

# LIQ13

## Notice of final account prior to dissolution in MVL



Companies House

FRIDAY



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A13

07/02/2020

#262

COMPANIES HOUSE

### 1 Company details

Company number 0 7 6 5 7 2 0 1

Company name in full Schemeglobal Properties (Chester) Limited

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Ian C

Surname Brown

### 3 Liquidator's address

Building name/number Yorkshire House

Street 18 Chapel Street

Post town Liverpool

County/Region

Postcode L 3 9 A G

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.

# LIQ13

Notice of final account prior to dissolution in MVL

## 6 Final account

☒ I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.

## 7 Sign and date

Liquidator's signature

Signature

X

*[Handwritten Signature]*

X

Signature date

d 0 6

m 0 2

y 2 0

y 2 0

# LIQ13

Notice of final account prior to dissolution in MVL



## 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 **Sheila McCann**

Company name **Parkin S Booth & Co**

Address **Yorkshire House**

**18 Chapel Street**

Post town **Liverpool**

County/Region

Postcode **L 3 9 A G**

Country

DX

Telephone **0151 236 4331**



## 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)

**Schemeglobal Properties (Chester) Limited**  
**(In Liquidation)**  
**Liquidator's Abstract of Receipts & Payments**  
**From 31 March 2016 To 6 February 2020**

Declaration of Solvency £		£	£
	<b>ASSET REALISATIONS</b>		
298,050.00	Property (A3)	298,050.00	
238,050.00	Property (A4)	242,036.45	
400,000.00	Property: Apartment 5	441,549.22	
330,000.00	Property: Apartment 6	330,000.00	
600,000.00	Property: Penthouse - Plot 8	600,000.00	
300,000.00	Property: Gatehouse - Plot 9	300,000.00	
325,000.00	Property: Gatehouse - Plot 10	325,000.00	
	Legal Disbursements	(45.40)	
9,359.00	Other Debtors	7,229.68	
	Insurance Refund	895.00	
47,058.00	VAT Refund	44,712.00	
	Pre-Liquidation Input VAT repayment	9,573.91	
2,952,816.94	Cash at Bank	2,881,759.20	
	Sale of Freehold Interest	48,671.74	
	Ground Rents & Management Fees	5,559.45	
	Bank Interest Gross	585.27	
	Welsh Water- refund of Bond	9,397.57	
	Sundry Refunds	11,867.27	
			5,556,841.36
	<b>COST OF REALISATIONS</b>		
	Costs re sale of Property (A3)	2,475.00	
	Costs re sale of Property (A4)	2,694.00	
	Costs re sale of Apartment 5	2,694.00	
	Costs re sale of Apartment 6	675.00	
	Costs re sale of Penthouse - Plot 8	675.00	
	Costs re sale of Penthouse - Plot 10	43.00	
	Tenants storage costs due to delays	342.00	
	Specific Bond	2,400.00	
	Service Charges Received in Error	22,330.13	
	Occupational Utilities	1,217.48	
	Occupational Costs	45,083.40	
	Liquidator's Remuneration	20,000.00	
	Accountant's Costs	9,326.00	
	Costs re sale of Freehold	275.00	
	Legal Fees	5,077.00	
	Corporation tax	11,182.13	
	Statutory Advertising	392.10	
	Bank Charges	228.37	
			(127,109.61)
	<b>UNSECURED CREDITORS</b>		
(164,669.00)	Trade & Expense & Accruals	137,786.95	
	Trade & Expense Creds (Paid 1st year	30,081.57	
(254,652.00)	H M Revenue & Customs - Corp Tax	222,959.65	
(2,002,063.00)	Director's Loan Account	2,002,063.00	
(1,604,952.00)	Inter-Company Bal: Schemeglobal Pro	1,604,952.00	
(3,787.00)	Inter-Company Balance: Southport	187.00	
(515,899.00)	Inter-Company Balance: Liverpool	515,898.89	
(13,542.00)	Inter-Company Bal: MPL Management	27,083.00	

**Schemeglobal Properties (Chester) Limited  
(In Liquidation)  
Liquidator's Abstract of Receipts & Payments  
From 31 March 2016 To 6 February 2020**

