

LIQ03

Notice of progress report in voluntary winding up



Companies House

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refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 8 2 6 8 5 1 3

Company name in full CPATSOLUTIONS LTD

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

2 Liquidator's name

Full forename(s) MATTHEW

Surname FOX

3 Liquidator's address

Building name/number BEACON

Street 93 MONKS WAY

Post town SOUTHAMPTON

County/Region HAMPSHIRE

Postcode S O 1 8 2 L R

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

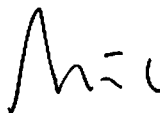
Postcode

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	1	8	m	0	2	y	2	0	2	0
To date	d	1	7	m	0	2	y	2	0	2	1
7	Progress report										
<input checked="" type="checkbox"/> The progress report is attached											
8	Sign and date										
Liquidator's signature	Signature X  X										
Signature date	d	1	5	m	0	3	y	2	0	2	1

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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

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone



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 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

**CPATSOLUTIONS LTD
(In Members' Voluntary Liquidation)**

Annual Progress Report to 17 February 2021

James Stephen Pretty– Liquidator

BEACON

Spaces, 4500 Parkway, Solent Business Park, Whiteley, Fareham, Hampshire.

PO15 7AZ

023 8065 1441

mfox@beaconllp.com

This report has been prepared for the sole purpose of updating the creditors and members for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

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1. EXECUTIVE SUMMARY

This Progress Report summarises the progress of the liquidation for the period from 18 February 2020 to 17 February 2021 ("the Review Period").

A summary of key information in this report is detailed below.

1.1 Realisations

Asset	Est. to realise per Declaration of Solvency	Realisations to date	Estimated future realisations	Estimated total realisations
Cash at Bank	206,576.00	163,163.93	-	163,163.93
Bank Interest	-	56.65	-	56.65
HMRC VAT Refund	-	400.00	-	400.00

1.2 Expenses

Expense	Expense incurred to date	Estimated further expense to closure	Estimated total expense
Liquidator's Fee	1,054.00	-	1,054.00
Liquidator's Bond	230.00	-	230.00
Statutory Advertising	216.00	-	216.00
Input VAT	400.00	-	400.00
Declaration of Solvency Fee	500.00	-	500.00

1.3 Distributions

Class – Unsecured Creditors	Distribution paid to date	Est. total distribution, based upon the above
HMRC PAYE Payment	301.76	100p/£
HMRC CT Payment	23,281.60	100p/£
HMRC VAT Payment	6,333.60	100p/£
Class – Ordinary shareholders		
Ordinary shareholders	TBC	100p/£

2. INTRODUCTION

The purpose of this report is to detail my acts and dealing as Liquidator of CPATSolutions Ltd (In Liquidation) ("the Company") for the year ended 17 February 2021 and it should be read in conjunction with my previous correspondence to members.

Attached at Appendix 1 is a summary of statutory information regarding the Company and the Liquidation.

3. ADMINISTRATION AND PLANNING (INCLUDING STATUTORY REPORTING)

As Liquidator, I am required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit, they assist in the efficient and compliant progressing of the liquidation, which ensures that I and my staff carry out our work to high professional standards. The narrative detail in respect of these tasks may be found in Appendix 4.

4. ASSET REALISATIONS

My Receipts and Payment Account for the period ending 17 February 2021, is attached at Appendix 2. I have detailed below key information about asset realisation, however, a more detailed narrative about the work undertaken may be found at Appendix 4.

According to the Declaration of Solvency lodged in these proceedings, the assets of the Company had an estimated value of £206,576.00 which comprised principally of;

	£
Cash at Bank	206,576.00

Cash at Bank

The Company's bank account was closed and the closing balance of £29,586.93 has been received, after deduction of liabilities and distributions.

The Declaration of Solvency estimated that the Liquidation estate would contain cash at bank of £206,576.00 and the balance on the account as at Liquidation was £163,163.93. This difference relates to payment of accrued expenses from the Company bank account prior to Liquidation. This is different from the sum transferred to the Liquidation account of £29,586.93, primarily because shareholder distributions were paid from the Company bank account prior to closure.

I have also received £56.65 in bank interest.

Tax Refunds

The sum of £400.00 relating to the VAT on my fees in the liquidation was received.

Assets Distributed in Specie

The Declaration of Solvency lists nothing to be distributed in specie to the shareholders.

Plant and Machinery

The Declaration of Solvency lists no assets bought on finance.

Book Debts

No Book Debts are factored within the Declaration of Solvency.

Payments

No further payments were received on behalf of the company.

5 CREDITORS

I have had to carry out key tasks which are detailed at Appendix 4.

