

# Return of Final Meeting in a Creditors' Voluntary Winding Up

# S.106

Pursuant to Section 106 of the Insolvency Act 1986

To the Registrar of Companies

Company Number

05908037

Name of Company

(a) Insert full name of company

ACADEMY CATERING EQUIPMENT LTD

Limited

(b) Insert full name(s) and address(es)

I/we (b) Michael Leslie Reeves of 24 Wilton Drive, Romford RM5 3TJ, liquidator of the above named company

(c) Delete as applicable

(d) Insert date

(e) The copy account must be authenticated by the written signature(s) of the liquidator(s)

1 give notice that a general meeting of the company was duly (c) ~~held on~~ [summoned for] (d) 17 September 2014 pursuant to section 106 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached) (e) laid before it showing how the winding up of the company has been conducted, and the property of the company has been disposed of and (c) ~~that the same was done accordingly~~ [no quorum was present at the meeting]

2 give notice that a meeting of the creditors of the company was duly (c) ~~held on~~ [summoned for] (d) 17 September 2014 pursuant to section 106 of the Insolvency Act 1986 for the purpose of having the said account laid before it showing how the winding up of the company has been conducted, and the property of the company has been disposed of and (c) ~~that the same was done accordingly~~ [no quorum was present at the meeting]

(f) Insert venue of the meeting

The meetings were held at (f) 24 Wilton Drive, Romford RM5 3TJ

The winding up covers the period from 9 October 2013 (d) (opening of winding up) to the final meeting (close of winding up)

The outcome of any meeting (including any resolutions passed at the meeting) was as follows

No quorum was present

~~The meeting was held and there was no objection or release~~

~~The resolution was passed that the liquidator's report and the liquidator is to have his release~~

Signed



Date 17 September 2014

Presenters name, address and reference if any

Presenter Free From Debt Ltd, 24 Wilton Drive, Romford RM5 3TJ  
01708 750093

SATURDAY



A04 27/09/2014 #65  
COMPANIES HOUSE

**ACADEMY CATERING EQUIPMENT LTD**  
**CREDITORS VOLUNTARY LIQUIDATION**  
**LIQUIDATOR'S REPORT AND ACCOUNT**  
**OF HIS ADMINISTRATION OF THE LIQUIDATION**

I, Michael Leslie Reeves, liquidator of the above named company, hereby report to the meetings of creditors and members of the company called for  
17 September 2014 at 11 00am at 24 Wilton Drive, Romford RM5 3TJ, as follows

1 I annexe hereto a copy of the draft report sent to creditors with my letter giving notice of the final meeting of creditors in the liquidation, and there is nothing to be added to that draft report, there having been no actions taken by me or receipts received or payments paid since then

2 The liquidator's task, and so the voluntary liquidation, appears to be completed

Dated this 17 September 2014

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

ML Reeves, Liquidator

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debt solutions working for you

Free From Debt Ltd  
24 Wilton Drive  
Collier Row  
Romford  
RM5 3TJ

Tel 0845 1301320  
Fax 01708 750392

Our Ref  
posterfreefromdebt.org.uk  
www.freefromdebt.org.uk

CERTIFICATE OF POSTAGE  
POSTED TO ALL  
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**To all known creditors & members**

16 July 2014

Dear Sirs

**ACADEMY CATERING LIMITED - CREDITORS VOLUNTARY LIQUIDATION  
NOTICE OF FINAL MEETINGS,  
NOTICE THAT NO DIVIDEND WILL BE PAID IN THE LIQUIDATION, AND  
LIQUIDATOR'S FINAL REPORT,**

**Formal notices**

I am the liquidator of the above named company and **I HEREBY GIVE NOTICE** in relation to the above named company as follows

- 1 the final meetings of members and creditors are fixed for 17 September 2014 at 11 00am and 11 15am respectively to receive the liquidator's account of the winding up, showing how the winding up has been conducted, and how the company's property has been disposed of, and the liquidator's explanation of it

A proxy form is enclosed for creditors' use, and the proxy should be received by the liquidator no later than 12 00 midday on the business day before the meetings

**Unless you or any other person concerned has any query to raise these meetings will be a formality and your attendance is not required.**

- 2 no dividend will be paid in the liquidation
- 3 the draft of the liquidator's final report to members and creditors in the liquidation, covering the period from the date of appointment of the liquidator 9 October 2013 to the date of the final meetings of members and creditors stated in paragraph 1 above is set out below

The **Statutory Information** for the company is as stated on the attached company details form

**Brief Summary**

No funds have become available to pay a dividend to creditors and none are likely to become available

The **Assets** position is as follows

There were no assets of the company at the time of the liquidation

Other Assets – none

No specific matters have been raised by creditors.