<b>Declaration of Solvency</b>		<b>£</b>	<b>£</b>
	Statutory Interest	10,220.40	(4,551,232.46)
(200 00)	DISTRIBUTIONS Ordinary Shareholders	878,499.29	(878,499.29)
<b>940,569.94</b>			<b>(0.00)</b>
REPRESENTED BY			<b>NIL</b>

## **Schemeglobal Properties (Chester) Limited – In Members' Voluntary Liquidation**

### **LIQUIDATOR'S FINAL ACCOUNT TO MEMBERS TO 6 FEBRUARY 2020**

#### **STATUTORY INFORMATION**

Company name:	Schemeglobal Properties (Chester) Limited
Company number:	07657201
Trading address	Glenbourne House, 59 Burscough Street, Ormskirk, Lancashire, L39 2EL
Registered office:	Yorkshire House, 18 Chapel Street Liverpool L3 9AG
Former registered office:	Glenbourne House 59 Burscough Street Ormskirk Lancashire L39 2EL
Principle trading activity:	Property Developers
Liquidator's name:	Ian C Brown
Liquidator's address:	Yorkshire House, 18 Chapel Street, Liverpool, L3 9AG
Date of appointment:	31 March 2016
Actions of Joint Liquidators':	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone.

#### **LIQUIDATOR'S ACTIONS SINCE APPOINTMENT**

I have collected ongoing ground rents for the leasehold apartments. I have also dealt with the corporation tax position and the reconciliation of the VAT. I have continued to pay the occupational utilities and outstanding costs for the development in Greenbank, Chester, which relate to the post-Liquidation period. I was instructed by the Directors and Shareholders to deal with sale of the Freehold interest in the "the Greenbank Development", which was still retained by the Company. Brabners LLP of Horton House, Exchange Flags, Liverpool L2 3YL have dealt with the sale.

All Creditors as at the date of Liquidation were paid in full prior to the first anniversary of the Liquidation, however representatives for contractors of the development site in Greenbank, Chester contacted the Company with regard to finalisation of the account. Guy Williams Layton LLP in Pacific Chambers, 11/13 Victoria Street, Liverpool, L2 5QQ were instructed to deal with this matter. After an exchange of correspondence with the contractor's solicitors, the claim was formerly rejected.

There is certain work that I am required by the insolvency legislation to undertake work 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 is contained in Appendix 3.

## **RECEIPTS AND PAYMENTS ACCOUNT**

My Receipts & Payments Account for the period from 31 March 2016 to date is attached at Appendix 1. All funds have been paid and distributed.

## **ASSET REALISATIONS**

### Bank Interest

Funds were placed on an interest-bearing account which received gross interest of £585.27. Corporation tax has been paid and tax clearance has been obtained.

### Cash at Bank

The Company's bank account at Barclays Bank plc, Southport branch was kept open for a considerable period in order that ongoing trade creditors could be paid as they fell due. It has since been closed and the amount of £2,881,759.20 was transferred to the new Liquidation bank account.

### Ground Rents & Management Fees

Ground Rents and Management Fees from the various leasehold tenants, amounting to £5,559.45 have been received.

### Insurance Refund

A repayment of £895.00 was received from Zurich Insurance, in connection with a damages claim at Archway on 9 June 2017.

### Legal Disbursements

Brabners LLP refunded the Company's disbursements in the sum of £45.40.

### Other Debtors:

The statement of affairs estimated at £9,359 in respect of other debtors. An amount of £7,229.68 was received from Mr & Mrs Edwards on 6 April 2016 in settlement of an outstanding invoice relating to Apartment 14, Greenbank.

### Pre-Liquidation Invoice Adjustments

In the second year of Liquidation, it became apparent that a number of purchase invoices had been incorrectly included in the VAT returns of other members of the Group. In the circumstances, after a full reconciliation of the position it transpired that net purchases amounting to £9,573.91 and VAT of £1,914.78 should be put through the records of the Company in Liquidation. An appropriate return, which includes the amount of £1,914.78 was submitted and I have received payment.