Unsecured creditors

A notice to creditors requiring them to submit claims was published in the Gazette. In addition, several letters were sent to HMRC seeking confirmation of their claims and that no tax liabilities remained.

The Declaration of Solvency detailed accrued expenses of £43,482.00 which was paid prior to Liquidation from the Company bank account. The Declaration of Solvency also detailed CT totalling £23,281.00, PAYE totalling £300.00 and VAT totalling £6,334.00. The amounts of £23,281.60, £301.76, and £6,333.60 have been paid respectively from company funds to settle these liabilities.

I duly contacted HMRC insolvency operations regarding PAYE, NI, and VAT to inform them of the Liquidation status of the Company, and to ask for confirmation as to whether they had any outstanding claims in the Company. I duly submitted a nil Pre-Liquidation VAT return for the period 01.02.2016 - 17.02.2016. I duly sent a letter and cheque to pay the outstanding PAYE of £301.76. I received PAYE clearance on 30 June 2016. On 7 November 2016, I received an HMRC Interim Proof of Debt stating that a VAT return for the period 01.11.2015 - 31.01.2016 and a VAT return for the period 01.02.2016 - 01.02.2016 and PAYE of £929.35 remained outstanding. On 15 November 2016, the VAT return for the period 01.11.2015 - 31.01.2016 with the liability £6,333.30, and the nil VAT return for the period 01.02.2016 - 01.02.2016 were duly submitted. I also wrote a letter to the EIS advising that the outstanding VAT returns had been submitted and asking that they

check their records for outstanding PAYE as, according to the Company accountants, no PAYE remained outstanding. On 03 February 2017 I received a further EIS Interim Proof of Debt. I responded with further copies of the VAT returns and queried the outstanding PAYE. A further Interim Proof with PAYE claim was received on 09 July 2017. I requested additional Company bank statements to confirm this. A third copy of the VAT return for the period 01.11.2015 - 31.01.2016 with the liability of £6,333.60 was sent on 26 July 2017. On 19 September 2017, following receipt of the additional Company bank statements, I wrote to the EIS advising that payment of the PAYE for the October 2015 quarter was made from the Company bank account on 13 October 2015, and asked them to check their records. On 14 May 2018, I chased HMRC regarding the Company PAYE and VAT. I also emailed the director requesting details of where the payment for £903.66 PAYE was made to. On 27 June 2018, I asked the director to confirm that the £903.66 PAYE was transferred to CPATSolutions Ltd. The PAYE was allocated to the incorrect account, and on 11 July 2018, I requested HMRC DMB to transfer £903.66 to the company PAYE account. I also wrote to HMRC EIS regarding the HMRC DMB error, and confirmed this was an HMRC error and, therefore, statutory interest will not be due. I chased HMRC regarding this matter. On 19 November 2019, HMRC confirmed that the PAYE payment was corrected, and I wrote to HMRC disputing any statutory interest outstanding and requesting clearances. I am yet to receive clearance from HMRC that they have no additional claims in the Company.

I duly contacted HMRC regarding Corporation Tax to inform them of the Liquidation status of the Company, and to ask for confirmation as to whether they had any outstanding claims in the Company. HMRC required a pre-liquidation CT return for the period 01.02.2016 – 17.02.2016 and a nil return was duly submitted on the 04 May 2016. HMRC notified that the CT payment of £23,281.60 remained outstanding. This was duly paid on 15 November 2016. I am yet to receive clearance from HMRC relating to Corporation Tax that they have no additional claims in the Company.

No HMRC tax clearances have been received and I am still communicating with HMRC over this matter.

The company was deregistered for VAT on 31 January 2016.

The following payments were made to creditors:

Date of payment	Class of creditor / payment	Total amount paid
N/A	Preferential creditors – 100p in the £	N/A
24.05.2016	Non-preferential unsecured creditors – 100p in the £ - HMRC PAYE Payment	301.76
15.11.2016	Non-preferential unsecured creditors – 100p in the £ - HMRC CT Payment	23,281.60
14.05.2018	Non-preferential unsecured creditors – 100p in the £ - HMRC VAT Payment	6,333.60
N/A	Statutory interest	0.00

6. DISTRIBUTIONS TO SHAREHOLDERS

The following distributions were made to the shareholders:

Date of distribution	[£/p] per share distributed	Total amount distributed (cash)	Total amount distributed (in specie)
22.02.2016	100p/£	131,177.00	N/A

A further, final, distribution to shareholders may be paid following receipt of HMRC clearances to close the Liquidation. However, this depends as to whether statutory interest remains due.

7. COSTS AND EXPENSES

The payments shown on the Receipts and Payments Account at Appendix 2 are in the main self-explanatory.

