

In accordance with
• Rule 5.10 of the
Insolvency (England &
Wales) Rules 2016 &
Section 94(3) of the
Insolvency Act 1986.

LIQ13

Notice of final account prior to dissolution in MVL



Companies House

SATURDAY



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10/02/2018

#170

COMPANIES HOUSE

For more information, please
visit our guidance at
[companieshouse.gov.uk](https://www.companieshouse.gov.uk)

1 Company details

Company number 08393380

Company name in full TATOC Consumer Helpline

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

2 Liquidator's name

Full forename(s) Jon

Surname Mitchell

3 Liquidator's address

Building name/number 26-28 Southernhay East

Street Exeter

Post town Devon

County/Region

Postcode EX1 1NS

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

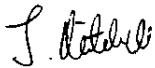
Postcode

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	
	<input checked="" type="checkbox"/> 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 <div style="display: flex; justify-content: space-between; align-items: center;"> X  X </div>	
Signature date	<div style="display: flex; justify-content: space-between;"> <div> <div><small>d</small></div> <div>0</div> </div> <div> <div><small>d</small></div> <div>8</div> </div> <div> <div><small>m</small></div> <div>0</div> </div> <div> <div><small>m</small></div> <div>2</div> </div> <div> <div><small>y</small></div> <div>2</div> </div> <div> <div><small>y</small></div> <div>0</div> </div> <div> <div><small>y</small></div> <div>1</div> </div> <div> <div><small>y</small></div> <div>8</div> </div> </div>	

LIQ13

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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

Jon Mitchell

Company name

Thomas Westcott Business Recovery LLP

Address

26-28 Southernhay East

Exeter

Post town

Devon

County/Region

Postcode

E X 1 1 N S

Country

DX

Telephone

01392 288555



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

**TATOC Consumer Helpline
(In Liquidation)
Liquidator's Summary of Receipts & Payments**

Declaration of Solvency £		From 29/06/2017 To 08/02/2018 £	From 29/06/2017 To 08/02/2018 £
	ASSET REALISATIONS		
16,768.34	Cash at Bank	16,660.34	16,660.34
		<u>16,660.34</u>	<u>16,660.34</u>
	COST OF REALISATIONS		
	Preparation of Dec of Sol	1,000.00	1,000.00
	Liquidator's Fees	3,700.00	3,700.00
	Category 1 disbursements	24.00	24.00
	Legal Fees	2,500.00	2,500.00
	VAT	240.00	240.00
	Statutory Advertising	238.50	238.50
		<u>(7,702.50)</u>	<u>(7,702.50)</u>
	UNSECURED CREDITORS		
(2,500.00)	Accruals/Creditors	2,310.00	2,310.00
(200.00)	Directors Expenses	40.50	40.50
		<u>(2,350.50)</u>	<u>(2,350.50)</u>
	DISTRIBUTIONS		
	Citizens Advice Bureau	6,607.34	6,607.34
		<u>(6,607.34)</u>	<u>(6,607.34)</u>
<u>14,068.34</u>		<u>NIL</u>	<u>NIL</u>
	REPRESENTED BY		
			<u>NIL</u>

**TATOC Consumer Helpline
(In Members' Voluntary Liquidation)**

Final Account

Thomas Westcott Business Recovery LLP
26-28 Southernhay East
Exeter
Devon
EX1 1NS
Tel: 01392 288555
E-mail: insolvency@thomaswestcottbri.co.uk

FINAL ACCOUNT

CONTENTS

1. Executive Summary
2. Introduction
3. Administration and Planning (including statutory reporting)
4. Asset Realisations
5. Creditors' Claims
6. Distributions to Shareholders
7. Costs and Expenses
8. Further Information
9. Conclusion

APPENDICES

1. Receipts and Payments Account for the period for the period from 29 June 2017 to 08 February 2018
2. Narrative detail of work undertaken
3. Summary of current Charge-out Rates

1. EXECUTIVE SUMMARY

This Final Account summarises the winding-up as a whole ("the Review Period").

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

Realisations

Realisation	Estimated to realise per Declaration of Solvency	Total realisations
Cash at Bank	16,768.34	16,660.34

Expenses

Expense	Total expense incurred	Total payments made
Preparation of Dec of Solv	1,000	1,000
Liquidator's fees	3,700	3,700
Legal Fee's	2,500	2,500
Category 1 disbursements	24.00	24.00
Statutory advertising	238.50	238.50

Distributions

Class	Distribution	Total paid
Unsecured creditors	100p	2,350.50

2. INTRODUCTION

Jon Mitchell of Thomas Westcott Business Recovery LLP, 26-28 Southernhay East, Exeter, EX1 1NS was appointed Liquidator of TATOC Consumer Helpline ("the Company") on 29 June 2017.

The purpose of this Final Account is to summarise the winding-up as a whole and to put members on notice of the Liquidator's intention to seek release from office. The Final Account details the acts and dealing of the Liquidator and it should be read in conjunction with previous correspondence to members.

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 2.

4. ASSET REALISATIONS

My Receipts and Payments Account for the whole period of the winding-up is attached at Appendix 1.

I have detailed below key information about asset realisations, however more detailed narrative about the work undertaken may be found at Appendix 2.

According to the Declaration of Solvency lodged in these proceedings, the assets of the Company had an estimated value of £16,768.34 which comprised principally of Cash at Bank.