#### Leasehold Apartments – Greenbank Hall

- a) Property: A3 - Estimated at £298,050  
The apartment was sold to D Moores on 28 March 2017.
- b) Property: A4 - Estimated at £238,050  
The apartment was sold for £242,036.45 to an unconnected party on 4 April 2016.
- c) Property: Apartment 5 - Estimated at £400,000  
The apartment was sold for £441,549.22 to an unconnected party on 30 June 2016.
- d) Property: Apartment 6 - Estimated at £330,000  
The apartment was sold to D. Moores on 28 March 2017.
- e) Property: Penthouse Plot 8 - Estimated at £600,000  
The apartment was sold to D. Moores on 28 March 2017.
- f) Property Gatehouse Plot 9 - Estimated at £300,000  
The apartment was sold to M. Pearce & D. Moores on 1 April 2016.
- g) Property Gatehouse Plot 10 - Estimated at £325,000  
The apartment was sold to M. Pearce & D. Moores on 1 April 2016.

#### Sale of Freehold Interest

The Freehold interest in the "Greenbank Development" was dealt with by Brabners LLP in Liverpool. The sale of the titles to Mr Moores and Mr Pearce personally has now taken place and the sum of £48,671.74 was paid into the new liquidation account as required.

#### VAT Refund:

Following the completion and submission of all outstanding pre-Liquidation VAT returns, it transpired that the VAT refund amounted to £44,712.00.

It is believed that the remainder of the Receipts are self-explanatory, however if any further is required please do not hesitate to contact me.

#### **COST OF REALISATIONS**

##### Accountants Costs

Malthouse & Co have assisted the Liquidator in the reconciliation of the inter-company accounts, the agreement of the pre-Liquidation corporation tax position and with the preparation of VAT returns for the outstanding periods. Malthouse & Co have also liaised with H M Revenue & Customs, as required. Their fees have been paid in the sum of £9,326.00, plus VAT.

##### Bank Charges

Charges in the sum of £228.37 have been paid.

##### Corporation Tax

Corporation tax in the sum of £11,182.13 has been paid and tax clearance has been obtained.



### Costs of Sale

- 1) Re: Property A3  
The legal costs of Brabners LLP have been agreed and paid in full.
- 2) Re: Property A4  
The legal costs of Brabners LLP have been paid in full.
- 3) Re: Property Apartment 5  
The legal costs of Brabners LLP have been paid in full.
- 4) Re: Property Apartment 6  
The legal costs of Brabners LLP have been agreed and paid in full.
- 5) Re: Penthouse Plot 8  
The legal costs of Brabners LLP have been agreed and paid in full.
- 6) Re: Gatehouse Plot 9  
The sale of the property was dealt with as part of a distribution "in Specie" to the Shareholders by Brabners LLP.

### Legal Fees

Stephenson's Solicitors LLP of 1st Floor, Sefton House, Northgate Close, Horwich, Bolton, BL6 6PQ prepared a Deed of Indemnity on behalf of the Liquidator in order that the Shareholders could be paid the First Interim Capital Distribution, in advance of some of the Unsecured Creditors, whose claims would take a significant time to be finalised and agreed. Their costs of £750.00, plus VAT have been paid. Also, Guy Williams Layton assisted the Liquidator in dealing with the claim received from the Administrators of William Anelay Limited who dealt with the contract relating to Greenbank Hall, Chester. Their fees totalling 4,327.00, plus VAT have been paid.

### Liquidator's Remuneration

Details will be included later in the report.

### Specific Bond

The Liquidator is required to hold a fidelity guarantee bond. The premium of £2,400.00 was payable as a cost of Liquidation.

### Statutory Advertising

Legal & Public Notices Advertising Agency have published the statutory notices of the Liquidation in the London Gazette and a local paper, as required.

It is believed that the remainder of the Payments are self-explanatory, however if any further is required please do not hesitate to contact me.

## **LIABILITIES**

### **Secured Creditors**

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

### **Preferential Creditors**

There are no preferential creditors in this case.