The Liquidators remuneration was approved by a resolution of the members to be paid as a set amount of £2,000.00 plus VAT and including disbursements. This fee has been paid.

Liquidators' Disbursements

The Liquidators' category 1 disbursements paid are detailed at Appendix 2 and represent the simple reimbursement of actual out of pocket payments made on behalf of the assignment.

Guide to Liquidator's Fees

Members are advised that guidelines regarding professional fees are published by the Association of Business Recovery Professionals ("R3") in a publication titled "Guide to Liquidators Fees", a copy of which can be obtained from <https://www.beaconllp.com/uploads/assets/Guide%20to%20Fees/MVL%20Guide%20to%20Fees.pdf>

8. FURTHER INFORMATION

Members of the Company with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company, or any member with the permission of the court, may request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report.

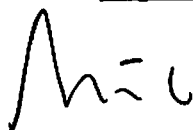
Members of the Company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company, or any member with the permission of the court, may apply to court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred on the grounds that they are excessive or inappropriate, within 8 weeks of receipt of this report.

9. CONCLUSION

The administration of the liquidation will continue in order to finalise the following outstanding matters:

- HMRC clearances to close the Liquidation.
- Final Distribution to be considered depending on whether HMRC insist on statutory interest and there may be a case for funds to be requested from shareholders.
- Closure of the liquidation.

Should you require any further information please contact Liz Coveney on 023 8065 1441 or via email liz@beaconllp.com.



Matthew Fox
For and on behalf of
James Stephen Pretty
Liquidator

STATUTORY INFORMATION

Company

Registered Office:	Spaces, 4500 Parkway, Solent Business Park, Whiteley, Fareham, Hampshire. PO15 7AZ
Former Registered Office:	69 Kilmore Road, London SE23 2SS
Registered Number:	08268513
Previous Company Name:	N/A
Name of Liquidator:	James Stephen Pretty
Address of Liquidator:	Beacon, Spaces, 4500 Parkway, Solent Business Park, Whiteley, Fareham, Hampshire. PO15 7AZ
IP Number:	9065
Date of Appointment as Liquidator:	18 February 2016
Appointed by:	Members
Case Contact Name:	Liz Coveney
Contact Telephone Number:	023 8065 1441
Contact Email Addresses:	liz@beaconllp.com / mfox@beaconllp.com

CPATSolutions Ltd
Members Voluntary Liquidation
Annual Progress Report 2021

Liquidator's Receipts & Payments Account
For the period 18 February 2016 to 17 February 2021

Appendix 2

	Declaration of Solvency	18 February 2016 to 17 February 2017	18 February 2017 to 17 February 2018	18 February 2018 to 17 February 2019	18 February 2019 to 17 February 2020	18 February 2020 to 17 February 2021	Totals
	£	£	£	£	£	£	£
RECEIPTS							
Cash at Bank	206,576.00	163,163.93	-	-	-	-	163,163.93
Bank Interest	-	48.55	6.03	2.07	-	-	56.65
HMRC VAT Refund	-	400.00	-	-	-	-	400.00
		163,612.48	6.03	2.07	0.00	0.00	163,620.58
Total Receipts							163,620.58
PAYMENTS							
<u>Costs of Liquidation:</u>							
Est. Costs of Liquidation	(2,400.00)						
Liquidator's Fee		(1,054.00)	-	-	-	-	(1,054.00)
Liquidator's Bond Fee		(230.00)	-	-	-	-	(230.00)
Statutory Advertising		(216.00)	-	-	-	-	(216.00)
Declaration of Solvency fee		(500.00)	-	-	-	-	(500.00)
Input VAT		(400.00)	-	-	-	-	(400.00)
		(2,400.00)	0.00	0.00	0.00	0.00	(2,400.00)
<u>Creditor Liabilities</u>							
Accrued Expenses	(43,482.00)	-	-	-	-	-	-
HMRC CT	(23,281.00)	(23,281.60)	-	-	-	-	(23,281.60)
HMRC PAYE	(300.00)	(301.78)	-	-	-	-	(301.78)
HMRC VAT	(6,334.00)	-	-	(6,333.60)	-	-	(6,333.60)
		(23,583.36)	0.00	(6,333.60)	0.00	0.00	(29,916.96)
<u>Distributions to Shareholders</u>							
<u>February 2016</u>							
Neil Glover - 50% Shareholder		(65,588.50)	-	-	-	-	(65,588.50)
Gemma Glover - 50% Shareholder		(65,588.50)	-	-	-	-	(65,588.50)
		(131,177.00)	0.00	0.00	0.00	0.00	(131,177.00)
Total Payments							(163,493.96)
BALANCE AT BANK							126.62

CURRENT CHARGE-OUT RATES FOR THE FIRM

Time charging policy

Support staff include cashier, secretarial and administration support.
The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Insolvency Practitioner/Partners	325.00
Directors	300.00
Senior Manager	275.00
Manager	250.00
Assistant Manager	190.00
Senior Administrator	190.00
Administrator	160.00
Junior Administrator	140.00
Secretarial/Administration support staff	80.00

Category 1 and 2 Disbursements

Disbursements are categorised as either Category 1 or Category 2.

