

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A7967DQ9

A07

30/06/2018

#297

COMPANIES HOUSE

1 Company details

Company number 0 8 5 1 2 7 4 4

Company name in full Contractor Payroll Solutions Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Jeffrey Mark

Surname Brenner

3 Liquidator's address

Building name/number Concorde House

Street Grenville Place

Post town Mill Hill

County/Region London

Postcode N W 7 3 S A

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

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6 Period of progress report

From date	^d 0	^d 5	^m 0	^m 6	^y 2	^y 0	^y 1	^y 7
To date	^d 0	^d 4	^m 0	^m 6	^y 2	^y 0	^y 1	^y 8

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X

JH R

X

Signature date

^d 2	^d 9	^m 0	^m 6	^y 2	^y 0	^y 1	^y 8
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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 **Zuzana Jedlicakova**Company name **B&C Associates Limited**Address **Concorde House****Grenville Place**Post town **Mill Hill**County/Region **London**Postcode **N W 7 3 S A**

Country

DX

Telephone **020 8906 7730****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.

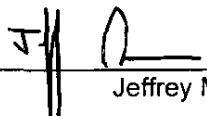
**Further information**

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

Contractor Payroll Solutions Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 05/06/2017 To 04/06/2018 £	From 05/06/2017 To 04/06/2018 £
	ASSET REALISATIONS		
1,000.00	Computer Equipment	3,000.00	3,000.00
800.00	Cash at Bank	800.81	800.81
	Bank Interest Gross	1.48	1.48
		3,802.29	3,802.29
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	2,200.00	2,200.00
		(2,200.00)	(2,200.00)
	UNSECURED CREDITORS		
(4,860.00)	Aspire Business Partnership LLP	NIL	NIL
(12,000.00)	HM Revenue & Customs PAYE & NI	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(15,061.00)		1,602.29	1,602.29
	REPRESENTED BY		
	Vat Receivable		440.00
	Bank 1 Current Account		1,762.29
	Vat Payable		(600.00)
			1,602.29


 Jeffrey Mark Brenner
 Liquidator

Liquidator's Annual Progress Report to Creditors & Members

**Contractor Payroll Solutions Limited
- In Liquidation**

Date of Report – 29 June 2018

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- 5** Creditors' Rights
- 6** Next Report

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- A** Receipts and Payments Account for the Period from 5 June 2017 to 4 June 2018
- B** Additional information in relation to Liquidator's Fees, Expenses & Disbursements

1 Introduction and Statutory Information

- 1.1 I, Jeffrey Mark Brenner of B&C Associates Limited, Concorde House, Grenville Place, Mill Hill, London, NW7 3SA, was appointed as Liquidator of Contractor Payroll Solutions Limited (**the Company**) on 5 June 2017. This progress report covers the period from 5 June 2017 to 4 June 2018 (**the Period**) and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 Information about the way that we will use, and store personal data on insolvency appointments can be found in the attached Privacy Notice.
- 1.3 The principal trading address of the Company was 37 Station Road, Harleston, Norfolk, IP20 9ES.
- 1.4 The registered office of the Company has been changed to C/o B&C Associates Limited, Concorde House, Grenville Place, Mill Hill, London, NW7 3SA and its registered number is 08512744.

2 Progress of the Liquidation

- 2.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period.
- 2.2 At Appendix A is my Receipts and Payments Account for the Period.
- 2.3 The time spent on this case relates to the following matters:
 - (i) Attending to correspondence and telephone calls with creditors
 - (ii) Recording and acknowledging creditors claims
 - (iii) Attending to correspondence and telephone call with Employees
 - (iv) Investigation into the affairs of the company
 - (v) Preparation and submission of Statutory report to the Secretary of State
 - (vi) Obtaining bonding and completing bond reviews to enable the Liquidator to continue to act
 - (vii) Updating the Insolvency Practitioners System
 - (viii) Review and Statutory compliance which includes submissions to Companies House
 - (ix) Dealing with the sale of Company's assets
 - (x) Liaising with valuation agents
 - (xi) Disclaiming any interest in the Company's lease
 - (xii) Correspondence with the bank in regard to obtaining any remaining funds
 - (xiii) Liaising with HM Revenue & Customs (**HMRC**) and dealing with their enquiries

Administration (including statutory compliance & reporting)

- 2.4 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to creditors in my initial fees estimate/information.
- 2.5 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidator.
- 2.6 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

Realisation of Assets

- 2.7 Computer Equipment
- 2.8 The Statement of Affairs (**SoA**) showed Computer Equipment with a book value of £9,826 and estimated to realise value of £1,000. The assets were sold to a connected company Contractor Bias Limited for the sum of £3,000 plus VAT. Further details of the sale can be found at paragraph 2.22 and 2.23 below.
- 2.9 Cash at Bank
- The sum of £800.81 was received from the company's bank account.
- 2.10 Bank Interest Gross
- The sum of £1.48 was received on funds held in the Liquidation current account.
- 2.11 It is considered that the work the Liquidator and his staff have undertaken to date may bring a financial benefit to creditors. This may be a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3rd party security, result in a distribution to the preferential and unsecured creditors of the Company.

