

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 9 9 4 1 3 3 2
Company name in full SK Kitchens & Bathrooms Ltd

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

2 Liquidator's name

Full forename(s) Nicola
Surname Baker

3 Liquidator's address

Building name/number 3 Merchant's Quay
Street Ashley Lane
Post town Shipley
County/Region
Postcode B D 1 7 7 D B
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.

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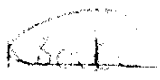
6 Period of progress report

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

7 Progress report

<input type="checkbox"/> The progress report is attached	
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8 Sign and date

Liquidator's signature	<div>Signature</div> <div>  </div>	
Signature date	^d 1 ^d 4 ^m 0 ^m 9 ^y 2 ^y 0 ^y 2 ^y 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 **Ivan Mckenzie**

Company name **Rushtons Insolvency Limited**

Address **3 Merchants Quay**

Ashley Lane

Post town **Shipley**

County/Region

Postcode **B D 1 7 7 D B**

Country

DX

Telephone **01274 598 585**



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

**SK Kitchens & Bathrooms Ltd (“the Company”) – In
Creditors Voluntary Liquidation**

**Liquidator’s Progress Report for the period from
8 August 2020 to 7 August 2021**

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4. Assets which remain to be realised
5. Investigations
6. Remuneration and expenses
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8. Creditors' Rights
9. Conclusion

APPENDICES

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| Appendix B | Time costs analysis for the Period 8 August 2020 to 7 August 2021 and for the cumulative Period 8 August 2019 to 7 August 2021, together with the Liquidator's expense policy and charge out rates |
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1. STATUTORY INFORMATION

Name of Company: SK Kitchens & Bathrooms Ltd

Trading name(s): n/a

Date of Incorporation: 7 January 2016

Company registered number: 09941332

Company registered office: 3 Merchant's Quay, Ashley Lane, Shipley BD17 7DB

Company's Directors:

	Date appointed	Date resigned	Shares held
Director(s)			
Daniel Beck	07/01/2016	-	1
Russell Andrew Beck	07/01/2016	-	1
Daniel Brice	07/01/2016	-	1

2. THE LIQUIDATOR

Name of Liquidator: Nicola Baker (15852), Licensed Insolvency Practitioner of Rushtons Insolvency Limited replaced Raymond Stuart Cloughton as Liquidator of the Company on 25 November 2019 following the making of a Block Transfer Order

Date of appointment: 8 August 2019

Liquidator's contact details: Ivan McKenzie
01274 598 585
imckenzie@rushtonsifs.co.uk

3. PROGRESS DURING THE PERIOD AND RECEIPTS AND PAYMENTS

Attached at Appendix A is a copy of my Receipts and Payments account for the Period since the date of my appointment. The progress and movement on the account is explained as follows:

Administration

An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work that was anticipated would need to be done in this area was outlined to creditors in the initial fees estimate.

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 Liquidators.

As noted in my initial fees estimate, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

Asset Realisations

There were no further realisations during the reporting Period.

Bank Interest Gross

Gross Bank Interest of 26p has been received in the reporting Period and during the cumulative Period

Costs of Realisations

Accountancy Fees

Within the reporting Period, I have paid H & M Limited £500 plus VAT for their assistance with the preparation of the Statement of Affairs.

Agents/ Valuers Fees

Michael Steel & Co (Plant and Machinery) Limited have been paid £500 plus VAT for their assistance in preparing a schedule of Company assets and their valuation advice regarding the sale of Company assets.

Statutory Advertising

Rushtons Insolvency Limited have recharged £315 plus VAT in respect of Statutory Advertising costs incurred and paid to Courts Advertising Limited shortly after my appointment as Liquidator.

Creditors (claims and distributions)

Further information on the anticipated outcome for creditors in this case can be found at section 7 of this report. The 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, however I can confirm that I have not received any secured or preferential creditor claims in this case.

The above work dealing with unsecured creditor claims will not necessarily bring any financial benefit to creditors generally, however the Liquidator is required by statute to undertake this work.

I do not consider any additional matters worth noting in my report to creditors at this stage, that will impact the overall outcome.

4. ASSETS WHICH REMAIN TO BE REALISED

I am not aware of any additional assets to be realised.

5. INVESTIGATIONS

A Liquidator is required to carry out work which complies with the requirements of the Company Directors Disqualification Act 1986. Whilst this work may not necessarily bring about any financial benefit to the creditors (unless potential recoveries are identified) I must carry it out.

