

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

THURSDAY



A16

\*A6KAIQUA\*

30/11/2017

#181

COMPANIES HOUSE

### 1 Company details

Company number 0 6 3 8 1 6 4 3

Company name in full A & A Family Centre Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Catherine

Surname Lee-Baggaley

### 3 Liquidator's address

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

Postcode D N 1 3 H R

Country

### 4 Liquidator's name ●

Full forename(s) Ian Michael

Surname Rose

#### ● Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ●

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

Postcode D N 1 3 H R

Country

#### ● Other liquidator

Use this section to tell us about  
another liquidator.

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**6** Period of progress report

From date	<sup>d</sup> 2	<sup>d</sup> 0	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 6
To date	<sup>d</sup> 1	<sup>d</sup> 9	<sup>m</sup> 1	<sup>m</sup> 0	<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> 2	<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
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LIQ03

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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 **Kayleigh Curry**Company name **Silke & Co Limited**Address **1st Floor****Consort House**Post town **Waterdale**County/Region **Doncaster**Postcode **D N 1 3 H R**

Country

DX

Telephone **01302 342875** **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)**

**A & A Family Centre Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 20/10/2016 To 19/10/2017 £	From 20/10/2016 To 19/10/2017 £
	<b>ASSET REALISATIONS</b>		
Uncertain	Rent and Rates Prepayment	1,833.75	1,833.75
Uncertain	Overpayment of Wages	NIL	NIL
Uncertain	Commercial Card Overpayment	NIL	NIL
		<u>1,833.75</u>	<u>1,833.75</u>
	<b>OTHER REALISATIONS</b>		
	Bank interest, gross	2.07	2.07
	Contribution to costs	4,800.00	4,800.00
		<u>4,802.07</u>	<u>4,802.07</u>
	<b>COST OF REALISATIONS</b>		
	Specific bond	60.00	60.00
	Preparation of Statement of affairs	5,000.00	5,000.00
	Liquidator's fees	416.67	416.67
	Room Hire	83.33	83.33
	Statutory advertising	210.00	210.00
		<u>(5,770.00)</u>	<u>(5,770.00)</u>
	<b>UNSECURED CREDITORS</b>		
(10,704.94)	Trade & Expense Creditors	NIL	NIL
(27,500.00)	HSBC Bank Plc	NIL	NIL
(35,932.68)	HM Revenue and Customs	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(74,237.62)</u>		<u><b>865.82</b></u>	<u><b>865.82</b></u>
	<b>REPRESENTED BY</b>		
	VAT receivable		271.00
	Estate Account		594.82
			<u><b>865.82</b></u>

**A & A Family Centre Limited  
(In Liquidation)  
Supplementary Information**

**Registered Office / Home Address**

C/O Silke & Co Ltd 1st Floor  
Consort House  
Waterdale  
Doncaster  
DN1 3HR

**Registered Number**

06381643

**Appointment Details**

First Partner - Catherine Lee-Baggaley  
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR  
Appointment Date - 20/10/2016

Second Partner - Ian Michael Rose  
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR  
Appointment Date - 20/10/2016

**Changes to Office Holders**

None

**Additional Information**

**Dividends / Distributions / Consigned Funds : E = Equalising**

Dividend Type	Date	Admitted	Number	Paid	p in £
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No Dividends Paid

**Unrealisable Assets**

None

**Details of Basis of Remuneration**

Time Costs

**Statement of Remuneration / Expenses  
For period 20/10/2016 to 19/10/2017**

Account	Incurred In Period	Accrued In Period For Last Period	Accrued In Period	Total In Period
Specific bond	60.00	0.00	0.00	60.00
Preparation of Statement of affairs	5,000.00	0.00	0.00	5,000.00
Liquidator's fees	416.67	0.00	0.00	416.67
Room Hire	83.33	0.00	0.00	83.33

**A & A Family Centre Limited**  
**(In Liquidation)**  
**Statement of Remuneration / Expenses**  
**For period 20/10/2016 to 19/10/2017**

<b>Account</b>	<b>Incurred In Period</b>	<b>Accrued In Period For Last Period</b>	<b>Accrued In Period</b>	<b>Total In Period</b>
Statutory advertising	210.00	0.00	0.00	210.00
	5,770.00	0.00	0.00	5,770.00

**Statement on Fee / Expenses Estimates**



# SILKE & CO LTD

1<sup>st</sup> Floor – Consort House – Waterdale – Doncaster – DN1 3HR  
Tel: 01302 342875 - Fax: 01302 342986  
Email: [admin@silkeandco.co.uk](mailto:admin@silkeandco.co.uk) - Web: [www.silkeandco.co.uk](http://www.silkeandco.co.uk)

## TO ALL CREDITORS AND MEMBERS

Our Ref: AJ6BC/CLB/IMR/KC/S7  
Date: 28 November 2017

When calling please ask for: Kayleigh Curry

Email: [kayleigh.curry@silkeandco.co.uk](mailto:kayleigh.curry@silkeandco.co.uk)

Dear Sir/Madam

## A & A FAMILY CENTRE LIMITED – IN LIQUIDATION

This is the Joint Liquidators first annual report upon this matter. This report should be read in conjunction with the report of the initial meeting of creditors.

