtedness at the date of my appointment being in the region of £12,211.

### **Outcome for Secured Creditors and The Prescribed Part**

Provisions within the insolvency legislation require a Liquidator to set aside a percentage of any amounts available to a Floating Charge holder, for the benefit of the Unsecured Creditors, in cases where the Company granted the Floating Charge on or after 15 September 2003. This is known as the "Prescribed Part" of the net property.

A Company's "net property" is that left after paying the Preferential Creditors, but before paying the lender who holds a Floating Charge (after deducting the associated Liquidation costs). Details of how much a Liquidator must set aside under the Prescribed Part have previously been circulated.

As the security granted by the Company pre-dates the implementation of Insolvency Legislation setting out the Prescribed Part, these provisions do not apply in this matter.

### **Unsecured Creditors**

The position as regards Unsecured Creditors can be summarised as follows:

Creditor	Estimated Statement of Affairs Value of Unsecured Claims (£)	Number of Claims Received to Date	Value of Unsecured Creditor Claims To Date (£)
Trade Creditors	513	1	270
Crown Departments	47,513	2	50,704
<b>Totals</b>	<b>48,026</b>	<b>3</b>	<b>50,974</b>

I confirm that there will be no dividend declared for the Unsecured Creditors as funds realised have been allocated to pay the costs and fees of the procedure. There have been no returns to Shareholders.

### **Conclusion**

There are now no further matters left to be resolved in the Liquidation and I have, therefore, issued my final report to Creditors together with this report.

Continued

I have attached at **Appendix F**, a statement of Creditors' rights in relation to these proceedings.

Poppleton & Appleby uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping Creditors and others informed about the insolvency proceedings. You can find more information on how Poppleton & Appleby uses your personal information on our website at [www.poppletonandappleby.co.uk](http://www.poppletonandappleby.co.uk).

If Creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available online, they should contact Mark Monaghan by email at [markm@poppletonandappleby.co.uk](mailto:markm@poppletonandappleby.co.uk), or by phone on 0121 200 2962.

Yours faithfully  
For and on behalf of  
**IT Care UK Limited**

A handwritten signature in black ink, appearing to read 'Andrew Turpin', with a stylized flourish at the end.

**Andrew Turpin**  
**Liquidator**

Enc

**STATUTORY INFORMATION**

Company Name:	IT Care UK Limited
Registered Office:	30 St. Paul's Square Birmingham West Midlands B3 1QZ
Former Registered Office:	6 Kestrel Crescent Droitwich Worcestershire WR9 7HH
Registered Number:	04580552
Liquidator's Name:	Andrew Turpin
Liquidator's Address:	30 St. Paul's Square Birmingham West Midlands B3 1QZ
Liquidator's Date of Appointment:	8 January 2014

**IT Care UK Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 08/01/2019 To 07/01/2020 £	From 08/01/2014 To 07/01/2020 £
	<b>ASSETS NOT PLEDGED</b>		
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200.00	Computer Equipment	NIL	200.00
Uncertain	Directors Loan Account	NIL	NIL
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	Sundries	NIL	327.55
		NIL	10,132.54
	<b>COST OF REALISATIONS</b>		
	Accountancy Fees	NIL	750.00
	Liquidators Fees	NIL	6,380.00
	Motor Expenses	NIL	54.00
	Specific Bond	NIL	40.00
	Statement of Affairs Fee	NIL	2,506.00
	Stationery, Printing & Carriage	NIL	11.41
	Statutory Advertising	NIL	227.01
	Storage Costs	NIL	76.00
		NIL	(10,044.42)
	<b>FLOATING CHARGE CREDITORS</b>		
(12,211.00)	HSBC Bank Plc	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(47,513.00)	H M Revenue & Customs	NIL	NIL
(566.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(49,969.00)</b>		<b>NIL</b>	<b>88.12</b>
	<b>REPRESENTED BY</b>		
	Estate Bank A/c - Non Interest Bearing		3.12
	VAT Input		85.00
			<b>88.12</b>