In accordance with Statement of Insolvency Practice 2 - Investigations by Officeholders in Administration and Insolvent Liquidations - I have conducted an initial review of the Company's records and completed the online questionnaire regarding the conduct of the Directors to the Department for Business, Energy and Industrial Strategy (DBEIS), as provided by them. The submission and the outcome thereof is confidential and cannot be disclosed to you in this report.

My investigations are complete with regard to this Company.

6. REMUNERATION AND EXPENSES

Statement of Affairs Costs

My Statement of Affairs fee in the sum of £5,500 plus VAT and expenses, out of which £500 was to be paid to H & M for their assistance with the preparation of the Statement of Affairs, was approved via correspondence on 28 August 2019.

I can confirm that £500 has been paid in full to H & M, however the balance remains outstanding.

Liquidator's Remuneration and Expenses

The Creditors also approved that the basis of the Liquidator's remuneration be fixed by reference to time properly given by the Liquidator and her staff in attending to matters arising during the course of the Winding-Up, with authority to draw fees on account, limited to £17,260.

My time costs for the reporting Period are £2,903. This represents 15.00 hours at an average charge out rate of £193.53 per hour.

My time costs for the cumulative Period of the Liquidation are £4,551. This represents 23.60 hours at an average charge out rate of £192.84 per hour.

Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the liquidation. No fees have been drawn on account during the course of the liquidation and the balance of time remains outstanding.

I do not anticipate exceeding the fee estimate previously circulated to the Company's creditors.

Attached as Appendix B is additional information in relation to the Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

It should be noted that this firm's charge out rates were amended with effect from 1 April 2021. The new charging policy is enclosed within Appendix B.

Creditors' Rights

A copy of 'A Creditors' Guide To Liquidator's Fees' is available on request or can be downloaded from <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>.

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 prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
Statutory advertising	-	315.00	-	315.00
Specific penalty bond	-	-	61.60	61.60
Category 2 disbursements	-	-	-	-
None charged	-	-	-	-
TOTAL	-	315.00	61.60	376.60

7. ESTIMATED OUTCOME FOR CREDITORS / DISTRIBUTIONS

Secured Creditor(s)

There have been no charges registered against the Company with the Registrar of Companies.

Preferential Creditors

The Directors' Statement of Affairs estimated that Preferential creditors were owed £3,600. I can however confirm that I have not received any preferential creditor claims in the Liquidation to date.

I do not anticipate that any funds will become available for the benefit of the Company's Preferential creditors.

Unsecured Creditors and Prescribed Part

No floating charges were granted to secured creditors by the Company. Accordingly, there was no requirement under s176A of the Insolvency Act 1986 to create a fund out of the Company's net floating charge property for unsecured creditors, known as the Prescribed Part.

I have received claims totalling £2,090.42 from 3 Creditors, I have yet to receive claims from 8 creditors whose debts total £35,352 as per the Company's Statement of Affairs.

Notice of No Dividend

Notice is given under Rule 14.36 of the Insolvency (England and Wales) Rules 2016 to the creditors of the Company that no dividend will be declared to unsecured creditors.

A dividend will not be declared to unsecured creditors as the funds realised will be allocated for paying the expenses of the Liquidation.

8. CREDITORS' RIGHTS

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 her remuneration or expenses (other than pre-Liquidation costs) which have been itemised in this progress report.

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.

9. CONCLUSION

It is my intention to ascertain the position with the Company's pension and subsequently make arrangements to close the scheme.

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.

Yours faithfully



Nicola Baker
Liquidator

Nicola Baker is authorised to act as an Insolvency Practitioner in the UK by the Insolvency Practitioners Association under office holder number 15852

Enc.

Appendix A

**Receipts and Payments Account for the Period 8 August 2020 to 7 August 2021
and for the cumulative Period 8 August 2019 to 7 August 2021.**

SK Kitchens & Bathrooms Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 08/08/2020 To 07/08/2021 £	From 08/08/2019 To 07/08/2021 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.26	0.26
	Book Debts	NIL	3,600.00
40.00	Fixtures, Fittings & Equipment	NIL	NIL
1,400.00	Motor Vehicles	NIL	NIL
1,100.00	Plant & Machinery	NIL	NIL
2,000.00	Stock/Displays	NIL	NIL
		0.26	3,600.26
	COST OF REALISATIONS		
	Agents/Valuers Fees	500.00	500.00
	Assistance with S of A	500.00	500.00
	Statutory Advertising	315.00	315.00
		(1,315.00)	(1,315.00)
(3,600.00)	PREFERENTIAL CREDITORS		
	RPS Arrears & Holiday Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(1,000.00)	Directors	NIL	NIL
(2,700.00)	HMRC	NIL	NIL
(9,000.00)	RPO Non-Pref	NIL	NIL
(22,653.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(3.00)	3 Ordinary Shareholders of £1 each	NIL	NIL
		NIL	NIL
(34,416.00)		(1,314.74)	2,285.26
	REPRESENTED BY		
	Bank 1 Current		2,285.26
			2,285.26