### **Crown Creditors**

The Declaration of Solvency included £254,652.00 owed to HMRC. HMRC's final claim of £228,582.87 was received and paid in full during the first year of Liquidation.

Following a change in HMRC policy it is now a requirement that statutory interest at 8% per annum is paid on all outstanding pre-Liquidation claims, from the date of Liquidation up to the date that the payment is made. HMRC will only grant tax clearance once the statutory interest has been paid.

Following the preparation of accounts and the finalisation of the corporation tax position, the tax due was paid in October 2016. The statutory interest on this figure amounted to £10,220.40, which had been paid in full.

### **Non-preferential unsecured Creditors**

All Creditors as at the date of Liquidation were paid in full prior to the first anniversary of the Liquidation, as required.

### **Share Capital**

The following distributions have been made to Members holding 200 ordinary shares

<b>Date</b>	<b>Amount of distribution</b>	<b>Rate of distribution per share</b>
1 April 2016	£745,000.00	£3,725.00 per share
23 May 2019	£100,000.00	£500.00 per share
5 December 2019	£33,499.29	£167.50 per share

The total distribution amounted to £878,499.29.

### **LIQUIDATOR'S REMUNERATION**

My remuneration was previously authorised by Members at a meeting held on 31 March 2016 to be drawn on a time cost basis, with final fees to be agreed by the Shareholders at the conclusion of the Liquidation. My total time costs to 6 February 2020 amount to £28,747.50, representing 122.80 hours work at an average charge out rate of £234.10 per hour, of which £525.00, representing 3.50 hours work was charged in the period since 23 January 2020, at an average charge out rate of £150.00 per hour.

An interim payment was agreed by the Shareholders of £10,000.00 plus VAT and paid on 6 April 2017 and a final fee of a further £10,000.00 plus VAT was agreed and paid on 5 December 2019. The balance of my time costs will be written off.

A schedule of my time costs incurred to date and in the period since 23 January 2020 are attached as Appendix 2 and 2a.

A copy of 'A Members' Guide to Liquidators' Fees', together with an explanatory note which shows Parkin S Booth's fee policy are available at the link [www.parkinsbooth.co.uk](http://www.parkinsbooth.co.uk). A hard copy of both documents can be obtained on request from the address below.

### **LIQUIDATOR'S EXPENSES**

I have not drawn any expenses in this matter.

I have used the following agents or professional advisors in the reporting period:

Professional Advisor	Nature of Work	Basis of Fees
Guy Williams Layton LLP	Solicitors	Time costs
Brabners LLP	Solicitors	Time Costs
Stephensons LLP	Solicitors	Time Costs
Malthouse & Co	Accountants	Time Costs
AUA Insolvency Risk Services	Specific Bond	Premium
Legal & Public Notices	Advertising	Fixed Fee

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.

#### SUMMARY

If members have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Sheila McCann on 0151 236 4331, or by email at [smc@parkinsbooth.co.uk](mailto:smc@parkinsbooth.co.uk) before my release.