### **Work undertaken**

Routine work undertaken in the liquidation has been as follows:

Administration and Planning - preparing the documentation and dealing with the formalities of appointment, statutory notifications and advertising, preparing documentation required, dealing with all routine correspondence, maintaining physical case files and electronic case details, review and storage, case insurance bonding; case planning and administration; preparing reports to members and creditors, convening and holding meetings of members and creditors

Cashiering - maintaining and managing the liquidator's cashbook and bank account, ensuring statutory lodgements and tax lodgement obligations are met

Creditors - dealing with creditor correspondence and telephone conversations, preparing reports to creditors, maintaining creditor information, reviewing and adjudicating on proofs of debt received from creditors

Investigations - review and storage of books and records, prepare a return pursuant to the Company Directors Disqualification Act, conduct investigations into suspicious transactions, review books and records to identify any transactions or actions a liquidator may take against a third party in order to recover funds for the benefit of creditors

In addition to the routine work above, I have not spent additional time

The company has not traded in the liquidation

I have not sub-contracted any of the work I am required to undertake as liquidator

Funds which have proved to be unrealisable are none

No funds have been received which do not form part of the estate

### **Liquidator's actions since appointment**

The principal assignment of the liquidator is to get in funds from every possible source for the benefit of the creditors, firstly from the assets of the company disclosed in the statement of affairs and then from any other source available. I am reporting below as to my dealings with the statement of affairs assets. At the time of reporting there are no other sources of funds of which I am aware.

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.

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 him unfit to be concerned with the management of the company. I confirm that my confidential report has been submitted.

### **Pre-appointment costs**

The board members authorised the payment of an all-in fee and expenses, including VAT, of £2,900 for assistance with preparing the statement of affairs, producing and circulating the notices for the meetings of members and creditors and other work undertaken. This was paid pre-appointment by the company director.

No referral fee or fee for assistance with the statement of affairs was paid.

### Liquidator's fees

The liquidator's remuneration has not been approved and my time costs for the whole period of the liquidation to date are set out in an enclosure with this report. A schedule of my own time costs incurred to date is included in the attached schedule.

The company has not traded in the liquidation.

I have not been able to draw any remuneration in this matter.

No remuneration or disbursements (other than the pre-appointment costs) have been paid to the office holder other than out of the estate.

A Creditors Guide to Liquidators' Fees published by the Association of Business Recovery Professionals (R3) is available on their website at [http://www.r3.org.uk/media/documents/publications/professional/Creditors\\_CVL.pdf](http://www.r3.org.uk/media/documents/publications/professional/Creditors_CVL.pdf) and Statement of Insolvency Practice 9 (Revised) is available at

[http://www.r3.org.uk/media/documents/technical\\_library/SIPS/SIP\\_9\\_EW\\_Nov\\_2011.pdf](http://www.r3.org.uk/media/documents/technical_library/SIPS/SIP_9_EW_Nov_2011.pdf)

A hard copy of the Creditors Guide to CVL Fees can be obtained on request from the liquidator at the address above.

### Liquidator's expenses

My expenses which I wish to recover during this period under report amount to £411.33 and the amount which I have been able to recover is £nil.

There are no significant expenses included in the above figures.

The following expenses have been incurred but have not yet been paid.

Type of expense	Amount of expense incurred / accrued to date	Amount still to be paid
<b>Category 1 expenses</b>	£	£
Statutory advertising	180.89	180.89
Insolvency bond insurance	20.00	20.00
Royal Mail post re-direction	120.00	60.00
<b>Category 2 expenses</b>	£	£
The office holder is not claiming Category 2 expenses, and there are no sums to be approved in the same manner as remuneration.		

No agents or professional advisors have been used in this matter.

The "Free From Debt Fees & Expenses Policy" is enclosed as a separate document and details of time chargeout rates are contained in the document "IP Details" enclosed.

