

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

FRIDAY



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22/09/2017

COMPANIES HOUSE

#62

1 Company details

Company number 08250846

Company name in full Manches Services Limited

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

2 Liquidator's name

Full forename(s) David Robert

Surname Baxendale

3 Liquidator's address

Building name/number 7

Street More London Riverside

Post town London

County/Region

Postcode SE12RT

Country England

4 Liquidator's name

Full forename(s) Zelf

Surname Hussain

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

5 Liquidator's address

Building name/number 7

Street More London Riverside

Post town London

County/Region

Postcode SE12RT

Country England

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

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Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7

Final account

☒ I attach a copy of the final account.


8

Sign and date

Liquidator's signature

Signature

X



X

Signature date

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y

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y

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Joint liquidators' final account

Manches Services Limited **(in liquidation)**

13 July 2017

David Baxendale and Zelf Hussain have been appointed Joint Liquidators of Manches Services Limited. David Baxendale and Zelf Hussain are licensed in the United Kingdom to act as insolvency practitioners by the Institute of Chartered Accountants in England and Wales.

*The Joint Liquidators are bound by the Insolvency Code of Ethics which can be found at:
<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>*

The Joint Liquidators are Data Controllers of personal data as defined by the Data Protection Act 1998. PricewaterhouseCoopers LLP will act as Data Processor on their instructions. Personal data will be kept secure and processed only for matters relating to the liquidation.

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Abbreviations and definitions

The following table shows the abbreviations and insolvency terms that may be used in this report:

Abbreviation or definition	Meaning
Company	Manches Services Limited (in liquidation)
Joint Liquidators	David Robert Baxendale and Zelf Hussain
Former Joint Administrators	David Robert Baxendale, Zelf Hussain and Stuart David Maddison
firm	PricewaterhouseCoopers LLP
ICAEW	Institute of Chartered Accountants in England and Wales
IR16	Insolvency (England and Wales) Rules 2016
IA86	Insolvency Act 1986
HMRC	HM Revenue & Customs
LLP	Manches LLP (in Liquidation)
NOID	Notice of Intended Dividend
prescribed part	The amount set aside for unsecured creditors from floating charge funds in accordance with Section 176A IA86 and the Insolvency Act 1986 (Prescribed Part) Order 2003
secured creditors	Creditors with security in respect of their debt, in accordance with Section 248 IA86
preferential creditors	Generally, claims for unpaid wages earned in the four months before the insolvency up to £800, holiday pay and unpaid pension contributions in certain circumstances
unsecured creditors	Creditors who are neither secured nor preferential

Key messages

Why we've sent you this report

We're writing to tell you that the Company's affairs are now fully wound up and to provide our final account of the liquidation, including an update since our last progress report.

You can still view our earlier reports on our website at www.pwc.co.uk/msl. Please get in touch with Katie Newton on +44 (0) 20 7804 2333 or at katie.l.newton@uk.pwc.com if you require hard copies of our earlier report.

How much creditors have received

On 22 September 2016 a first and final dividend of 4.32 pence in the £ was declared to unsecured creditors. Further details are provided later in this report.

No further dividends will be declared.

What you need to do

This report is for your information and you don't need to do anything.

The enclosed Notice of Final Report gives details of creditors' rights in relation to requesting further information, challenging the Joint Liquidators' remuneration and expenses and objecting to the Joint Liquidators' release from liability.

More information in relation to creditors' rights can also be found in the guide below:

<http://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/creditors-guide-liquidators-fees-final.ashx?la=en>

You can also get a copy free of charge by telephoning Katie Newton on +44 (0) 20 7804 2333 or at katie.l.newton@uk.pwc.com.

What we've done during the liquidation

On 14 October 2013 David Baxendale, Zelf Hussain and Stuart Maddison of PricewaterhouseCoopers LLP were appointed Joint Administrators of the Company. The administration ended on 16 October 2014, when the Company went into creditors' voluntary liquidation. David Baxendale and Zelf Hussain were appointed Joint Liquidators.

At the end of the previous administration the key outstanding matters were as follows

- Collection of the remaining employee travel loans;
- Finalising the submission of the Company's claim against LLP; and
- Agreement of creditor claims and payment of a dividend.

The following is a brief summary of how we've dealt with each of these matters in the liquidation. Later in this report we focus specifically on what has been done since we previously reported to creditors.

Receipt of funds from the administration

Following the move to liquidation, the balance of funds held in the administration of £32,459 was transferred to the liquidation account.

Travel Loans

£9,930 was realised in respect of travel loans to former employees of the Company.

Inter Company Debt

Following our review of the Company's records and further information received, the Company's claim against LLP was calculated at c.£1.9m. Following the submission of the Company's claim it was admitted by the liquidators of LLP for dividend for purposes.