**Ian C Brown**  
**LIQUIDATOR**

**Schemeglobal Properties (Chester) Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

*Appendix 1*

Declaration of Solvency £		From 31/03/2019 To 06/02/2020 £	From 31/03/2016 To 06/02/2020 £
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	26.13	585.27
2,952,816.94	Cash at Bank	NIL	2,881,759.20
	Ground Rents & Management Fees	NIL	5,559.45
	Insurance Refund	NIL	895.00
	Legal Disbursements	NIL	(45.40)
9,359.00	Other Debtors	NIL	7,229.68
	Pre-Liquidation Input VAT repayment	NIL	9,573.91
298,050.00	Property (A3)	NIL	298,050.00
238,050.00	Property (A4)	NIL	242,036.45
400,000.00	Property: Apartment 5	NIL	441,549.22
330,000.00	Property: Apartment 6	NIL	330,000.00
325,000.00	Property: Gatehouse - Plot 10	NIL	325,000.00
300,000.00	Property: Gatehouse - Plot 9	NIL	300,000.00
600,000.00	Property: Penthouse - Plot 8	NIL	600,000.00
	Sale of Freehold Interest	48,671.74	48,671.74
	Sundry Refunds	11,867.27	11,867.27
47,058.00	VAT Refund	NIL	44,712.00
	Welsh Water- refund of Bond	9,397.57	9,397.57
		<u>69,962.71</u>	<u>5,556,841.36</u>
	<b>COST OF REALISATIONS</b>		
	Accountant's Costs	250.00	9,326.00
	Bank Charges	57.58	228.37
	Corporation tax	10,717.33	11,182.13
	Costs re sale of Apartment 5	NIL	2,694.00
	Costs re sale of Apartment 6	NIL	675.00
	Costs re sale of Freehold	NIL	275.00
	Costs re sale of Penthouse - Plot 10	NIL	43.00
	Costs re sale of Penthouse - Plot 8	NIL	675.00
	Costs re sale of Property (A3)	NIL	2,475.00
	Costs re sale of Property (A4)	NIL	2,694.00
	Legal Fees	2,375.00	5,077.00
	Liquidator's Remuneration	10,000.00	20,000.00
	Occupational Utilities	NIL	1,217.48
	Occupational Costs	NIL	45,083.40
	Service Charges Received in Error	22,330.13	22,330.13
	Specific Bond	NIL	2,400.00
	Statutory Advertising	NIL	392.10
	Tenants storage costs due to delays	NIL	342.00
		<u>(45,730.04)</u>	<u>(127,109.61)</u>
	<b>UNSECURED CREDITORS</b>		
(2,002,063.00)	Director's Loan Account	NIL	2,002,063.00
(254,652.00)	H M Revenue & Customs - Corp Tax	(5,623.22)	222,959.65
(13,542.00)	Inter-Company Bal: MPL Management	NIL	27,083.00
(1,604,952.00)	Inter-Company Bal: Schemeglobal Pro	NIL	1,604,952.00
(515,899.00)	Inter-Company Balance: Liverpool	NIL	515,898.89
(3,787.00)	Inter-Company Balance: Southport	NIL	187.00
	Statutory Interest	10,220.40	10,220.40
(164,669.00)	Trade & Expense & Accruals	NIL	137,786.95
	Trade & Expense Creds (Paid 1st year	NIL	30,081.57
		<u>(4,597.18)</u>	<u>(4,551,232.46)</u>
	<b>DISTRIBUTIONS</b>		
(200 00)	Ordinary Shareholders	133,499.29	878,499.29

**Schemeglobal Properties (Chester) Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

<b>Declaration of Solvency £</b>	<b>From 31/03/2019 To 06/02/2020 £</b>	<b>From 31/03/2016 To 06/02/2020 £</b>
	(133,499.29)	(878,499.29)
<b>940,569.94</b>	<b>(113,863.80)</b>	<b>0.00</b>
REPRESENTED BY		<b>NIL</b>

# Parkin S Booth & Co

Appendix 2

## TIME & CHARGEOUT SUMMARIES

Schemeglobal Properties (Chester) Ltd

To 06/02/2020

HOURS							
Classification Of work Function	Partner / Insolvency Pract'	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	0.90	32.50	1.40	7.60	42.40	8,932.50	210.67
Realisation of Assets	4.90	23.80	0.00	0.00	28.70	6,825.00	237.80
Creditors	18.10	33.60	0.00	0.00	51.70	12,990.00	251.26
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	7,170.00	20,227.50	210.00	1,140.00		28,747.50	
Total Hours	23.90	89.90	1.40	7.60	122.80		
Average Rate	300.00	225.00	150.00	150.00			

### Parkin S Booth & Co Charging Out Rates per hour from 2009

	From January 2009	From July 2015		From January 2009	From July 2015
<b>Partner</b>	£250	£300	<b>Salaried Partner / Insolvency Practitioner</b>	£210	£250
<b>Senior Manager/Consultant</b>	£180	£225	<b>Manager</b>	£150	£175
<b>Case Manager</b>	£120	£150	<b>Administrator</b>	£100	£100
<b>Junior Administrator</b>	£75	£75	<b>Support Staff</b>	£50	£50

Where it has been agreed by general resolution of the secured creditors, a creditors' committee or creditors generally, that the office holder's remuneration will be calculated by reference to the time properly given by the office holder and his staff in attending to matters arising in the appointment, then such remuneration will be calculated in units of 6 minutes.