### 1. RECEIPTS AND PAYMENTS ACCOUNT

We attach an account of receipts and payments for the current period 20 October 2016 to 19 October 2017.

### 2. REALISATIONS

#### Assets

As per the Statement of Affairs, the Company had no tangible assets to realise. Investigations have been carried out and no evidence has been found to suggest any assets have been concealed.

Listed in the Statement of Affairs is a rent and rates prepayment, overpayments of wages and commercial card overpayments, which were all listed in the 2015 accounts under the heading "other debtors". The director, Mrs Antoinette Johnson, was to provide a reconciliation of the other debtors, however she has failed to provide this information despite numerous requests to do so.

With regard to the prepayment of the rent, the Joint Liquidators have received the sum of £1,833.75, being the amount due to the Company in respect of the prepayment as at the date of liquidation. The director has advised that she made this payment to the landlord personally and therefore believes that this is due back to her, however the Joint Liquidators are of the opinion that the refund is an asset of the Company and therefore due into the liquidation. This matter is in the process of being reviewed and a further update will be provided in due course.

A claim has been submitted in the liquidation by the London Borough of Lewisham in the sum of £9,613.00 in respect of business rates owed by the Company, therefore there will be no prepayment due back to the Company.

It is unlikely that the overpayment of wages and commercial card overpayment will result in any realisations in the liquidation, however the Joint Liquidators will continue to pursue the relevant information from the director in order to clarify the situation and a further update will be provided in due course.

#### Other Assets

The director has paid a contribution towards the costs of the liquidation as agreed by us as Joint Liquidators, in the sum of £4,800.00.

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### **3. JOINT LIQUIDATORS' REMUNERATION**

A Statement of Affairs fee of £5,000.00 was approved at the initial meeting of creditors held on 20 October 2016 which has been drawn by us, as Joint Liquidators.

The Joint Liquidators' remuneration is based on hourly costs at scale rates calculated on the time properly spent in the course of the liquidation and was approved at the initial meeting of creditors held on 20 October 2016 and is capped at £11,912.50.

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. The day to day administration on this particular case is dealt with by an Assistant Manager, and a Manager and Insolvency Practitioner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a Senior Manager or Insolvency Practitioner.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to a high standard. The statutory tasks include, but are not limited to, the filing of documents to meet statutory requirements, including annual receipts and payments accounts, annual corporation tax returns and VAT returns. Also included are periodic file reviews to document strategy and reporting to creditors.

Total time spent to date on this assignment amounts to 33.25 hours at an average composite rate of £173.80 per hour resulting in total time costs to date of £5,778.75. Joint Liquidators' fees of £416.67 plus VAT have been drawn to date leaving outstanding time costs of £5,362.08.

Disbursements of £234.26 have been allocated to the case up to the anniversary of which £83.33 has been drawn leaving unbilled disbursements of £150.93.

The following further information as regards time costs is enclosed:

- ☐ Silke and Co Ltd policy for re-charging expenses
- ☐ Silke and Co Ltd charge-out rates

All other payments have been made in accordance with the rules and regulations generally as to the payment of costs and expenses in the liquidation.

A Creditors' Guide to Liquidators' Fees can be found on the portal or on our website, which includes creditors' rights to further information and to challenge.

### **4. CREDITORS' CLAIMS AND DIVIDEND PROSPECTS**

#### **Secured Creditors**

In accordance with the Statement of Affairs, HSBC Bank Plc ("the Bank") was believed to hold a fixed and floating charge over the assets of the Company. The bank is owed £27,500.00 by the Company under the charge held. Unless further assets are discovered, there will be insufficient realisations in the liquidation to pay any funds owing to the secured creditor.

#### **Preferential Creditors**

There were no preferential creditors in the liquidation.



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## **Unsecured Creditors**

Ordinary unsecured claims have been received amounting to £54,685.39, the director's Statement of Affairs estimated unsecured claims of £74,137.62. Please be advised that claims may still be received and therefore the total value of unsecured claims is not known as present.

At this stage although creditors' claims have been lodged we have not taken steps to formally agree the claims of unsecured creditors as it appears unlikely there will be a dividend payable to unsecured creditors until and unless further assets are realised.

## **5. OTHER RELEVANT INFORMATION**

### **Investigation**

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The director provided the books and records of the Company. A completed director's questionnaire was also received.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duties when submitting their confidential report on the conduct of the director, to the Insolvency Service.

This work was carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This assessment revealed matters that the Joint Liquidators considered merited further investigation, with the Company bank account statements highlighting transactions which required further clarification. The director provided a response to the queries raised, which the investigations department are in the process of reviewing. A further update will be provided in due course.