LLP declared and paid a first and final prescribed part dividend of 10.27 pence in the £ resulting in the Company receiving £204,827 in relation to its admitted claim.

Outcome for creditors

Secured creditors

The Company had no secured creditors.

Preferential creditors (mainly employees)

There were no preferential creditor claims.

Unsecured creditors

On 22 September 2016 a first and final dividend of 4.32 pence in the £ was declared. The dividend was paid to the admitted creditors shortly thereafter.

No further dividend will be paid, and any unclaimed dividends will be paid over to the Insolvency Services' Unclaimed dividend account.

Progress since we last reported

Statutory and compliance

As well as circulating our second progress report for the period to 15 October 2016, we also submitted VAT returns to HMRC.

Investigations and actions

Nothing has come to our attention during the period under review to suggest that we need to do any more work in line with our duties under the Company Directors' Disqualification Act 1986 and Statement of Insolvency Practice No.2.

Our receipts and payments account

We set out in Appendix A an account of our receipts and payments for the liquidation.

Our expenses

We set out in Appendix B a statement of the expenses we've incurred in the period since our last report.

Our fees

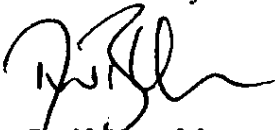
We set out in Appendix C an update on our remuneration which covers our fees, disbursements and other related matters in this case.

What we still need to do

The winding up of the Company is now complete. Following the end of the period within which creditors may object to our release, we will send a copy of this final account to the Registrar of Companies with a statement of whether any creditors of the Company objected. We will vacate office on sending the copy report and statement.

If you've got any questions, please get in touch with Katie Newton on +44 (0) 20 7804 2333 or at katie.l.newton@uk.pwc.com.

Yours faithfully



David Baxendale
Joint liquidator

David Baxendale and Zelf Hussain have been appointed Joint Liquidators of Manches Services Limited. David Baxendale and Zelf Hussain are licensed in the United Kingdom to act as insolvency practitioners by the Institute of Chartered Accountants in England and Wales. The Joint Liquidators are bound by the Insolvency Code of Ethics which can be found at: <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

The Joint Liquidators are Data Controllers of personal data as defined by the Data Protection Act 1998. PricewaterhouseCoopers LLP will act as Data Processor on their instructions. Personal data will be kept secure and processed only for matters relating to the liquidation.

Appendix A: Receipts and payments

	Notes	16.10.14 to 15.10.16 £	16.10.16 to 13.07.17	Future Movements	16.10.14 to 22.09.17
Receipts					
Balance transfer from Administration		32,159	-	-	32,159
Employee travel loans		9,930	-	-	9,930
Inter Company - Manches LLP		204,827	-	-	204,827
Bank interest		126	-	-	126
Total		<u>247,042</u>	<u>-</u>	<u>-</u>	<u>247,042</u>
Payments					
Joint Administrators' fees		-	73,000	-	73,000
Joint Liquidators' fees		-	76,738	5,362	82,100
Statutory advertising		146	73	-	219
Legal fees and disbursements		6,433	-	-	6,433
Bank charges		-	77	43	120
VAT		1,304	4,073	(5,362)	15
Total		<u>7,883</u>	<u>153,961</u>	<u>43</u>	<u>161,887</u>
Distributions					
Unsecured Creditors	1	85,155	-	-	85,155
Unsecured Creditors - unclaimed dividends)	2	-	(229)	229	-
Total		<u>85,155</u>	<u>(229)</u>	<u>229</u>	<u>85,155</u>
Cash in hand		<u>154,004</u>	<u>(153,732)</u>	<u>(272)</u>	<u>-</u>

Notes

- 1) First and final unsecured dividend of 4.32 pence in £ declared on 22 September 2016.
- 2) Unclaimed dividends to be paid over to Insolvency Services unclaimed dividend account.
- 3) No comparison with the figures included in the directors statement of affairs is shown as the Liquidation followed Administration.

Appendix B: Expenses

The following table provides details of our expenses. Expenses are amounts properly payable by us as Joint Liquidators from the estate and includes our fees, but excludes distributions to creditors.

The table should be read in conjunction with the receipts and payments account at Appendix A, which shows expenses actually paid during the period and the total paid to date.

	Brought forward from preceding period	Incurred in the period under review	Cumulative
	£	£	£
Joint Administrators' fees	73,335	-	73,335
Joint Liquidators' fees	107,405	52,393	159,798
Statutory advertising	146	73	219
Legal fees and disbursements	6,433	-	6,433
Bank charges	-	120	120
Total (excl VAT)	187,319	52,586	239,905

Note – The above amounts are shown net of VAT.