### Standard Activity Examples of Work

Administration and Planning	Case planning Administrative set-up Appointment notification Maintenance of records Statutory reporting
Investigations	SIP2 review CDDA reports Investigating antecedent transactions
Realisation of assets	Identifying, securing, insuring assets Retention of title Debt collection Property, business and asset sales
Trading	Management of operations Accounting for trading On-going employee issues
Creditors	Communication with creditors Creditors' claims (including employees' and other preferential creditors)

# Parkin S Booth & Co

Appendix 2a

## TIME & CHARGEOUT SUMMARIES

Schemeglobal Properties (Chester) Ltd

From 23/01/2020 to 06/02/2020

HOURS							
Classification Of work Function	Partner / Insolvency Pract'	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	0.00	0.00	0.00	3.50	3.50	525.00	150.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	0.00	0.00	0.00	525.00		525.00	
Total Hours	0.00	0.00	0.00	3.50	3.50		
Average Rate	0.00	0.00	0.00	150.00			

### Parkin S Booth & Co Charging Out Rates per hour from 2009

	From January 2009	From July 2015		From January 2009	From July 2015
<i>Partner</i>	£250	£300	<i>Salaried Partner / Insolvency Practitioner</i>	£210	£250
<i>Senior Manager/Consultant</i>	£180	£225	<i>Manager</i>	£150	£175
<i>Case Manager</i>	£120	£150	<i>Administrator</i>	£100	£100
<i>Junior Administrator</i>	£75	£75	<i>Support Staff</i>	£50	£50

Where it has been agreed by general resolution of the secured creditors, a creditors' committee or creditors generally, that the office holder's remuneration will be calculated by reference to the time properly given by the office holder and his staff in attending to matters arising in the appointment, then such remuneration will be calculated in units of 6 minutes.

### Standard Activity Examples of Work

Administration and Planning	Case planning Administrative set-up Appointment notification Maintenance of records Statutory reporting
Investigations	SIP2 review CDDA reports Investigating antecedent transactions
Realisation of assets	Identifying, securing, insuring assets Retention of title Debt collection Property, business and asset sales
Trading	Management of operations Accounting for trading On-going employee issues
Creditors	Communication with creditors Creditors' claims (including employees' and other preferential creditors)

## Appendix 3

### 1. Administration and Planning

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder (and their managers). It does not give direct financial benefit to the creditors but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.

- Setting up physical/electronic case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Convening and holding a general meeting of members (as applicable).
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to the members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.
- Preparing, reviewing and issuing a draft final account of the liquidation to the members.
- Issuing the final account to the members
- Filing the final account at Companies House.

### 1. Creditors

Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder also needs to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

- Maintaining up to date creditor information on the case management system.
- Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them for the payment of a dividend.
- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.



## Notice to accompany Final Account

SCHEMEGLOBAL PROPERTIES (CHESTER) LIMITED ("the Company") - In Members' Voluntary Liquidation

(Company Number 07657201)

**NOTICE IS GIVEN** to the members of the above-named Company by Ian C Brown under rule 5.10 of The Insolvency (England and Wales) Rules 2016 that:

1. the Company's affairs have been fully wound up;
2. the Liquidator having delivered copies of the final account to the members must, within 14 days of the date on which the final account is made up, deliver a copy of the account to the Registrar of Companies;
3. the Liquidator will vacate office under section 171(6) of The Insolvency Act 1986 and be released under section 173(2)(d) on delivery of the final account to the Registrar of Companies.

Members requiring further information regarding the above, should either contact me at Yorkshire House, 18 Chapel Street, Liverpool, L3 9AG, or contact Sheila McCann by telephone on 0151 236 4331, or by email at [smc@parkinsbooth.co.uk](mailto:smc@parkinsbooth.co.uk).

Signed



Ian C Brown, Liquidator

Dated