Creditors (claims and distributions)

- 2.12 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. A Liquidator is not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.13 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.14 The above work will not necessarily bring any financial benefit to creditors generally, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.

2.15 I consider the following matters worth noting in my report to creditors at this stage:

- There have been 3 unsecured creditors' claims received in this case. There were 2 creditors listed on the SoA with a value per the directors SoA with a total value of £13,860.
- There are no secured creditors.
- No preferential claims have been received.

Investigations

2.16 Some of the work the Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (CDDA 1986) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.

2.17 I can confirm that I have submitted a report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.

2.18 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account any information provided by creditors. My investigations have not revealed any issues requiring further report or any further potential recoveries which could be pursued for the benefit of creditors.

2.19 HMRC have made a number of enquiries in relation to the Company's affairs which are being progressed by the Liquidator.

Matters still to be dealt with

2.20 The Liquidator's investigations in respect of the Company's affairs are ongoing.

Connected Party Transactions

2.21 In accordance with Statement of Insolvency Practice 13, I would advise you that the following assets were sold to a company with a common former director during the period covered by this report:

Date of transaction	Assets involved in the transaction	Consideration paid	Buyer	Relationship
28 June 2017	The sale of the Company's office and computer equipment	£3,000 plus VAT received on 17 August 2017	Contractor Bias Limited	Common former director

I am unaware whether the purchaser was independently advised.

2.22 There was no other unconnected interested party in the assets and the only other option was to remove and sell the assets by public auction which would have realised very little after auctioneer and removal costs. The assets were of little value to an unconnected party and were sold to the above connected party to reach the maximum value achievable for the benefit of the creditors.

3 Creditors

Secured Creditors

- 3.1 There are no secured creditors.

Preferential Creditors

- 3.2 No preferential claims have been received.

Unsecured Creditors

- 3.3 I have received claims totalling £191,627.15 from 3 creditors. There were 2 claims listed on the estimated SoA totalling £16,860. HMRC was listed on the SoA at £12,000 and subsequently submitted a claim for £186,558.84.
- 3.4 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part), which only applies to charges created after 15 September 2003.
- 3.5 I would confirm that it is anticipated there will be insufficient funds realised after defraying the expenses of the liquidation to pay a dividend to unsecured creditors.

4 Liquidator's Remuneration

- 4.1 The Creditors approved that the Liquidator's remuneration be agreed on the bases of a fixed fee and percentage of realisations. The fixed fee is to be set at £9,000. The liquidator be authorised to draw remuneration on account of costs incurred as and when funds permit. My fees information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.
- 4.2 To date, the Liquidator has not drawn any remuneration.
- 4.3 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from www.icaew.com/en/technical/insolvency/creditors-guides.
- 4.4 Attached as Appendix B is additional information in relation to the Liquidator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

5 Creditors' Rights

- 5.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.
- 5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

6 Next Report

- 6.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 6.2 Should you have any queries in relation to the contents of this report please contact Zuzana Jedlicakova of this office on 020 8906 7730 or by email at zuzana@bcassociates.uk.com.

A handwritten signature in black ink, consisting of a stylized 'J' followed by a horizontal line and a small loop.

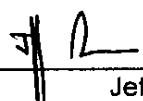
**J M BRENNER
LIQUIDATOR**

APPENDIX A

RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD

Contractor Payroll Solutions Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 05/06/2017 To 04/06/2018 £	From 05/06/2017 To 04/06/2018 £
	ASSET REALISATIONS		
1,000.00	Computer Equipment	3,000.00	3,000.00
800.00	Cash at Bank	800.81	800.81
	Bank Interest Gross	1.48	1.48
		<u>3,802.29</u>	<u>3,802.29</u>
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	2,200.00	2,200.00
		<u>(2,200.00)</u>	<u>(2,200.00)</u>
	UNSECURED CREDITORS		
(4,860.00)	Aspire Business Partnership LLP	NIL	NIL
(12,000.00)	HM Revenue & Customs PAYE & NI	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(15,061.00)</u>		<u>1,602.29</u>	<u>1,602.29</u>
	REPRESENTED BY		
	Vat Receivable		440.00
	Bank 1 Current Account		1,762.29
	Vat Payable		(600.00)
			<u>1,602.29</u>



 Jeffrey Mark Brenner
 Liquidator

APPENDIX B

ADDITIONAL INFORMATION IN RELATION TO THE LIQUIDATOR'S FEES, EXPENSES & DISBURSEMENTS

Staff Allocation and the Use of Sub-Contractors

The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a Partner and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.

