

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number	0	6	8	6	8	7	5	8
Company name in full	David J Bevan Marketing & Supply Chain Consultancy Ltd							

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

2 Liquidator's name

Full forename(s)	Matthew Douglas
Surname	Hardy

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

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

LIQ03

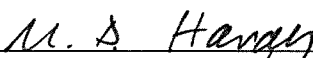
Notice of progress report in voluntary winding up

 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	Tony Lozano
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:	
<input type="checkbox"/> The company name and number match the information held on the public Register.	
<input type="checkbox"/> You have attached the required documents.	
<input type="checkbox"/> 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 or email 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	

David J Bevan Marketing & Supply Chain Consultancy Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Declaration of Solvency £		From 02/10/2019 To 01/10/2020 £	From 02/10/2019 To 01/10/2020 £
	ASSETS NOT PLEDGED		
736,076.00	Cash at Bank	736,065.71	736,065.71
24,413.00	Book Debts	24,413.08	24,413.08
	Crown Debtor	0.02	0.02
		<u>760,478.81</u>	<u>760,478.81</u>
	COST OF REALISATIONS		
	Statutory Advertising	243.00	243.00
	Stationery, Printing & Carriage	3.66	3.66
	Specific Bond	316.80	316.80
	Bank Charges & Interest	10.00	10.00
	Accountancy Fees	2,264.00	2,264.00
	Company Search	8.00	8.00
	Swearing Fee	7.00	7.00
	Liquidator's Fees	3,750.00	3,750.00
		<u>(6,602.46)</u>	<u>(6,602.46)</u>
	DISTRIBUTIONS		
	Ordinary Shareholders	723,122.20	723,122.20
		<u>(723,122.20)</u>	<u>(723,122.20)</u>
<u>760,489.00</u>		<u>30,754.15</u>	<u>30,754.15</u>
	REPRESENTED BY		
	Estate Bank A/c Non Interest Bearing		30,754.15
			<u>30,754.15</u>


Matthew Douglas Hardy
Liquidator

TO ALL MEMBERS AND THE REGISTRAR OF COMPANIES

Our Ref: MDH/TJL/MGM/JS/LG/D10D/MVLIR161000

16 November 2020

Dear Sirs

**David J Bevan Marketing & Supply Chain Consultancy Ltd
In Members' Voluntary Liquidation ("the Company")**

I enclose a copy of my Progress Report. I would remind you that I was appointed as Liquidator of the Company on 2 October 2019 and now report following the end of the first year since my appointment.

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

Executive Summary

I was appointed as Liquidator of the Company in order to assist the Shareholders to wind down the affairs of the Company and distribute any surplus assets as a return on capital.

In this case, the only assets identified on the Statutory Declaration of Solvency to be realised and distributed were the Company's cash reserves and a final debtor balance to be received, which have been duly realised. There were no known liabilities and to date, no claims have been received. Accordingly, an initial distribution was made to Shareholders.

During this reporting period, I have attempted to obtain clearance from all H M Revenue & Customs ("HMRC") departments and did obtain clearance from the Insolvency Claims Handling Unit. However, I was unable to obtain clearance from HMRC Corporation Tax Operations prior to the anniversary, although at the time of writing, the appropriate clearance has since been received.

Details of the final distribution to Shareholders is included in my final report, which will also be circulated at the same time as my annual report.

Liquidator's Actions since Appointment

As per my statutory obligations, immediately following my appointment, I contacted all stakeholders in order to advise of my appointment as Liquidator. This included, but was not limited to, writing to various departments of HMRC, the Members and any other potential Creditors. I also advertised details of my appointment and requested claims to be lodged.



Funds amounting to £736,000 were deposited into my Firm's client account by the Director of the Company and, having obtained an indemnity from the Shareholders, I declared an early cash distribution to the Shareholders, after providing for the costs and claims in the Liquidation.

I liaised with the Company's bank to request that all accounts be closed and that any credit balance be remitted to the Liquidation, which has been duly received. Furthermore, I liaised with the Director and the debtor with a view to recovering the outstanding balance, which was duly realised in full.