  
 Andrew Turpin  
 Liquidator

# Time Entry - SIP9 Time & Cost Summary

I2B - IT Care UK Limited  
 Project Code: POST  
 From: 08/01/2014 To: 07/01/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	5.80	6.00	32.60	3.50	47.90	8,034.00	167.72
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.20	3.20	3.40	188.00	55.29
Investigations	0.00	1.60	2.95	1.00	5.55	775.00	139.64
Realisations of Assets	0.00	7.90	2.40	0.00	10.30	1,892.50	183.74
Trading	0.10	0.00	0.00	0.00	0.10	29.50	295.00
<b>Total Hours</b>	<b>5.90</b>	<b>15.50</b>	<b>38.15</b>	<b>7.70</b>	<b>67.25</b>	<b>10,919.00</b>	<b>162.36</b>
<b>Total Fees Claimed</b>						<b>6,380.00</b>	
<b>Total Disbursements Claimed</b>						<b>154.41</b>	

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursements

I2B - IT Care UK Limited  
Project Code: POST  
From: 08/01/2014 To: 07/01/2020

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
30/04/2014	Motor Expenses: Mileage	Category 2	27.00
30/09/2014	Storage: Sept 14 Storage	Category 2	2.50
31/10/2014	Storage: Oct 14 Storage	Category 2	2.50
28/11/2014	Storage: Nov 14 Storage	Category 2	2.50
31/12/2014	Storage: Dec 14 Storage	Category 2	2.50
30/01/2015	Storage: Jan 15 Storage	Category 2	2.50
27/02/2015	Storage: Feb 15 Storage	Category 2	2.50
31/03/2015	Storage: Mar 15 Storage	Category 2	2.50
30/04/2015	Storage: Apr 15 Storage	Category 2	2.50
29/05/2015	Storage: May 15 Storage	Category 2	2.50
30/06/2015	Storage: June 15 Storage	Category 2	2.50
31/07/2015	Storage: July 15 Storage	Category 2	2.50
31/08/2015	Storage: Aug 15 Storage	Category 2	2.50
30/09/2015	Storage: Sept 15 Storage	Category 2	2.50
30/10/2015	Storage: Oct 15 Storage	Category 2	2.50
30/11/2015	Storage: Nov 15 Storage	Category 2	2.50
23/12/2015	Storage: Dec 15 Storage	Category 2	2.50
29/01/2016	Storage: Jan 16 Storage	Category 2	2.50
29/02/2016	Storage: Feb 16 Storage	Category 2	2.50
31/03/2016	Storage: Mar 16 Storage	Category 2	2.50
29/04/2016	Storage: Apr 16 Storage	Category 2	2.50
31/05/2016	Storage: May 16 Storage	Category 2	2.50
30/06/2016	Storage: June 16 Storage	Category 2	2.50
31/07/2016	Storage: July Storage 2016	Category 2	2.50
31/08/2016	Storage: Aug Storage 2016	Category 2	2.50
30/09/2016	Storage: Sept Storage 2016	Category 2	2.50
31/10/2016	Storage: Oct Storage 2016	Category 2	2.50
30/11/2016	Storage: Nov Storage 2016	Category 2	2.50
28/12/2016	Storage: Dec Storage 2016	Category 2	2.50
31/01/2017	Storage: Jan Storage 2017	Category 2	2.50
28/02/2017	Storage: Feb Storage 2017	Category 2	2.50
31/03/2017	Storage: Mar Storage 2017	Category 2	2.50
28/04/2017	Storage: April 17 Storage	Category 2	2.50
31/05/2017	Storage: May 2017 Storage	Category 2	2.50
30/06/2017	Storage: June Storage 2017	Category 2	2.50
31/07/2017	Storage: July 2017 Storage	Category 2	2.50
31/08/2017	Storage: Aug 2017 Storage	Category 2	2.50
30/09/2017	Storage: Sep 2017 Storage	Category 2	2.50
31/10/2017	Storage: Oct 2017 Storage	Category 2	2.50
30/11/2017	Storage: Nov 2017 Storage	Category 2	2.50
31/12/2017	Storage: Dec 2017 Storage	Category 2	2.50
31/01/2018	Storage: Jan 2018 Storage	Category 2	2.50
28/02/2018	Storage: Feb 18 Storage	Category 2	2.50
31/03/2018	Storage: Mar18 Storage	Category 2	2.50
30/04/2018	Storage: Apr 18 Storage	Category 2	2.50
31/05/2018	Storage: May 2018 Storage	Category 2	2.50
30/06/2018	Storage: June 18 Storage	Category 2	2.50

