

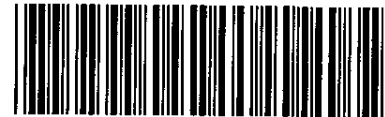
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

THURSDAY



\*A8KNRUV6\*

A15

19/12/2019

#49

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 ①

Full forename(s) Ian Michael  
Surname Rose

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

### 5 Liquidator's address ②

Building name/number 1st Floor  
Street Consort House  
Post town Waterdale  
County/Region Doncaster  
Postcode D N 1 3 H R  
Country

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

# LIQ03

## Notice of progress report in voluntary winding up

### 6 Period of progress report

From date	<sup>d</sup> 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> 8
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> 9

### 7 Progress report

☐ The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 1	<sup>d</sup> 6	<sup>m</sup> 1	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
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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 **Kayleigh Nichols**

Company name **Wilkin Chapman Business**

**Solutions 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' RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 20/10/2018 To 19/10/2019 £	From 20/10/2016 To 19/10/2019 £
<b>RECEIPTS</b>			
Rent and Rates Prepayment	Uncertain	0.00	1,833.75
Overpayment of Wages	Uncertain	0.00	0.00
Commercial Card Overpayment	Uncertain	0.00	0.00
Bank interest, gross		0.00	4.44
Director's Loan Account		0.00	1,924.86
Unlawful Dividend		0.00	2,875.14
		0.00	6,638.19
<b>PAYMENTS</b>			
Specific bond		0.00	60.00
Preparation of Statement of affairs		0.00	5,000.00
Liquidator's fees		416.67	1,106.67
Room Hire		0.00	83.33
Statutory advertising		0.00	210.00
Trade & Expense Creditors	(10,704.94)	0.00	0.00
HSBC Bank Plc	(27,500.00)	0.00	0.00
HM Revenue and Customs	(35,932.68)	0.00	0.00
Ordinary Shareholders	(100.00)	0.00	0.00
		416.67	6,460.00
Net Receipts/(Payments)		(416.67)	178.19
<b>MADE UP AS FOLLOWS</b>			
Estate Account		(500.00)	138.19
VAT Receivable / (Payable)		83.33	40.00
		(416.67)	178.19

**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 20/10/2018 to 19/10/2019**

Account	Incurred In Period	Accrued In Period For Last Period	Accrued In Period	Total In Period
Liquidator's fees	416.67	0.00	0.00	416.67
	416.67	0.00	0.00	416.67

**Statement on Fee / Expenses Estimates**

**Statutory & Compliance** – Statutory & Compliance involves the preparation and circulation of the Joint Liquidators report to creditors upon appointment, preparing annual reports to creditors, filing the relevant documents to Companies House, including annual receipts and payments accounts, advertising throughout the liquidation in accordance with statutory requirements and bonding the case for the value of the assets. The time spent amounts to 13.25 hours at a total cost of £2,868.75, the estimated time was 6.00 hours totalling £1,237.50. This is higher than anticipated due to the liquidation not concluding within the originally estimated time frame. Further costs will be incurred as further statutory reporting duties fall due.

Post Appointment category 2 disbursements of £179.82 have been allocated to the case from the commencement of the liquidation up to the anniversary which have not been drawn leaving unbilled disbursements of £179.82 together with pre appointment category 2 disbursements of £57.93. The disbursements that have been incurred are detailed in Appendix II.

Wilkin Chapman Business Solutions Limited chargeout rates and disbursements policy is attached at Appendix III.

All payments have been made in accordance with the rules and regulations generally as to the payment of costs and expenses in the liquidation, details of which can be found below:

#### **Other Costs**

The sum of £60.00 has been incurred and drawn, which relates to the insurance bond on the case, this is a statutory requirement under the guidelines produced by the Joint Liquidators regulatory body, this amount has been drawn in full.

The sum of £210.00 has been incurred and drawn, which relates to the statutory advertising of the liquidation and the appointment of the Joint Liquidators in addition to the advertising of the members and creditors meetings.

The sum of £2.80 has been incurred and paid by Silke & Co, this relates to searches being conducted pre appointment in order to comply with Anti Money Laundering regulations.