### Further information, or challenge, re fees & expenses

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

An unsecured creditor with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), or a secured creditor, may apply to court to challenge the

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amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report

The liquidation **Receipts & Payments** Account for the period under report is given below

	£
Receipts	0
Less payments	<u>0</u>
Balance in hand	<u>0</u>

All liquidation funds are held on a non-interest bearing account with NatWest Bank

All funds received or paid subject to VAT are listed including VAT

Detail of **Creditors and Liabilities** are as follows

Secured Liabilities - an examination of the company's mortgage register held by the Registrar of Companies, showed that the company has not granted any debentures as follows

Preferential Creditors - the statement of affairs anticipated £nil in preferential creditors Claims totaling £nil have been received

Crown Creditors - the statement of affairs included £23,931 owed to HMRC HMRC's provisional claim of £11,236 has been received

Unsecured Creditors - the statement of affairs included 8 unsecured creditors with an estimated total liability of £65,378 I have received claims from 4 creditors at a total of £25,236

### **Dividend prospects**

No dividend has been paid or is envisaged to be paid to any class of creditor

No payment has been made to settle a reservation of title claim, to a secured creditor, or to a preferential creditor

The company did not give a floating charge and the prescribed part provisions will not apply

### **Closing and enquiries**

Unless creditors raise matters requiring further work it is anticipated that the liquidation will be closed immediately following the final meetings of which notice is given above

If members or creditors have any queries regarding this report or the conduct of the liquidation in general, they should contact the liquidator, Mike Reeves, on 01708 750093

Yours faithfully



ML Reeves

Liquidator for and on behalf of A&D Contracts Ltd (In Creditors Voluntary Liquidation)

Enclosures – Company Statutory Information Sheet, Free From Debt Fees & Expenses Policy, IP Details, Schedule of Time Spent, Meeting proxy (creditors)

## Company statutory information sheet

Registered name of company	Academy Catering Equipment Ltd
Previous registered name(s) of company	Total Catering Equipment Ltd
Trading name(s) of company	None
Registered company no	5908037
Registered office address	36 Colet Road, Hutton, Brentwood, Essex CM13 1LD
Previous / other registered office address(es)	The Old Granary, Dunton Road, Laindon, Essex SS15 4DB
Principal trading address	36 Colet Road, Hutton, Brentwood, Essex CM13 1LD
Previous / other trading address(es)	None
Date of incorporation	16 August 2006
Nature of business	Supplying & installing catering equipment
Name of liquidator	Michael Leslie Reeves
Date of appointment	9 October 2013
Type of liquidation	Creditors Voluntary Liquidation
Name of IP who will provide information on the company's affairs	Mr ML Reeves (Michael Leslie Reeves – IP no 7882)
IP address	Free From Debt Ltd 24 Wilton Drive, Romford RM5 3TJ
Contact tel & email details	01708 750093 – Mike Reeves or Julie Taylor <a href="mailto:mikereeves@freefromdebt.org.uk">mikereeves@freefromdebt.org.uk</a>

# Free From Debt Fees & Expenses Policy

Updated 5/9/13

## 1. Pre-Appointment Fees & Expenses

Our pre-appointment fees and expenses are charged as an all inclusive fixed sum, agreed with the instructing director, which covers all fees, expenses and VAT

The fixed sum is for providing advice and assistance up to and including placing the company into liquidation, including assessing whether liquidation is appropriate, preparing the documents necessary to make the appointment, and including all pre-appointment expenses

The fixed sum is normally payable to us before we start work on the instruction, and before the company enters liquidation

## 2. Post-Appointment Fees & Expenses

All post-appointment fees and expenses will be paid out of funds coming into the liquidation

The directors are not liable to pay any sum for post-appointment fees and expenses

### 2a) Post-Appointment Fees

Post-appointment fees have to be approved by the creditors, and will only be paid if funds are available

The liquidator's fees for work carried out once the liquidator is appointed, may be calculated in a number of ways, but creditors will normally be asked to approve the amount payable based on the time spent by the insolvency practitioner and his staff

Our chargeout rates are as stated in the document "IP Details" enclosed with this document In the event that fees are not agreed on a time cost basis this information is produced for information only and fees will be drawn on the basis agreed

Time costs are calculated, and so our time is recorded, using 6 minute units.

Time spent by support and secretarial staff is not charged to cases but is carried as an overhead of the firm, unless a significant amount of time is spent at one time on a case, in which case a charge would be made for support staff

### 2b) Post-Appointment Expenses

The expenses in this liquidation are

**Category 1**, where there is a third party supplier to the specific liquidation

These expenses are recoverable in full without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party

Examples of category 1 disbursements are

postage, external meeting room hire, specific insolvency bond insurance, statutory advertising, Companies House WebCheck and search fees & post re-direction

**Category 2**, where we supply to the liquidation, which, where charged, may include a profit element

Such expenses will not be recovered

As a result we will not be seeking to recover, as expenses

office stationery, printing, photocopying, faxing, telephone, IT operations, file set up, the use of a meeting room at our office, car mileage

These items are included in the calculation of our time charge out rates

### Agent's Costs

Agent's costs will be charged at the actual cost charged by the agents instructed, which might be solicitors, legal advisers, auctioneers, valuers, accountants, quantity surveyors or estate agents etc.