Nicola Baker
Liquidator

Appendix B

Time costs analysis for the Period 8 August 2020 to 7 August 2021 and for the cumulative Period 8 August 2019 to 7 August 2021, together with the Liquidator's expense policy and charge out rates

Time Entry - SIP9 Time & Cost Summary

SKKITCH - SK Kitchens & Bathrooms Ltd
 All Post Appointment Project Codes
 From: 08/08/2020 To: 07/08/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Cashiering	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.10	5.60	3.10	0.50	2.40	11.70	2,203.00	188.29
Annual & Variation Reports	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.50	2.50	0.00	0.00	0.00	3.00	640.00	213.33
Creditors & Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.30	0.00	0.00	0.00	0.30	60.00	200.00
Statutory Compliance	0.00	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	0.00
Unanalysed Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.60	8.40	3.10	0.50	2.40	15.00	2,903.00	193.53
Total Fees Claimed								
Total Disbursements Claimed							0.00	0.00

Time Entry - SIP9 Time & Cost Summary

SKKITCH - SK Kitchens & Bathrooms Ltd
 All Post Appointment Project Codes
 From: 08/08/2019 To: 07/08/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Cashiering	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.20	7.60	3.10	0.70	2.70	15.30	2,881.00	188.30
Annual & Variation Reports	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.50	2.50	0.00	0.00	0.00	3.00	640.00	213.33
Creditors & Claims	2.50	1.50	0.00	0.00	0.00	4.00	770.00	192.50
General Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	1.00	0.30	0.00	0.00	0.00	1.30	260.00	200.00
Statutory Compliance	0.00	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	0.00
Unanalysed Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	5.20	11.90	3.10	0.70	2.70	23.60	4,551.00	192.84
Total Fees Claimed							0.00	
Total Disbursements Claimed							0.00	

RUSHTONS INSOLVENCY LIMITED – EXPENSES AND FEE POLICY – SIP 9**EFFECTIVE FROM 1 APRIL 2021****Expenses**

Expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

- Category 1 expenses: These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval.
- Category 2 expenses: These are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

Time Cost Analysis & Explanation of Work Undertaken

<u>Category</u>	<u>Examples of Work</u>
Administration & Planning	Case planning, reviewing, administrative set up, appointment notification, maintenance of statutory records, statutory reporting and compliance
Realisation of Assets	Identify, locating, realising and insuring Company assets. Dealing with charged and past secured assets and verifying security documentation
Trading	Employee issues, instructing experts and agents, accounting, management operations
Investigations	Statutory duties, SIP 2 review, SIP 4 & CDDA reports, antecedent transactions and viable matters brought to our attention
Creditors	Communicating with creditors, (secured, preferential and unsecured) creditor claims, adjudication on claims, dealing with preferential creditors (employees) and dividends
Reporting	Reports and circulars to Creditors
Case specific matters	The nature of insolvency work means not every case is the same and may produce unique work requirements not covered above

Rushtons Insolvency Limited Current Hourly Charge Out Rates plus VAT

Director/Office Holder	£300
Consultant	£250
Senior Manager	£250
Manager	£200
Administrator	£120
Cashiering	£120

APPENDIX B

Explanation of the Liquidator's Charging and Expense Recovery Policies

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 Director / Office Holder, a Manager, 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.

Professional Advisors and 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.

Name of Professional Advisor	Basis of Fee Arrangement	Cost to date (£)
Michael Steel & Co (Plant and Machinery) Limited (valuation advice)	Hourly rate and disbursements	500.00

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.

Sub-Contractors

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

Service (s)	Provider	Basis of fee arrangement	Cost to date (£)
Accountancy services	H&M Ltd	Time costs	500.00

Liquidator's Expenses

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate.

With effect from 1 April 2021, following a change to Statement of Insolvency Practice 9 'Payments to insolvency office holders and their associates from an estate', an office holder requires specific approval of any payments to associates or which have an element of shared costs.

Category 1 Expenses

Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval.