I liaised with the Company's Accountants, who prepared the Company's closing accounts and tax computations as necessary, which were submitted to HMRC. I then sought clearance from HMRC to bring the Liquidation to a conclusion, having obtained this from one department but unable to obtain this from the other during this reporting period.

Finally, I have continued to discharge my statutory and regulatory functions as Liquidator of the Company in this matter, having completed periodic reviews of the Liquidation.

Receipts and Payments Account

I attach as **Appendix A**, a copy of my Receipts and Payments Account from 2 October 2019 to 1 October 2020 which details the proceeds from the realisations of the Company's assets and how those funds have been applied in the Liquidation prior to 1 October 2020.

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

Unencumbered Asset Realisations

There are no Fixed or Floating charges registered at Companies House at the time of Liquidation, therefore all assets are deemed unencumbered.

Cash at Bank

As detailed above, prior to my appointment, the Director of the Company arranged for the majority of the credit balance held in the Company's bank account, amounting to £736,000, which was held at Lloyds Bank Plc ("Lloyds"), to be transferred to my Firm's client account pending my appointment as Liquidator.

Upon my appointment, I wrote to Lloyds to request that the bank account be closed with immediate effect and any further credit balances to be remitted to me. A further £66 was remitted by Lloyds following this request.

As a result, total realisations amount to £736,066 and there will be no further realisations from the Company's cash at bank.

Trade Debtors and Crown Debtors

There was a debtor balance owed to the Company, amounting to approximately £24,413, which was deemed to be recoverable in full. Following my appointment, I liaised with the Director and the Debtor to recover the outstanding balance.

I am pleased to report that the balance of £24,413 has been recovered in full and no further



realisation will be achieved from the trade debtor. There was also a small VAT refund that has been received, as reflected on the attached Receipt's and Payments Account, which I understand related to the early payment of a VAT liability. No further refunds are expected from HMRC.

Assets Remaining Unsold

I can confirm that there are no assets which remain unrealised at this time.

Costs of Liquidation

Professional Fees

Accountants were instructed during the course of the Liquidation. The scope of their engagement as well as the fees paid are summarised at **Appendix C**.

HB&O were instructed to assist in dealing with the submission of all pre-Liquidation returns in order to assist in obtaining clearance from HMRC.

Whilst the engagement of HB&O has provided no direct benefit to the Members, the submission of pre-Liquidation returns was required in order to obtain clearance from HMRC. HB&O has confirmed that it holds adequate Professional Indemnity Insurance.

The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money. I have reviewed the charges they have made and am satisfied that they are reasonable in the circumstances of this case.

Liquidator's Expenses

I have incurred expenses to 1 October 2020 of £588 and I have drawn £588 during this reporting period. No further expenses will be incurred or drawn.

I attach at **Appendix D**, a detailed breakdown of the expenses incurred and paid for the whole period of the Liquidation.

As at 1 October 2020, I do not anticipate that the expenses I will incur in this matter will exceed the total expenses I estimated I would incur when my remuneration was authorised by the Creditors.

Liquidator's Remuneration

My remuneration was previously authorised by the Members, at a meeting held on 2 October 2019, on a fixed fee basis of £3,750 plus VAT. I would confirm that this fee has been drawn in full and no further fees will be drawn.

Whilst I have undertaken certain work that has provided a direct benefit to the Members, such as liaising with the Company's Bank, recovering the outstanding debtor balance and declaring an interim distribution, as well as obtaining clearance from HMRC to conclude the Liquidation, there has been certain work that I am required by the insolvency legislation or best practice to undertake in connection with the Liquidation that has provided no financial benefit for the Members.



I have attached as **Appendix E**, a schedule of the routine work undertaken by me as Liquidator to date.

Please note that with effect of 6 April 2020, following a periodic review and appraisal within this Firm, Poppleton & Appleby's charge out rates have increased. The increase in charge out rates will only affect cases where fees have been approved on a time costs basis but will not affect any cap on fees (where one is in place). For further information in relation to the increase in charge out rates, Creditors can visit Poppleton & Appleby's website on www.poppletonandappleby.co.uk and by clicking on Creditors login, scrolling down to Guidance Notes and selecting Practice Fee Recovery Policy for Poppleton & Appleby and Statutory Disclosure for Liquidations and selecting "Fee Policy".