## **INSOLVENCY PRACTITIONER (IP) INFORMATION SHEET**

This information sheet is enclosed with papers referring to a formal insolvency procedure dealt with by Free From Debt

The papers refer to the IP, who is responsible from the date of his appointment to the date he ceases to hold the appointment, for all matters relating to the insolvency procedure

The IP is Mike Reeves whose details are as follows, including details relating to Free From Debt Ltd in connection with related insolvency work

### **Contact**

Mr ML Reeves  
Free From Debt Ltd  
24 Wilton Drive  
Romford  
RM5 3TJ

Office tel        01708 750093  
Email            mikereeves@freefromdebt.org.uk  
Firm website    [www.freefromdebt.org.uk](http://www.freefromdebt.org.uk)

For general case matter enquiries please ask for Mike Reeves or Julie Taylor

### **Professional**

Michael Leslie Reeves

Insolvency practitioner no 7882

Authorised as an IP by, and member (MIPA) of, the  
Insolvency Practitioners Association, Valiant House, 4-10 Heneage Lane, London EC3A 5DQ

Fellow member (FABRP) of R3, the Association of Business Recovery Professionals

### **Complaint**

Any complaint concerning the IP or a matter for which he is responsible should be made either

- by use of the complaint facility on the Insolvency Service website at  
<http://www.bis.gov.uk/insolvency/contact-us/IP-Complaints-Gateway>  
or
- by telephone to the Insolvency Service Enquiry Line on 0845 602 9848 (Monday to Friday  
8 00am – 5:00pm)
-

**Professional indemnity insurance**

Professional indemnity insurance cover is held by the IP with

Mapledown Underwriting LLP, St Botolph's Building, 138 Houndsditch, London EC3A 7AG  
on behalf of

Royal Sun Alliance plc, St Mark's Court, Chart Way, Horsham, West Sussex, RH12 1XL

**Time charge out rates**

(Applicable only in formal insolvency procedures where the creditors have approved the fees)

The current charge out rate for the IP, Mr ML Reeves is £81 per hour

The current charge out rate for the insolvency manager working with Mr Reeves is £40 per hour

***NB The information in this document supersedes all other information available concerning the details of Mr ML Reeves, insolvency practitioner, as at 16 July 2014***

## Detailed Time Report

Timeframe **09/10/2013 — 20/07/2014**  
 Total **3.80 Hours**  
 3.80 Uninvoiced Billable Hours

Client **All Clients**  
 Project **Academy Catering Equipment Ltd**  
 Task **All Tasks**  
 Staff **All Staff**

Client	Project	Task	Department	Person	Hours
<b>11/10/2013</b>					<b>1.00</b>
2 Insolvency appointment work	Academy Catering Equipment Ltd	Statutory	N/A	Mike Reeves	1.00
<b>29/10/2013</b>					<b>0.20</b>
2 Insolvency appointment work	Academy Catering Equipment Ltd	Admin / Planning	N/A	Mike Reeves	0.20
<b>31/10/2013</b>					<b>0.20</b>
2 Insolvency appointment work	Academy Catering Equipment Ltd	Admin / Planning	N/A	Mike Reeves	0.20
<b>01/11/2013</b>					<b>0.40</b>
2 Insolvency appointment work	Academy Catering Equipment Ltd	Admin / Planning	N/A	Mike Reeves	0.40
<b>28/11/2013</b>					<b>0.10</b>
2 Insolvency appointment work	Academy Catering Equipment Ltd	Admin / Planning	N/A	Mike Reeves	0.10
<b>10/01/2014</b>					<b>0.60</b>
2 Insolvency appointment work	Academy Catering Equipment Ltd	Admin / Planning	N/A	Mike Reeves	0.60
<b>20/01/2014</b>					<b>0.30</b>
2 Insolvency appointment work	Academy Catering Equipment Ltd	Admin / Planning	N/A	Mike Reeves	0.30
<b>10/07/2014</b>					<b>0.20</b>
2 Insolvency appointment work	Academy Catering Equipment Ltd	Creditors	N/A	Mike Reeves	0.20
<b>16/07/2014</b>					<b>0.80</b>
2 Insolvency appointment work	Academy Catering Equipment Ltd	Statutory	N/A	Mike Reeves	0.80
<b>Total</b>					<b>3.80</b>