The sum of £83.33 has been incurred and drawn, in respect of room hire. It was necessary to hold members and creditors meetings in order to place the Company into liquidation, and in order to make the meeting accessible to all creditors.

A comparison between the estimated figures and actual figures for expenses is provided at Appendix II.

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 believed to be owed £27,500.00 by the Company under the charge held. The ability to repay any funds owing to the Bank will be dependent upon the realisation of the unlawful dividend detailed in section 2 of this report. It is understood that the director has been making payments to the Bank in respect of the personal guarantee she provided to the Bank.

### **Preferential Creditors**

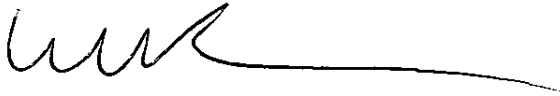
There were no preferential creditors in the liquidation.

### **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.

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

Yours faithfully

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Ian Michael Rose  
Joint Liquidator

Enc

**A & A Family Centre Limited**  
**(In Liquidation)**  
**JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT**

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Commercial Card Overpayment	Uncertain	0.00	0.00
Bank interest, gross		0.00	4.44
Director's Loan Account		0.00	1,924.86
Unlawful Dividend		0.00	2,875.14
		<u>0.00</u>	<u>6,638.19</u>
<b>PAYMENTS</b>			
Specific bond		0.00	60.00
Preparation of Statement of affairs		0.00	5,000.00
Liquidator's fees		416.67	1,106.67
Room Hire		0.00	83.33
Statutory advertising		0.00	210.00
Trade & Expense Creditors	(10,704.94)	0.00	0.00
HSBC Bank Plc	(27,500.00)	0.00	0.00
HM Revenue and Customs	(35,932.68)	0.00	0.00
Ordinary Shareholders	(100.00)	0.00	0.00
		<u>416.67</u>	<u>6,460.00</u>
Net Receipts/(Payments)		<u>(416.67)</u>	<u>178.19</u>
<b>MADE UP AS FOLLOWS</b>			
Estate Account		(500.00)	138.19
VAT Receivable / (Payable)		83.33	40.00
		<u>(416.67)</u>	<u>178.19</u>



# Time Entry - Detailed SIP9 Time & Cost Summary

AJ6BC - A & A Family Centre Limited  
 From: 20/10/2018 To: 19/10/2019  
 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	0.20	1.00	0.40	0.50	2.10	435.00	207.14
IN-INV : Investigations	0.45	22.95	0.00	0.00	23.40	5,336.25	228.04
RA-FLTG : Floating Charge Assets/Contributions	0.00	0.00	2.70	0.00	2.70	540.00	200.00
S3-STAT : Statutory & Compliance	0.50	1.50	2.95	0.00	4.95	1,133.75	229.04
<b>Productive Time</b>	<b>1.15</b>	<b>25.45</b>	<b>6.05</b>	<b>0.50</b>	<b>33.15</b>	<b>7,445.00</b>	<b>224.59</b>
<b>Total Hours</b>	<b>1.15</b>	<b>25.45</b>	<b>6.05</b>	<b>0.50</b>	<b>33.15</b>	<b>7,445.00</b>	<b>224.59</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

# Time Entry - Detailed SIP9 Time & Cost Summary

AJ6BC - A & A Family Centre Limited  
To: 19/10/2019  
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	0.70	1.00	5.40	8.30	15.40	2,645.00	171.75
CR-CRED : Creditors & Distributions	0.00	0.00	1.50	1.40	2.90	402.50	138.79
IN-INV : Investigations	0.95	24.15	50.70	0.40	76.20	14,803.75	194.27
RA-FLTG : Floating Charge Assets/Contributions	0.00	0.00	6.85	0.00	6.85	1,286.25	187.77
S3-STAT : Statutory & Compliance	0.90	3.00	9.25	0.10	13.25	2,868.75	216.51
<b>Productive Time</b>	<b>2.55</b>	<b>28.15</b>	<b>73.70</b>	<b>10.20</b>	<b>114.60</b>	<b>22,006.25</b>	<b>192.03</b>
<b>Total Hours</b>	<b>2.55</b>	<b>28.15</b>	<b>73.70</b>	<b>10.20</b>	<b>114.60</b>	<b>22,006.25</b>	<b>192.03</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

## Appendix I

### Detailed list of work undertaken for A & A Family Centre Limited in Creditors' Voluntary Liquidation for the review period 20 October 2018 to 19 October 2019.