Outcome for Creditors

Secured and Preferential Creditors and Prescribed Part

There were no Secured or Preferential Creditors expected in this matter and no claims have been received.

As there is no Floating Charge claim in this matter, there was not a triggering of the Prescribed Part, that is a section of funds ring-fenced for the benefit of Unsecured Creditors.

Unsecured Creditors

There were no Unsecured Creditors expected in this matter and no claims have been received.

Shareholder Returns

An initial distribution of £73,312 per £1 share was made to Members on 3 October 2019. This is detailed within the attached Receipts and Payments Account and the table below.

Type of Distribution	Assets Distributed	Date Distributed	Amount Distributed (£)	Distributed Value per Share (£)
Ordinary Share Capital Repaid	Cash	3 October 2020	10.00	1.00
Ordinary Shares Distribution	Cash	3 October 2020	723,112.20	72,311.22
			723,122.20	72,312.22

A further distribution will be made to Members prior to the closure of the Liquidation.

Conclusion

I am now in a position to finalise the Liquidation and my draft final report has also been circulated to Members.

I have attached as **Appendix F**, a statement of Members' 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. You can find



more information on how Poppleton & Appleby uses your personal information on our website at www.poppletonandappleby.co.uk.

If you do not have access to the Internet, or would still prefer to receive a hard copy of the documentation available, please contact Mark Monaghan at this office either by email at markm@poppletonandappleby.co.uk, by telephone on 0121 200 2962, or by post at the above address.

Yours faithfully

For and on behalf of

David J Bevan Marketing & Supply Chain Consultancy Ltd

M. D. Hardy

Matthew Douglas Hardy
Liquidator

Encs

STATUTORY INFORMATION

Company name:	David J Bevan Marketing & Supply Chain Consultancy Ltd
Registered office:	30 St. Paul's Square, Birmingham, West Midlands, B3 1QZ
Former registered office:	Highdown House, 11 Highdown Road, Leamington Spa, CV31 1XT
Registered number:	06868758
Liquidator's name:	Matthew Douglas Hardy
Liquidator's address:	30 St. Paul's Square, Birmingham, West Midlands, B3 1QZ
Liquidator's date of appointment:	2 October 2019

David J Bevan Marketing & Supply Chain Consultancy Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments
To 01/10/2020

Dec of Sol £		£	£
	ASSETS NOT PLEDGED		
736,076.00	Cash at Bank	736,065.71	
24,413.00	Book Debts	24,413.08	
	Crown Debtor	0.02	
			760,478.81
	COST OF REALISATIONS		
	Statutory Advertising	243.00	
	Stationery, Printing & Carriage	3.66	
	Specific Bond	316.80	
	Bank Charges & Interest	10.00	
	Accountancy Fees	2,264.00	
	Company Search	8.00	
	Swearing Fee	7.00	
	Liquidator's Fees	3,750.00	
			(6,602.46)
	DISTRIBUTIONS		
	Ordinary Shareholders	723,122.20	
			(723,122.20)
760,489.00			30,754.15
	REPRESENTED BY		
	Estate Bank A/c Non Interest Bearing		30,754.15
			30,754.15

APPENDIX C

SUMMARY OF PROFESSIONAL COSTS

Firm	Description	Agreed fee structure	Budgeted Costs (£)	Costs Incurred 02 10 19 to 01 10 20 (£)	Costs Paid 02 10 19 to 01 10 20 (£)	Estimated Future Costs (£)	Current Budgeted Costs (£)
HB&O	Assistance with submission of pre-Liquidation tax returns	Time costs and disbursements	3,500.00	2,879.00	2,264.00	Nil	2,879.00
Total			3,500.00	2,879.00	2,264.00	Nil	2,879.00