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursements

I2B - IT Care UK Limited  
Project Code: POST  
From: 08/01/2014 To: 07/01/2020

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
31/07/2018	Storage: July 18 Storage	Category 2	2.50
31/08/2018	Storage: Aug 18 Storage	Category 2	2.50
30/09/2018	Storage: Sept 18 Storage	Category 2	2.50
31/10/2018	Storage: Oct 18 Storage	Category 2	2.50
30/11/2018	Storage: Nov 18 Storage	Category 2	2.50
28/02/2019	Storage: Dec 18 Storage	Category 2	2.50
28/02/2019	Storage: Jan 19 Storage	Category 2	2.50
20/02/2019	Storage: Feb 19 Storage	Category 2	2.50
08/05/2019	Storage: Mar 19 Storage	Category 2	2.50
21/05/2019	Storage: Apr 19 Storage	Category 2	2.50
31/05/2019	Storage: May 19 Storage	Category 2	2.50
01/07/2019	Storage: June 19 Storage	Category 2	2.50
30/09/2019	Storage: July 2019 Storage	Category 2	2.50
30/09/2019	Storage: Aug 2019 Storage	Category 2	2.50
30/09/2019	Storage: Sept 2019 Storage	Category 2	2.50
31/10/2019	Storage: Storage Oct 19	Category 2	2.50
30/11/2019	Storage: Nov Storage 2019	Category 2	2.50
Total			184.50

# Time Entry - SIP9 Time & Cost Summary

I2B - IT Care UK Limited  
 Project Code: POST  
 From: 08/01/2019 To: 07/01/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0.20	0.80	2.70	1.50	5.20	722.00	138.85
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditor's	0.00	0.00	0.00	3.20	3.20	160.00	50.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisations of Assets	0.00	0.80	0.00	0.00	0.80	155.00	195.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>0.20</b>	<b>1.80</b>	<b>2.70</b>	<b>4.70</b>	<b>9.20</b>	<b>1,038.00</b>	<b>112.83</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	
<b>Total Disbursements Claimed</b>						<b>0.00</b>	

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursements

I2B - IT Care UK Limited  
Project Code: POST  
From: 08/01/2019 To: 07/01/2020

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
28/02/2019	Storage: Dec 18 Storage	Category 2	2.50
28/02/2019	Storage: Jan 19 Storage	Category 2	2.50
20/02/2019	Storage: Feb 19 Storage	Category 2	2.50
08/05/2019	Storage: Mar 19 Storage	Category 2	2.50
21/05/2019	Storage: Apr 19 Storage	Category 2	2.50
31/05/2019	Storage: May 19 Storage	Category 2	2.50
01/07/2019	Storage: June 19 Storage	Category 2	2.50
30/09/2019	Storage: July 2019 Storage	Category 2	2.50
30/09/2019	Storage: Aug 2019 Storage	Category 2	2.50
30/09/2019	Storage: Sept 2019 Storage	Category 2	2.50
31/10/2019	Storage: Storage Oct 19	Category 2	2.50
30/11/2019	Storage: Nov Storage 2019	Category 2	2.50
Total			30.00