Cash at Bank

The Company's bank account was closed and the closing balance (after charges) of £16,660.34 was transferred to the Liquidation account.

5. CREDITORS

I have had to carry out key tasks which are detailed at Appendix 2.

Secured Creditor

The Company had no secured creditors.

Unsecured creditors

Ordinary unsecured claims were estimated in the Declaration of Solvency to total £2,350.50.

All known creditors were invited to submit claims and advertisements for claims were placed in the London Gazette.

Creditors of £2,350.50 have been agreed and settled.

The following payments were made to creditors:

Date of payment	Class of creditor / payment	Total amount paid
11/7/2017	Non-preferential unsecured creditors – 100p in the £	40.50
24/7/2017	Non-preferential unsecured creditors – 100p in the £	2,310

A further claim for £12,166.90 was received from the Liquidators of Timeshare Association (Timeshare Owners and Committees). The claim was discussed with the Trustees of the Charity. It was agreed that the claim was not valid and the Liquidator formally rejected it against TATOC Consumer Helpline. No challenge to this adjudication was received.

6. DISTRIBUTIONS TO SHAREHOLDERS

There were no distributions to shareholders made. Instead, the shareholders passed a resolution authorising remaining funds to be distributed to a similar charity, in accordance with the Company's Articles. A sum of £6,607.34 has been paid to the Citizens Advice Bureau in Manchester.

7. COSTS AND EXPENSES

The payments shown on the Receipts and Payments Account at Appendix 1 are in the main self-explanatory.

Pre-Appointment Costs

Fixed fee agreed with the Directors and ratified by members.

The members authorised the fee of £1,000 + VAT for assisting the directors in placing the Company into Liquidation and with preparing the Declaration of Solvency on 27 June 2017.

Liquidator's Remuneration

The Liquidator's remuneration was approved by a resolution of the members to be paid as a set amount of £2,500. An increase of £1,200 was later approved due to increased work which the Liquidator had to undertake. This fee has been paid.

Liquidator's Disbursements

In this case the following disbursements have been incurred and met by Thomas Westcott Business Recovery LLP, and have been reimbursed where indicated:

Nature of disbursement	Amount incurred this period	Total amount incurred to date	Total Amount reimbursed	Amount not reimbursed
	£	£	£	£
<u>Category 1</u>				
Specific Bond	24	24	24	Nil

No Category 2 disbursements have been incurred or drawn in this case.

A copy of 'A Members Guide to Liquidators' Fees' may be found at <http://www.thomaswestcottbri.co.uk/fee-guide>. A hard copy of the Members' Guide may be obtained on request

Other professional Costs

Solicitors

Kitsons were instructed as legal advisors in relation to drafting and completing an assignment of intellectual property rights. Their costs were agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The solicitors' fees amount to £2,500 and they have been paid in full.

8. CONCLUSION

The delivery of this final account to members and to the Registrar of Companies concludes the administration of this winding up.

Should you have any queries regarding this matter, or the contents of this report, please do not hesitate to contact this office.



J L Mitchell
Liquidator

**TATOC Consumer Helpline
(In Liquidation)
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DISTRIBUTIONS			
	Citizens Advice Bureau	6,607.34	6,607.34
		(6,607.34)	(6,607.34)
14,068.34		NIL	NIL
REPRESENTED BY			NIL

Appendix 2

Narrative detail of work undertaken for TATOC Consumer Helpline

General Description	Includes
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
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	Correspondence with Bank Receipt of payment into client account
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

General Description	Includes
	Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims
Dividend procedures	<p>Agreeing allocation of realisations and costs between fixed and floating charges</p> <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/Nl 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	
Distribution to similar charity	<p>Preparation of correspondence to members regarding resolution</p> <p>Correspondence with members to confirm chosen charity</p> <p>Drafting and passing of resolution</p> <p>Notification of distribution sent to members</p> <p>Preparation of correspondence with chosen charity enclosing cheque</p>

Appendix 3

Thomas Westcott Business Recovery LLP

Information to Creditors

Charge out rates and policy regarding the recharge of Disbursements

Charge out Rates (£ per hour)	Business Recovery & Insolvency Staff	Other Staff
Insolvency Practitioner	£235	-
Tax/Audit Partner	-	£120 - £237
Senior Manager	£190	£106 - £170
Manager	£160	£90 - £142
Other Senior Professionals	£120	£75 - £100
Support Staff	£60 - £80	£40 - £75

Most of the work on the assignment will be undertaken by specialist staff in the Business Recovery & Insolvency department, but some tasks will be performed by other staff in the General Practice, Corporate Finance, Taxation, Payroll and Administration departments where appropriate, which will be charged out at their normal rates.

Time is usually charged in units of 0.1 hour (i.e. 6 minutes) but the minimum unit of time that may be recorded is 0.017 of an hour (1 minute).

Fixed Fees

Where fixed fees have been quoted, the above charge out rates are for reference purposes only.

Category 1 Disbursements

These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the office holder or his or her staff.

Category 1 disbursements can be drawn without prior approval, although an office holder should be prepared to disclose information about them in the same way as any other expenses.

Category 2 Disbursements

These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage.

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration. When seeking approval, an office holder should explain, for each category of expense, the basis on which the charge is being made.

(effective 12 June 2017)