Below is detailed information about the tasks undertaken by the Joint Liquidators.

General Description	Includes
<b>Administration &amp; Planning</b>	
General Administration / Cashiering	Deregistration of VAT Quarterly VAT Returns Submission of final VAT Annual corporation tax returns Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments General Communication
Planning / Review	Discussions regarding strategies to be pursued <i>Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case</i> Periodic file reviews documenting strategy
Document maintenance/file review/checklist	Filing of documents <i>Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards</i> Maintenance of statutory and case progression task lists/diaries Updating checklists
Property	Communication with regard to leases Liaising with Landlord
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	<i>Identifying whether there is a pension scheme</i> Submitting the relevant notices if a pension scheme is identified Communication with regard to pension scheme
<b>Creditors and Distributions</b>	
Creditor Communication	Receive and follow up creditor enquiries Review and prepare correspondence to creditors and their representatives
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Request further information from claimants regarding POD
<b>Investigations</b>	
SIP 2 Review	Taking control of and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records <i>Preparation of deficiency statement</i> Review of specific transactions and liaising with directors regarding certain transactions
Legal	Liaising with Solicitors Preparing relevant information in order to agree a strategy for recoveries
Statutory reporting on conduct of	Preparing statutory investigation reports Liaising with Insolvency Service

## Appendix II

### Expenses summary for period, cumulative & comparison with estimate for A & A Family Centre Limited in Creditors' Voluntary Liquidation

Below are details of the Joint Liquidator's expenses for the period under review and the total to date.

Expenses	Original expenses estimate £		Actual expenses incurred in the Review Period £		Actual expenses incurred to date £		Reason for any difference
	Pre	Post	Pre	Post	Pre	Post	
<b>Category 1 Expenses</b>							
Bonding	0.00	60.00	0.00	0.00	0.00	60.00	
Advertising	150.00	210.00	0.00	0.00	70.00	140.00	The estimate included provision for notices which have not been required. The notices are in respect of the liquidation and the appointment of the Joint Liquidators in the London Gazette
AML Searches	0.00	0.00	0.00	0.00	2.80	0.00	This was not included in the original fee estimate, however this relates to searches being conducted pre appointment in order to comply with Anti Money Laundering regulations.
Room Hire	0.00	0.00	0.00	0.00	83.33	0.00	This was not included in the original fee estimate, however this relates to the hire of a conference room in order to hold the members and creditors meetings.
<b>Total Category 1 Expenses</b>	<b>150.00</b>	<b>420.00</b>	<b>0.00</b>	<b>0.00</b>	<b>86.13</b>	<b>270.00</b>	
<b>Category 2 Expenses</b>	<b>Pre</b>	<b>Post</b>	<b>Pre</b>	<b>Post</b>	<b>Pre</b>	<b>Post</b>	
Travel / Mileage	0.00	0.00	0.00	0.00	46.12	0.00	
Telephone / Printing / Fax	0.00	0.00	0.00	0.00	7.08	14.17	
Stationary & Postage	0.00	0.00	0.00	3.43	4.73	17.90	
Storage Charges	0.00	0.00	0.00	18.00	0.00	54.00	
Software Charges	0.00	0.00	0.00	0.00	0.00	18.00	
<b>Total Category 2 Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21.43</b>	<b>57.93</b>	<b>179.82</b>	

**WILKIN CHAPMAN BUSINESS SOLUTIONS LIMITED  
(FORMERLY WILKIN CHAPMAN SILKE LIMITED T/A SILKE & CO)  
DISBURSEMENT AND CHARGEOUT RATES  
EFFECTIVE FROM 1 OCTOBER 2018**

**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 Wilkin Chapman Business Solutions Limited**

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Wilkin Chapman Business Solutions Limited and as they are incurred.

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

- Where meeting rooms of Wilkin Chapman Business Solutions 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, up to a maximum of £200 per case. (Not applicable from 1 October 2018).
- 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.

Please note that the above disbursements and chargeout rates are the same as they were for Silke & Co Limited and have not changed since 1 October 2013.