Category 2 Expenses

Category 2 expenses are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement. No Category 2 expenses have been charged by this firm.

The estimate of expenses which were anticipated at the outset of the liquidation, are detailed below:

Expense	Estimated cost £
Statutory advertising	315.00
Specific penalty bond	61.60
TOTAL	376.60

I can confirm that no category 2 expenses have been charged by the firm.

Time Recording

Work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. The current hourly charge-out rates are:

	Hourly Rate To 31.03.2021 £	Hourly Rate From 01.04.2021 £
Director / Office Holder	200-280	300
Senior Manager / Consultant	200	250
Manager	180	200
Administrator / Cashier	100	120

Narrative of the Work Carried Out by the Liquidator

Below is a summary of some of the work carried out under each category of time:

Administration and Planning (including statutory compliance & reporting)

Liquidators are required to carry out certain tasks in nearly every insolvency assignment, namely administrative duties and dealing with the Company's creditors. Whilst these tasks are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, they do not necessarily produce any direct financial benefit for creditors, but nonetheless still have to be undertaken.

This work includes:

- Notifying creditors of the liquidator's appointment and other associated formalities including statutory advertising and filing relevant statutory notices at Companies House
- Preparing and issuing annual progress reports to members and creditors
- Lodging periodic returns with the Registrar of Companies for the liquidation
- Complying with statutory duties in respect of the liquidator's specific penalty bond
- Creation and update of case files on the firm's insolvency software
- Redirection of the Company's mail to the liquidator's office
- Establishing and holding periodic meetings of the liquidation committee and associated filing formalities (if a committee is appointed)
- Securing the Company's books and records
- Pension regulatory reporting and auto-enrolment cancellation
- Completion and filing of the notice of the Company's insolvency to HMRC
- Periodic case progression reviews (typically at the end of Month 1 and every 6 months thereafter)
- Opening, maintaining and managing the liquidation estate cashbook and bank account(s)
- Dealing with all post-appointment VAT and corporation tax compliance
- Closing the liquidation and preparing and issuing the liquidator(s) final account to prescribed parties

Work done by the liquidator, her staff and any third parties engaged to assist the liquidator in realising the Company's assets will, it is anticipated, provide a financial benefit to creditors. This may involve realising assets to facilitate 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/or unsecured creditors of the Company. Further information on the likely outcome of the liquidation process will be provided in the liquidator's subsequent progress reports.

Asset Realisations

- Book Debts

Creditors and Distributions

Unsecured

- Notification of the Liquidator's appointment
- Liaising with creditors in relation to their outstanding claims
- Logging receipt of proof of debt claim forms and acknowledging receipt where applicable
- Issuing the completed progress reports to creditors
- Reviewing claims in respect of any retention of title claims
- Considering claims for recovery of assets in respect of retention of title requests
- Agreeing the balance outstanding with the RPS, if applicable
- Issuing a notice of intended dividend and placing an appropriate notice in the London Gazette, if applicable

- Adjudicating on proof of debt claim forms received and formally admitting them for the purpose of the payment of a dividend, if applicable
- Requesting additional information from creditors in order to adjudicate on their claims, if applicable
- Calculating and paying a dividend to creditors, and issuing the notice of declaration of dividend, if applicable.

Investigations

- Review the Company's bank statements to determine whether there have been any inappropriate antecedent transactions
- Verifying assets insured by the Company
- Liaising with the Company's accountants in respect of financial disclosure
- Liaising with the Company's solicitors in respect of any outstanding matters or previous instructions
- Review fixed asset registers to ensure that no assets have potentially been dissipated
- Review and archive the Company's books and records
- Review available documentation to establish the date of insolvency
- Comparing claims received against claims disclosed in the Estimated Statement of Affairs
- Comparing the Estimated Statement of Affairs with available financial information
- Meetings with directors and other Company officers, as necessary
- Review concerns raised by creditors, as necessary
- Ensure that cooperation is received from directors
- Initial assessment required by Statement of Insolvency Practice 2 and the Company Directors Disqualification Act 1986 (CDDA) including the review of the Company's books and records and the identification of potential further asset realisations which may be pursued in the liquidation
- Submitting a statutory report to the Insolvency Service under the CDDA

R. S. CLAUGHTON LIQUIDATOR RE: SK KITCHENS BATHROOMS LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION

Due to the complex and varying nature of insolvency cases Rule 18.16(2) of The Rules 2016 provide for a Liquidators Remuneration to be charged on differing basis.

Fixed Fee
Percentage
Time Spent
Combination of the above

[illegible]