The Joint Liquidators costs represent our actual timecosts incurred and do not represent fees that the Joint Liquidators were able to charge.

Appendix C: Remuneration update

During the administration, creditors fixed the basis of the administrators' fees by reference to time properly given by the Joint Administrators and their staff in dealing with the administration.

The fee basis agreed in the administration continued to apply in the liquidation. This means that our fees as Joint Liquidators were calculated by reference to time properly given by the Joint Liquidators and their staff in dealing with the liquidation.

From 16 October 2015 to 30 June 2017, we have incurred time costs of £52,393 for 163 hours work, which works out at an average hourly rate of £321. This brings our total time costs for dealing with the liquidation to 30 June 2017 to £159,799. Details of our time costs by work type are set out below. Further costs estimated at £4,500 will be incurred dealing with this matter to closure.

In accordance with the approved basis of our fees, total fees of £82,100 plus VAT will be drawn on account of the time costs incurred. There were insufficient funds to meet our time costs in full.

We set out later in this Appendix details of our work to date, disbursements, subcontracted work and payments to associates.

Our hours and average rates

Category of Work	Period 16/10/16 to 30/06/17			Cumulative 16/10/14 to 30/06/17		
	Hours incurred	Time costs incurred (£)	Average hourly rate (£/hour)	Hours incurred	Time costs incurred (£)	Average hourly rate (£/hour)
Strategy and planning	29	10,057	347	67	27,050	404
Assets	-	-	-	4	1,903	476
Investigations	-	-	-	6	2,596	433
Creditors	10	2,999	300	164	48,121	293
Accounting and treasury	26	7,054	271	50	13,597	272
Statutory and compliance	90	29,596	329	174	58,332	335
Tax & VAT	8	2,687	336	22	7,537	343
Employees and pensions	-	-	-	2	663	332
Total	163	52,393	321	489	159,799	327

Our time charging policy and hourly rates

We and our team charge our time for the work we need to do in the liquidation. We delegate tasks to suitable grades of staff, taking into account their experience and any specialist knowledge that is needed and we supervise them properly to maximise the cost effectiveness of the work done. Anything complex or important matters of exceptional responsibility are handled by our senior staff or the Joint Liquidators.

All of our staff who work on the liquidation (including our cashiers, support and secretarial staff) charge time directly to the case and are included in any analysis of time charged. Each grade of staff has an hourly charge out rate which is reviewed from time to time. For the avoidance of doubt, work carried out by our cashiers, support and secretarial staff is charged on a time costs basis and is included in the analysis of hourly rates charged by partners or other staff members. Time is charged in three minute units. The minimum time chargeable is three minutes (i.e. 0.05 units). We don't charge general or overhead costs.

We set out below the maximum charge-out rates per hour for the grades of our staff who worked on the liquidation.

Grade	Year to 30 June 2015 £	From 1 July 2016 £
Partner	825	840
Director	725	740
Senior manager	550	560
Manager	470	480
Senior associate – qualified	390	400
Senior associate – unqualified	245	250
Associate	120	125
Support staff	825	840

We call on colleagues in our Tax, VAT, Real Estate and Pensions departments where we need their expert advice. Their specialist charge-out rates vary but the following are the maximum rates by grade per hour.

Grade	Year to 30 June 2015 £	From 1 July 2016 £
Partner	1,190	1,250
Director	1,095	1,175
Senior manager	835	1,170
Manager	665	700
Senior Associate / consultant	490	515
Associate / assistant consultant	240	255
Support staff	140	150

In common with many professional firms, our scale rates may rise to cover annual inflationary cost increases.

Payments to associates

We have not made any payments to associates in the period covered by this report.

Our work in the period since our last report

Earlier in this section we have included an analysis of the time spent by the various grades of staff.

Whilst this is not an exhaustive list, in the following table we provide more detail on the key areas of work: -