Category 1

Category 1 disbursements are clearly identifiable third party costs that are directly attributable to the case. Occasionally these disbursements are paid by Beacon and then recharged to the case, usually when there are insufficient funds within the case to pay the disbursement at the time it falls due. Specific approval from creditors is not required for Category 1 disbursements.

Typical examples of Category 1 disbursements are:

- Postage
- Advertising
- Insurance
- Travel costs
- External room hire
- Document storage

Category 2

Category 2 disbursements are estimated or shared costs which may include some internal recharges from Beacon. It is likely that it is not possible, or too costly, to calculate the exact cost and an estimate is therefore used. These disbursements can be paid from the case if the basis of the charge has been approved by creditors.

Typical examples of Category 2 disbursements are:

- Photocopying
- Internal room hire
- Stationery

It is the policy of Beacon not to charge Category 2 disbursements.

Narrative detail of work undertaken

Narrative detail of work undertaken	Includes
General Description	
Administration and Planning	
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	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
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Creditor reports	Issuing annual progress report to creditors
Member reports	Preparing and issuing annual progress report and general reports to members Responding to members' queries Preparing and issuing proposed final account Preparing and issuing final account
Realisation of Assets	
Cash at Bank	Liaising with the bank to transfer funds and close account
Sale of Business as a Going Concern	Instructing and liaising with agents Preparing an information memorandum Liaising with potential purchasers Agreeing licences to trade/occupy Assessment and review of offers received Negotiating with intended purchaser Liaising with secured creditors and seeking releases Exchanges with solicitors to agree sale and purchase agreement Surrender of lease (where appropriate) Pursuing deferred sale consideration
Plant and Equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords
Freehold/Leasehold Property	Liaising with valuers and agents on marketing strategy and offers received Dealing with tenant issues (if any) Liaising with secured creditors and landlords Agreeing assignment, surrender or disclaiming property
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising reassignment of ledger

Narrative detail of work undertaken	Includes
General Description	
	Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
Leasing	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases if appropriate
Stock	Conducting stock takes Reviewing stock values Liaising with agents and potential purchasers Analysing the value in WIP Contracting with service-providers/suppliers to complete WIP
Retention of Title Claims	Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers and correspondence to claimant to accompany payment of claim (if valid) Exchanges with solicitors in deciding claims and dealing with disputes
Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, Insurance claims	Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
Creditors	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator Finalising pre appointment tax position Obtaining tax clearance
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 Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims
Dividend procedures	Agreeing allocation of realisations and costs between fixed and floating charges

Narrative detail of work undertaken	Includes
General Description	
	<p>Paying distribution to secured creditors and seeking confirmation of discharged claims</p> <p>Preparation of correspondence to creditors advising of intention to declare distribution</p> <p>Advertisement of notice of proposed distribution</p> <p>Preparation of distribution calculation</p> <p>Preparation of correspondence to creditors announcing declaration of distribution</p> <p>Preparation of cheques/BACS to pay distribution</p> <p>Preparation of correspondence to creditors enclosing payment of distribution</p> <p>Seeking unique tax reference from HMRC, submitting information on PAYE/Ni deductions from employee distributions and paying over to HMRC</p> <p>Dealing with unclaimed dividends</p> <p>Payment of statutory interest to all creditors</p>
Distributions to Members	
Dividend procedures	<p>Preparation of distribution calculation</p> <p>Preparation of correspondence to members announcing declaration of dividend</p> <p>Preparation of cheques/BACS to pay dividend</p> <p>Preparation of correspondence to members enclosing payment of dividend</p> <p>Seeking unique tax reference from HMRC, submitting information on PAYE/Ni deductions from employee distributions and paying over to HMRC</p> <p>Dealing with unclaimed dividends</p>
Distribution in specie	<p>If this involves property, then a lawyer will be instructed</p> <p>A valuation of the property will need to be obtained</p> <p>TR1 document will need to be signed</p> <p>Documents will need to be filed at the land registry</p> <p>Notification of the distribution in specie will need to be sent to members</p> <p>Calculation of the cash equivalent amount to be distributed to other members not participating in the distribution in specie</p>