On this case we are proposing to use the services of the following sub-contractors

Professional Advisors

On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Professional Advisors	
Gateley plc (legal advice)	Hourly rate and disbursements
C&K Recoveries Limited (valuation and disposal advice)	Hourly rate and disbursements

Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

Liquidator's Expenses & Disbursements

The estimate of expenses (including disbursements) which were anticipated at the outset of the liquidation was provided to creditors when the basis of my fees were approved, a copy of which is set out below:

	Estimated cost £
Category 1 disbursements	
Agent's costs	500.00
Statutory Advertising	291.00
Specific penalty bond	120.00
External Storage of books and records	200.00
Companies House Searches	10.00
Category 2 disbursements	
Internal Meeting Rooms	50.00
Initial Case set up costs	10.00
IPS Accounting System charge	15.00
Telephone	10.00
Circularisation to creditors and others	500.00
Business Mileage	200.00
Letters & Faxes	150.00

Current position of Liquidator's expenses

An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

	Paid in the period covered by this report	Incurred but not paid to date £	Total anticipated cost £
Category 1 disbursements			
Statutory Advertising	-	144.50	291.00
Specific penalty bond	-	90.00	120.00
External Storage of books and records	-	-	200.00
Companies House Searches	-	-	10.00
Category 2 disbursements			
Internal Meeting Rooms	-	-	50.00
Initial Case set up costs	-	-	10.00
IPS Accounting System charge	-	-	15.00
Telephone	-	-	10.00
Circularisation to creditors and others	-	-	500.00
Business Mileage	-	-	200.00
Letters & Faxes	-	-	150.00
Total	-	234.50	1,556.00

No legal fees had been envisaged at the outset of the liquidation and no legal fees have been paid to date. However, solicitors have been instructed but the level of the costs is unknown at this stage.

Agent's costs are higher than expected and include charges for attending premises for valuation purposes, re-attending the premises and negotiating with the purchaser.

Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.

Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

Privacy Notice

Use of personal information

We process personal information to enable us to carry out our work as insolvency practitioners which includes processing data that was held by companies/individuals before our appointment together with data collected during an insolvency procedure or a fixed charge receivership. Our legal obligation to process personal data arises from work we are required to carry out under insolvency and other related legislation.

Insolvency practitioners are Data Controllers of personal data in so far as defined by data protection legislation. B & C Associates Limited will act as Data Processor on their instructions about personal data in relation to an insolvency procedure or fixed charge receivership.

Personal data will be kept secure and processed only for matters relating to the insolvency procedure being dealt with.

The data we may process

The personal data insolvency practitioners may process in most cases will be basic details that may identify an individual and will typically be sufficient to allow us to carry out our work as insolvency practitioners, for example, dealing with the claims of individuals who are owed monies by the companies/individuals over whom we have been appointed.

However, insolvency practitioners may be appointed over entities that process personal data that is considered more sensitive, for example health records and this sensitive data will usually have been created before our appointment. Although we will take appropriate steps to safeguard sensitive data (or to destroy it where it is appropriate to do so), subject to limited exceptions, for example, where we identify previous conduct and/or action that requires further investigation, we will not be processing sensitive data.

Sharing information

We may share personal data with third parties where we are under a legal or regulatory duty to do so, or it is necessary for the purposes of undertaking our work as insolvency practitioners. We may also share personal data to lawfully assist the police or other law enforcement agencies with the prevention and detection of crime, where disclosure is necessary to protect the safety or security of any persons and/or otherwise as permitted by the law.

How long will we hold it?

Personal data will be retained for as long as any legislative or regulatory requirement requires us to hold it. Typically, this may be up to 6 years after which it will be destroyed.

What are your rights?

You have the right to receive the information contained in this document about how your personal data may be processed by us.

You also have the right to know that we may be processing your personal data and, in most circumstances, to have information about the personal data of yours that we hold, and you can ask for certain other details such as what purpose we may process your data for and how long we will hold it.

Individuals have the right to request that incorrect or incomplete data is corrected and in certain circumstances, you may request that we erase any personal data on you which may be held or processed as part of our work as insolvency practitioners. If you have any complaints about how we handle your personal data, please contact Jeffrey Brenner via jeff@bcassociates.uk.com so we can resolve the issue, where possible. You also have the right to lodge a complaint about any use of your information with the Information Commissioners Office (ICO), the UK data protection regulator.