Although this work may not generate any financial benefit to creditors, it is necessary to meet the statutory duties as well as conduct appropriate enquires and investigations into potential rights of actions to enhance realisations.

## **6. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

The Company's centre of main interest was in the UK and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

## **7. CONCLUSION**

As detailed above the investigations into the Company affairs are still ongoing. Due to this, it is not possible to confirm the timescale for conclusion of the liquidation at present.

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We will report again following the second anniversary of the liquidation or at the conclusion of the winding up, whichever is the sooner.

Yours faithfully



Catherine Lee-Baggaley  
& Joint Liquidator

Enc

**A & A Family Centre Limited**  
**(In Liquidation)**

**Joint Liquidators' Summary of Receipts and Payments**  
**To 19 October 2017**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>Total (£)</b>
Rent and Rates Prepayment	Uncertain	1,833.75
Overpayment of Wages	Uncertain	0.00
Commercial Card Overpayment	Uncertain	0.00
Bank interest, gross		2.07
Contribution to costs		4,800.00
		<hr/>
		6,635.82
		<hr/>
<b>PAYMENTS</b>		
Specific bond		60.00
Preparation of Statement of affairs		5,000.00
Liquidator's fees		416.67
Room Hire		83.33
Statutory advertising		210.00
Trade & Expense Creditors	(10,704.94)	0.00
HSBC Bank Plc	(27,500.00)	0.00
HM Revenue and Customs	(35,932.68)	0.00
Ordinary Shareholders	(100.00)	0.00
		<hr/>
		5,770.00
		<hr/>
Net Receipts/(Payments)		865.82
		<hr/>
<b>MADE UP AS FOLLOWS</b>		
Estate Account		594.82
VAT Receivable / (Payable)		271.00
		<hr/>
		865.82
		<hr/>

# Time Entry - Detailed SIP9 Time & Cost Summary

AJ6BC - A & A Family Centre Limited  
 To: 19/10/2017  
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.25	0.00	3.70	5.85	9.80	1,580.00	161.22
CR-CRED : Creditors & Distributions	0.00	0.00	1.50	1.00	2.50	362.50	145.00
IN-INV : Investigations	0.50	0.50	12.20	0.40	13.60	2,512.50	184.74
RA-FLTG : Floating Charge Assets/Contributions	0.00	0.00	4.15	0.00	4.15	746.25	179.82
S3-STAT : Statutory & Compliance	0.00	0.00	2.50	0.00	2.50	437.50	175.00
S4-MEMB : Members & Distribution	0.00	0.00	0.70	0.00	0.70	140.00	200.00
<b>Productive Time</b>	<b>0.75</b>	<b>0.50</b>	<b>24.75</b>	<b>7.25</b>	<b>33.25</b>	<b>5,778.75</b>	<b>173.80</b>
<b>Total Hours</b>	<b>0.75</b>	<b>0.50</b>	<b>24.75</b>	<b>7.25</b>	<b>33.25</b>	<b>5,778.75</b>	<b>173.80</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

Time Entry - SIP9 Time & Cost Summary  
Category 2 Disbursements

AJ6BC - A & A Family Centre Limited  
Project Code: POST  
To: 19/10/2017

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	Amount
20/10/2016	Mileage: Mileage to meeting in Oldbury	46.12
18/11/2016	Postage: POSTAGE	0.52
24/10/2016	Postage: POSTAGE	0.65
24/10/2016	Postage: POSTAGE	5.46
24/10/2016	Fax and Printing: PRINTING	12.75
10/10/2016	Fax and Printing: FAX	1.00
28/10/2016	Stationary: FOLDERS	5.00
21/10/2016	Company Searches: SMARTSEARCH - ANTIONETTE JOHNSON	2.80
08/12/2016	Postage: POSTAGE	1.17
03/01/2017	Storage Costs: STORAGE COSTS	18.00
07/03/2017	Postage: POSTAGE	0.39
31/03/2017	Software charges: Software charges	18.75
09/06/2017	Postage: POSTAGE	0.41
13/06/2017	Postage: POSTAGE	0.41
01/04/2017	Software charges: Software charges	18.75
21/10/2016	Room Hire: ROOM HIRE	83.33
30/09/2017	Software charges: Software charges	18.75
Total		234.26

# **SILKE & CO LIMITED DISBURSEMENT AND CHARGEOUT RATES**

**EFFECTIVE FROM 1 OCTOBER 2013**

## **Disbursements**

### **Definitions**

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, utilised cost with the estimate based on external costs or opportunity costs.

### **Charging Policy of Silke & Co Limited**

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Silke & Co Limited and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Silke & Co Limited are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting.
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- Postage is charged at the relevant prevailing rate.
- IPS computer charge £6.25 per Month (maximum £200 per case).
- Stationery charged at £5.00 per file.

## **Chargeout Rates**

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£350
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.