APPENDIX D

LIQUIDATOR'S COSTS AND EXPENSES

Category 1 Disbursement	Budgeted Costs (£)	Amount Incurred in Current Reporting Period (£)	Amount Paid in Current Reporting Period (£)	Further Costs to be Incurred (£)	Further Costs to be Paid (£)	Revised Budgeted (£)
Statutory Advertising	243.00	243.00	243.00	Nil	Nil	243.00
Stationery & Printing	Nil	3.66	3.66	Nil	Nil	3.66
Specific Bond	316.80	316.80	316.80	Nil	Nil	316.80
Bank Charges	50.00	10.00	10.00	Nil	Nil	10.00
Searches	8.00	8.00	8.00	Nil	Nil	8.00
Swear Fee	10.00	7.00	7.00	Nil	Nil	7.00
Total	627.80	588.46	588.46	Nil	Nil	588.46

ROUTINE WORK ORDINARILY UNDERTAKEN IN MEMBERS' VOLUNTARY LIQUIDATIONS

1. Administration & Planning

- Preparing the documentation and dealing with the formalities of appointment.
 - Writing a report that takes account of statutory requirements and the requirements of relevant Statements of Insolvency Practice.
 - Preparing schedules of work done to date and work proposed and explaining them to creditors in the report.
 - Assessing the possible action that might be required to recover assets and considering the likely cost of that action.
 - Preparing minutes that comply with the relevant Statements of Insolvency Practice and getting them signed by the Chair, together with a formal record of the winding up resolution and a certificate of appointment.
 - Complete internal compliance documentation following appointment.
 - In anticipation of closure and release from office review all case files.
 - Apply for bordereau cover.
- Statutory notifications and advertising
 - Notifying Companies House of the appointment.
 - Prepare and circulate notice of appointment to all Creditors, Shareholders and other Stakeholders to include HM Revenue & Customs.
 - Liaising with our advertising Agent(s) to ensure statutory notifications are advertised in the appropriate manner.
- Preparing documentation required.
 - Opening case folder(s).
 - Preparation of statements of insolvency practice ("SIP") checklists, in particular 9.
 - Preparation and continued review of case checklist to ensure compliance on all statutory and best practice matters.
 - Preparation, completion and review of independence and ethics checklists.
 - Completion of relevant post Liquidation VAT forms for HM Revenue & Customs.
 - Completion of relevant post Liquidation Corporation Tax Forms for HM Revenue & Customs.
- Dealing with all routine correspondence, e mails and telephone calls.
 - Includes correspondence with HMRC, Shareholders and other Stakeholders.
 - Internal correspondence between Insolvency Practitioner, managers and case administrators.
 - Deal with correspondence from Companies House.
 - Dealing with correspondence from HMRC.
 - 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.
 - Data input of details pertaining to assets and liabilities onto bespoke software system.
 - 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 (Day 1, 6 weeks, Months 3, 6, 9 and 12 in first year), 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.

- Cashiering
 - Maintaining and managing the Liquidator's cashbook and bank account(s).
 - Preparation and maintenance of cashier file.
 - Open bespoke Liquidation bank account.
 - 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.
 - Paying costs and expenses from the case account.
 - Executing distribution to Shareholders
 - 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.
 - 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.
 - Attendance to queries within Firm policy timescales.
 - Liaising with HMRC to obtain clearance
 - Submission of pre-Liquidation VAT returns
 - Submission of pre-Liquidation Corporation Tax Returns
 - Liaise with Company accountants to prepare and submit relevant tax returns.

3. Realisation of Assets

- Liaising with the Company's bank regarding the closure of the account.
- Liaising with Director and Debtor for recovery of outstanding balance.
 - Notify of appointment
 - Provide Liquidation bank details
 - Chase recovery of debt
 - Attend to Debtor queries.

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 Members' Voluntary Liquidation, you may download a Creditors' Guide to Fees on our website at www.poppletonandappleby.co.uk and choose the following options: Creditors Login, Creditors' Guidance Notes, then choose A Members' Guide to A Liquidator's Fees Effective from April 2017.
- A Member may, with the permission of the court or with at least 5% of the total voting rights of all the Members having the right to vote at general meetings of the company request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report.
- A Member may, with the permission of the court or with at least 10% of the total voting rights of all the Members having the right to vote at general meetings of the company, 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.
- 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.