**ROUTINE WORK ORDINARILY UNDERTAKEN IN CREDITORS' VOLUNTARY LIQUIDATIONS DURING CURRENT REPORTING PERIOD**

**1. Administration & Planning**

- In anticipation of closure and release from office review all case files.
- Dealing with all routine correspondence, e mails and telephone calls.
  - Includes correspondence with Creditors, Shareholders and other Stakeholders.
  - Internal correspondence between Insolvency Practitioner, managers and case administrators.
  - Deal with correspondence from Companies House.
  - Dealing with correspondence from HM Revenue & Customs.
  - Ensuring that a member of staff is generally available to deal with telephone queries.
  - Ensuring that email correspondence is dealt with within the Firm's response policy.
- Maintaining physical case files and electronic case details in our computerised systems.
  - Input and management of case diary onto bespoke software system.
  - Filing and scanning of electronic and written correspondence to relevant files.
- Review and storage.
  - Prepare and complete periodic case reviews, to include review on progression, ethics and independence checks.
  - Liaise with external review agencies to ensure progression and compliance of case.
  - Case bordereau reviews and maintenance.
- Case planning and administration.
  - Hold internal meetings to discuss case strategy and progression
  - Drafting case notes to ensure strategy remains appropriate.
  - Overseeing and managing work conducted by case administrators.
- Preparing reports to interested parties.
  - Annual progress reports to Creditors, Members and Stakeholders where appropriate.
- Cashiering
  - Maintaining and managing the Liquidator's cashbook and bank account(s).
    - Review level of turnover on bank account.
    - Input of transactional data during the Liquidation.
    - Completion of journals where appropriate.
    - Review bank statements and complete bank reconciliations.
  - Ensuring statutory lodgements and taxation affair obligations are met.
    - Preparation of relevant VAT forms for HM Revenue & Customs.
    - Preparation of relevant Corporation Tax Forms to HM Revenue & Customs.
    - Preparation of statutory forms to Companies House, to include progress and final reports.
    - Arranging deregistration of VAT with HM Revenue & Customs when appropriate.
    - Preparation of final Corporation Tax return and seeking Tax clearance from HM Revenue & Customs.

**2. Creditors**

- Dealing with Creditor correspondence, emails and telephone calls.
  - Maintaining Creditor information within our computerised systems.
- Preparing reports to Creditors and other interested parties.
  - Preparation and circulation of statutory reports to Creditors, Members and Stakeholders.

**3. Realisation of Assets**

- Corresponding with Director attempting to recover outstanding Director's Loan Account.

## LIQUIDATOR'S EXPENSES

The expenses incurred in this matter to the anniversary of the Liquidation are summarised below:

Disbursement	Category 1 or Category 2	Amount incurred in previous reporting periods (£)	Amount paid in previous reporting periods (£)	Amount incurred in current reporting period (£)	Amount paid in current reporting period (£)	Revised Budget (£)
Bond	Category 1	40	40	Nil	Nil	40
Statutory Advertising	Category 1	227	227	Nil	Nil	227
Postage	Category 1	25	11	7	Nil	32
Mileage	Category 2	54	54	Nil	Nil	54
Storage	Category 2	130	76	35	Nil	165
<b>Total</b>		<b>476</b>	<b>408</b>	<b>42</b>	<b>Nil</b>	<b>518</b>

## STATUTORY DISCLOSURE REQUIREMENTS

Legislative requirements state that when an Insolvency Practitioner reports to Members and Creditors, there are certain statutory statements he must make. In order to fully comply with these conditions, we have set out below the statements which apply in these proceedings in this Appendix, rather than in the report itself, with the intention of keeping the report informative for Members and Creditors who are more likely to be interested in the practical points arising in the insolvency.

The statement which forms part of this statutory report which also need to be considered along with it is as follows:-

- Please note that no funds have been held with the Insolvency Services Account at any time during the Liquidation, therefore, it has been neither possible nor necessary to reconcile this account with the Secretary of State.

### Comments as Regards Liquidator's Remuneration:-

- For further information with regards to this firm's policy on fees and disbursements as well as general guidance regarding a Liquidator's fees in a Creditors' Voluntary Liquidation, you may download a Creditors' Guide to Fees on our website at [www.poppletonandappleby.co.uk](http://www.poppletonandappleby.co.uk) and choose the following options: Creditors Login, Creditors' Guidance Notes, then choose, A Creditors' Guide to a Liquidator's Fees Effective from **November 2011 and April 2017**.
- 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 Liquidator's remuneration and expenses within 21 days of their receipt of this report. Any Secured Creditor may request the same details in the same time limit.
- An Unsecured Creditor may, with the 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 of remuneration charged by the Liquidator as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any Secured Creditor may make a similar application to court within the same time limit.
- A hard copy of these Rights can be provided upon written request.

### Provision of Services Regulations Summary for Poppleton & Appleby

- To comply with the Provision of Services Regulations, some general information about this Firm can be found on our website at <http://www.poppletonandappleby.co.uk>. To access, choose the following options: Creditors Login, Creditors' Guidance Notes, Provision of Services Regulations Summary for Poppleton & Appleby, Provision of Services.