Area of work	Work undertaken	Why the work was necessary	What, if any, financial benefit the work provided to creditors OR whether it was required by statute
Strategy & planning	<ul style="list-style-type: none"> • Allocating tasks between team members and following up on progress; • Team meetings to review progress of case, agree priorities and discuss key issues; and • Planning for the closure of the liquidation. 	<ul style="list-style-type: none"> • To ensure efficient completion of tasks. • Ongoing maintenance of the Liquidation. 	The Joint Liquidators are required by statute to perform their functions as quickly and efficiently as possible
Creditors	<ul style="list-style-type: none"> • Responding to creditors' enquiries following the payment of the first and final dividend; • Dealing with re-issues of dividend payments; and • Corresponding with creditors who had not presented their dividend payments. 	To facilitate the agreement of claims and distribution to unsecured creditors.	Required by IA86/IR86 or regulatory requirements. Financial benefit
Statutory and compliance	<ul style="list-style-type: none"> • Dealing with the various on-going statutory, other regulatory; and • Preparation and circulation of the 2016 progress report; and • Internal compliance procedures in the Liquidation. 	Regulatory requirement.	Required by IA86/IR86 or regulatory requirements.
Accounting and treasury	<ul style="list-style-type: none"> • Processing of payments, receipts, journals and updating nominal ledger; • Dealing with general accounting enquires; and • Reconciling bank accounts to internal systems. 	<ul style="list-style-type: none"> • Ongoing maintenance of Liquidation. 	<ul style="list-style-type: none"> • Statutory duty to keep proper books and records to demonstrate transactions, assets and liabilities and copy correspondence.
Tax & VAT	<ul style="list-style-type: none"> • Preparing, reviewing and submitting VAT returns and general VAT compliance matters. 	<ul style="list-style-type: none"> • In compliance with duties as proper officers for tax. 	<ul style="list-style-type: none"> • In compliance with duties as proper officers for tax.

Our future work

We still need to do the following work in the liquidation.

Area of work	Work we need to do	Estimated cost £	Whether or not the work will provide a financial benefit to creditors
Accounting and treasury	<ul style="list-style-type: none"> • Transferring unclaimed dividends to The Insolvency Service; and • Final reconciliation and closure of bank accounts. 	£1,000	Statutory duty to keep proper books and records to demonstrate transactions, assets and liabilities and copy correspondence.
Statutory and compliance	<ul style="list-style-type: none"> • Dealing with the various on-going statutory, other regulatory and internal compliance procedures in the Liquidation; • Preparation and circulation of the Joint Liquidators' final account; • Completing checklists and diary management system; and • Closing down internal systems. 	£2,500	<ul style="list-style-type: none"> • Required by IA86/IR86 or regulatory requirements.
VAT	<ul style="list-style-type: none"> • Submission of final VAT reclaim and obtain VAT clearance from HMRC in order to close Liquidation. 	£1,000	<ul style="list-style-type: none"> • Statutory duty to keep proper books and records to demonstrate transactions, assets and liabilities and copy correspondence.
Total		£4,500	

Disbursements

We don't need to get approval to draw expenses or disbursements unless they are for shared or allocated services provided by our own firm, including room hire, document storage, photocopying, communication facilities. These types of expenses are called "Category 2" disbursements and they must be directly incurred on the case, subject to a reasonable method of calculation and allocation and approved by the same party who approves our fees.

Our expenses policy allows for all properly incurred expenses to be recharged to the liquidation and has been approved by creditors where required.

Photocopying	At 4 pence per sheet copied, only charged for circulars to creditors and other bulk copying
Mileage	At a maximum of 67 pence per mile (up to 2,000cc) or 80 pence per mile (over 2,000cc).

No disbursements arose in the period of this report.

Our relationships

We have no business or personal relationships with the parties who approve our fees or who provide services to the liquidation where the relationship could give rise to a conflict of interest.

Details of subcontracted work

We have not subcontracted any work during the period of this report.

Legal and other professional firms

We instructed the following professionals on this case:

Service provided	Name of firm / organisation	Reason selected	Basis of fees
Legal services:- Former Joint Administrators' application to court for discharge from liability.	CMS Cameron McKenna LLP	Industry knowledge	Time costs

Our choice was based on the adviser's experience, the complexity and type of work and the basis of the fee arrangement. The Joint Liquidators are satisfied that the fees charged are reasonable.

Appendix D: Other information

Company's registered name:	Manches Services Limited
Trading name:	Manches Services Limited
Registered number:	08250846
Registered address:	7 More London Riverside, London, SE1 2RT
Date of the Joint Liquidators' appointment:	16 October 2014
Joint Liquidators' names, addresses and contact details:	David Robert Baxendale and Zelf Hussain of PricewaterhouseCoopers LLP, 7 More London Riverside, London, SE1 2RT Contact: Katie Newton on +44 (0) 20 7804 2333 or at katie.l.newton@uk.pwc.com.
Details of prior administration:	On 14 October 2013 David Robert Baxendale, Zelf Hussain and Stuart David Maddison of PricewaterhouseCoopers LLP were appointed Joint Administrators of the Company. The Administration concluded on 16 October 2014
Details of unsecured dividend	First and Final dividend of 4.32 pence in the £ was paid to unsecured creditors

LIQ14

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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

Adam Sumnall

Company name

Address

Floor 8, Central Square

29 Wellington Street

Post town

Leeds

County/Region

Postcode

L

S

1

4

D

L

Country

DX

Telephone



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



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.

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse