

LIQ03

Notice of progress report in voluntary winding up



Companies House



1 Company details

Company number 1 0 5 2 9 6 1 5

Company name in full CA Building Support Services Limited

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

2 Liquidator's name

Full forename(s) Andrew

Surname Dix

3 Liquidator's address

Building name/number Swift House

Street 18 Hoffmanns Way

Post town Chelmsford

County/Region Essex

Postcode C M 1 1 G U

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

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Period of progress report

From date	^d 0	^d 7	^m 0	^m 9	^y 2	^y 0	^y 2	^y 1
To date	^d 0	^d 6	^m 0	^m 9	^y 2	^y 0	^y 2	^y 2

7

Progress report

☐ The progress report is attached

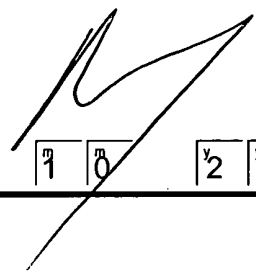
8

Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 1	^d 9	^m 1	^m 0	^y 2	^y 0	^y 2	^y 2
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LIQ03

Notice of progress report in voluntary winding up



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 Douglas Cooper

Company name AD Business Recovery Limited

Address Swift House, Ground Floor
18 Hoffmanns Way

Post town Chelmsford

County/Region Essex

Postcode C M 1 1 G U

Country

DX

Telephone 01245 254791



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

**CA Building Support Services Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments**

Statement of Affairs		From 07/09/2021 To 06/09/2022	From 07/09/2018 To 06/09/2022
£		£	£
	SECURED CREDITORS		
(4,831.00)	Ultimate Finance-Chargeholder	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
	ASSET REALISATIONS		
49,661.00	Book Debts	NIL	7,067.46
1,250.00	Furniture & Equipment	NIL	1,000.00
3,000.00	Goodwill	NIL	3,000.00
5,500.00	Motor Vehicles	NIL	2,500.00
6,000.00	Third party funds	<u>NIL</u>	<u>6,000.00</u>
		NIL	19,567.46
	COST OF REALISATIONS		
	Office Holders Expenses	NIL	124.32
	Office Holders Fees	233.33	13,869.84
	Preparation of S. of A.	NIL	5,000.00
	Specific Bond	NIL	400.00
	Statutory Advertising	NIL	143.00
	Storage Costs	<u>NIL</u>	<u>30.30</u>
		(233.33)	(19,567.46)
	PREFERENTIAL CREDITORS		
(18,868.00)	Employees- Arrears/Hol Pay	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
	UNSECURED CREDITORS		
(22,414.00)	Employees- redundancy/wages	NIL	NIL
(46,036.00)	HM Revenue & Customs-paye/ni	NIL	NIL
(135,267.00)	HM Revenue & Customs-vat	NIL	NIL
(28,895.00)	M Pritchett- Directors loan account	NIL	NIL
(17,298.00)	Trade & Expense Creditors	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
(208,298.00)		<u>(233.33)</u>	<u>(0.00)</u>
	REPRESENTED BY		
			NIL

AD Business Recovery

Our Ref: AD/DC/PW/CVL523/C137

Your Ref: 10529615

19 October 2022

Registrar of Companies
Companies House
Crown Way
Cardiff
CF14 3UZ

When telephoning please ask for:

Douglas Cooper

Dear Sirs,

**CA Building Support Services Limited - In Creditors' Voluntary Liquidation
Company Number - 10529615**

Please find enclosed for filing:

- A copy of my annual progress report for the year ending 6 September 2022; and
- Form LIQ03.

I should be grateful if you would stamp the copy letter and return it in the pre-paid envelope provided.

Yours faithfully,

Andrew Dix
Liquidator

Enc

Swift House, Ground Floor, 18 Hoffmanns Way, Chelmsford, Essex, CM1 1GU

Chelmsford | Colchester | Ipswich | London

adbusinessrecovery.co.uk | info@adbusinessrecovery.co.uk | Tel: 01245 254791 | Fax: 0845 834 0864

Director: Andrew Dix FIPA FABRP (ICAEW Reg. 009327)

Proprietor: AD Business Recovery Limited

Registered Office: The Octagon Suite E2, 2nd Floor, Middleborough, Colchester, Essex, CO1 1TG

Company Number: 04715415



ICAEW
LICENSED INSOLVENCY
PRACTITIONER (UK)



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Liquidator's Annual Progress Report to Creditors & Members

**CA Building Support Services Limited
- In Creditors' Voluntary Liquidation**

7 September 2021 to 6 September 2022

CA Building Support Services Limited - IN LIQUIDATION

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- 7** Next Report

APPENDICES

- A** Receipts and Payments Account for the Period from 7 September 2021 to 6 September 2022, incorporating a Cumulative Receipts and Payments Account for the period since the Liquidator's Appointment.
- B** Time Analysis for the Period from 7 September 2021 to 6 September 2022
- C** Cumulative Time Analysis for the Period since the Liquidator's Appointment
- D** Additional information in relation to Liquidator's Fees, Expenses & the use of Subcontractors

CA Building Support Services Limited - IN LIQUIDATION

1 Introduction and Statutory Information

- 1.1 Andrew Dix of AD Business Recovery Limited, Swift House, Ground Floor, 18 Hoffmans Way, Chelmsford, Essex, CM1 1GU, was appointed as Liquidator of CA Building Support Services Limited ("**the Company**") on 7 September 2018. This progress report covers the period from 7 September 2021 to 6 September 2022 ("**the Period**") and should be read in conjunction with any previous reports which have been issued.
- 1.2 Please note that LB Insolvency Solutions changed its name to AD Business Recovery Limited on 12 October 2022.
- 1.3 Information about the way that AD Business Recovery Limited will use, and store personal data on insolvency appointments can be found at <http://www.lbinsolvency.co.uk/privacy-policy/>. If you are unable to download this, please contact AD Business Recovery Limited and a hard copy will be provided to you.
- 1.4 The principal trading address of the Company was Unit 1A Chadwell Heath Industrial Park, Kemp Road, Chadwell Heath, Essex, RM8 1SL.
- 1.5 The registered office of the Company has been changed to C/O AD Business Recovery Limited, Swift House, Ground Floor, 18 Hoffmanns Way, Chelmsford, Essex, CM1 1GU and its registered number is 10529615.

2 Receipts and Payments

- 2.1 At Appendix A is my cumulative Receipts and Payments Account covering the Period of this report along with a cumulative Receipts and Payments Account for the period from the date of my appointment as Liquidator to the end of the Period covered by this report.
- 2.2 In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs. I would, however, bring the following matters about the receipts and payments during the Period to your attention:

Payments

Office Holder's Fees

An amount of £233.33 has been paid to LBIS in respect of post appointment time costs incurred.

3 Progress of the Liquidation

- 3.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidator and his staff.

Administration (including statutory compliance & reporting)

- 3.2 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 in my initial fees estimate/information which was previously agreed by creditors.
- 3.3 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.

CA Building Support Services Limited - IN LIQUIDATION

- 3.4 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

Book debts

- 3.5 The book debts, which had an estimated to realise figure of £49,661.00 on the Director's statement of affairs has realised £7,067.00. The remaining debtor ledger was passed to debt collectors to realise on a no win no fee basis. However, the debt collector has advised that they experienced difficulties in making recoveries due to the lack of supporting documentation. The debt collection is still in progress, but future recoveries might be regarded as uncertain.
- 3.6 All other assets have been realised.

Creditors (claims and distributions)

- 3.7 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.
- 3.8 Work undertaken by a Liquidator in dealing with a company's creditors may only therefore bring a financial benefit to certain classes of creditor such as a secured creditor or the preferential creditors, 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.
- 3.9 More information on the anticipated outcome for all classes of creditor in this case can be found in Section 4 below.

Investigations

- 3.10 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.
- 3.11 You may recall from my first progress report to creditors that some of the work 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.
- 3.12 My report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the liquidation and is confidential.

Since my last progress report, I would advise that no further asset realisations have come to light that may be pursued by me for the benefit of creditors

CA Building Support Services Limited - IN LIQUIDATION

Matters still to be dealt with

- 3.13 The Liquidator is making further enquiries regarding the outstanding book debts. However so far no further recoveries have been made and responses have been inconclusive in regard to any further recoveries. A decision will be made whether to continue to pursue these debts.

Connected Party

- 3.14 In accordance with Statement of Insolvency Practice 13, I would advise you that the following assets were sold to a director of the Company.

Date of transaction	Assets involved & nature of transaction	Consideration paid & date	Sold to	Relationship
22 October 2018	Goodwill Furniture & Equipment Motor Vehicles	£4,000.00 - 31 October 2018 £1,000.00 - 9 January 2019 £500.00 - 6 March 2019 £246.84 - 2 November 2020 £376.58 - 11 June 2021 £376.58 - 9 July 2021 Total - £6,500.00	Michael Pritchett	Director

4. Creditors

Secured Creditors

- 4.2 Ultimate holds a fixed and floating charge over the Company's assets. At the date of the Liquidation the indebtedness to the Ultimate was estimated at £4,831.00 to which interest and charges were added. The secured creditor has been paid in full. The Liquidator has liaised with Ultimate to file the MR04 satisfaction of charge which was filed on 14 October 2020.

Preferential Creditors

- 4.3 The Department for Business, Energy and Industrial Strategy ("BEIS") is a preferential creditor for £9,064.07 in relation to monies paid to employees for unpaid wages and holiday pay.

Unsecured Creditors

- 4.4 The Company's statement of affairs indicated there were 21 creditors whose debts totalled £249,909.64. To date, the Liquidator has received claims totalling £574,533.54 from 28 creditors. The Liquidator is yet to receive claims from 16 creditors whose debts total £43,940.94 as per the Company's statement of affairs.
- 4.5 As detailed at section 4.2 there is no longer an outstanding charge registered and no amount due to Ultimate as at the date of Liquidation. 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.
- 4.6 Further updates on the anticipated outcome to creditors will be provided in subsequent reports, however you will note that it is currently anticipated there will be insufficient funds realised after defraying the expenses of the Liquidation to pay a dividend to the unsecured creditors.

5 Liquidator's Remuneration

- 5.1 The Creditors approved that the basis of the Liquidator's remuneration be agreed by reference to the time properly spent by the Liquidator and his staff in managing the Liquidation. The Liquidator's fees estimate/information was originally provided to creditors when the basis of the remuneration was approved and was based on information available to the Liquidator at that time.

CA Building Support Services Limited - IN LIQUIDATION

5.2 A copy of the Liquidator's approved fees estimate for the Liquidation is reproduced below:

Category of work	Estimated Number of Hours	Average blended charge out rate £	Estimated cost £
Administration (inc statutory compliance & reporting)	43.00	209.30	9,000.00
Realisation of assets	6.00	216.67	1,300.00
Creditors (claims & distributions) *	13.00	200.00	2,600.00
Investigations	5.00	240.00	1,200.00
Trading (where applicable)	-	-	-
Total estimated fees	67.00	210.45	£14,100.00

5.3 My time costs for the Period are £17,361. This represents 79.75 hours at an average rate of £217.69 per hour. Attached as Appendix C 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 in managing the liquidation. To date, £13,869.84 plus expenses shown in the enclosed Receipts and Payments Account has been drawn on account.

5.4 Also attached as Appendix D is a cumulative Time Analysis for the period from 7 September 2018 to 6 September 2022 which provides details of the time costs incurred since my appointment. The cumulative time costs incurred to date are £53,368.50. This represents 215.98 hours at an average rate of £247.10 per hour.

5.5 At the date of this report, I would confirm that my fees estimate for the liquidation remains unchanged and I currently anticipate that the total amount that will be paid to my firm in respect of the time costs incurred will be £14,100. Where this amount is less than my overall fees estimate, it may be that my fee recoveries will be restricted as a result of the funds available in the liquidation, which will prevent my time costs being recovered in full.

5.6 A copy of 'A Creditors' Guide to Liquidators' Fees' can be downloaded from www.lbinsolvency.co.uk/creditor-reference-suite

5.7 Attached as Appendix D is additional information in relation to the Liquidator's fees and expenses including where relevant, information on the use of subcontractors and professional advisers.

6 Creditors' Rights

6.1 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.

6.2 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.

7 Next Report

7.1 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.

7.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 01245 254791 or by email atinfo@adbusinessrecovery.co.uk.

CA Building Support Services Limited - IN LIQUIDATION

Yours faithfully



Andrew Dix
Liquidator

CA Building Support Services Limited - IN LIQUIDATION

Appendix A

CA Building Support Services Limited (In Liquidation) LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 07/09/2021 To 06/09/2022 £	From 07/09/2018 To 06/09/2022 £
RECEIPTS			
Goodwill	3,000.00	0.00	3,000.00
Furniture & Equipment	1,250.00	0.00	1,000.00
Motor Vehicles	5,500.00	0.00	2,500.00
Book Debts	49,661.00	0.00	7,067.46
Third party funds	6,000.00	0.00	6,000.00
		<u>0.00</u>	<u>19,567.46</u>
PAYMENTS			
Ultimate Finance-Chargeholder	(4,831.00)	0.00	0.00
Specific Bond		0.00	400.00
Preparation of S. of A.		0.00	5,000.00
Office Holders Fees		233.33	13,869.84
Office Holders Expenses		0.00	124.32
Storage Costs		0.00	30.30
Statutory Advertising		0.00	143.00
Employees- Arrears/Hol Pay	(18,868.00)	0.00	0.00
Trade & Expense Creditors	(17,298.00)	0.00	0.00
Employees- redundancy/wages	(22,414.00)	0.00	0.00
M Pritchett- Directors loan account	(28,895.00)	0.00	0.00
HM Revenue & Customs-paye/ni	(46,036.00)	0.00	0.00
HM Revenue & Customs-vat	(135,267.00)	0.00	0.00
Ordinary Shareholders	(100.00)	0.00	0.00
		<u>233.33</u>	<u>19,567.46</u>
Net Receipts/(Payments)		<u>(233.33)</u>	<u>0.00</u>
MADE UP AS FOLLOWS			
VAT Receivable / (Payable)		(233.33)	0.00
		<u>(233.33)</u>	<u>0.00</u>

CA Building Support Services Limited - IN LIQUIDATION

Appendix B

CA Building Support Services Limited - IN LIQUIDATION

Appendix D

Additional Information in Relation to the Liquidator's Fees, Expenses & the use of Subcontractors

Staff Allocation and the use of Subcontractors

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, 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.

On this case we have utilised the services of the following subcontractors. It is considered that the cost of subcontracting this work to specialist contractors will be less than, or equivalent to, the cost of these services being undertaken by the office holder(s) or their staff and the outsourcing of this work will bring greater efficiency to this element of the work necessary in the liquidation.

Service	Provider	Basis of fee arrangement	Cost to date
Book debt collection	Percunia (2016) Limited	10% of realisations	0.00

Professional Advisors

On this assignment we have not used any professional advisors.

Liquidator's Expenses

The estimate of expenses which were anticipated at the outset of the liquidation was provided to creditors when the basis of my fees was approved. The table below compares the anticipated costs against those incurred to date.

Category 1 expenses

These expenses do not require prior approval by creditors. The type of expenses that may be charged to a case as a Category 1 expense generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, external room hire and external storage costs. Also chargeable, will be any properly reimbursed expenses incurred by personnel in connection with the case. These expenses may include disbursements which are payments first met by an office holder and then reimbursed from the estate.

Expense	Estimated cost £
Statutory advertising	143.00
Specific penalty bond	80.00
External storage of company's books and records	50.00
Postage	40.00
Category 2 disbursements charged by the firm:	
File set up	40.00
	353.00

Category 2 expenses

CA Building Support Services Limited - IN LIQUIDATION

These expenses 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 therefore include payments to associates of the office holder or shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. Details of Category 2 expenses charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors.

	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
Postage – Royal Mail Group plc	52.51	41.81	0.72	154.46
Category 2 disbursements				
File set up (incurred prior to 1 April 2021 but will not be drawn)	30.00	0.00	40.00	70.00
Total	82.51	41.81	40.72	224.46

Charge-Out Rates

AD Business Recovery's Limited's current charge-out rates effective from 1 September 2018 are detailed below. Please note this firm records its time in minimum units of 6 minutes.

	(Per hour) £
Director	475.00
Associate Director	350.00
Manager	300.00
Senior Administrator	250.00
Administrator	225.00
Junior Administrator	200.00
Assistants and Support Staff	175.00

Prior to this the following rates applied:

Effective from 1 September 2020

	(Per hour) £
Director	475.00
Associate Director	350.00
Manager	300.00
Senior Administrator	250.00
Administrator	225.00
Junior Administrator	200.00
Assistants and Support Staff	175.00

Effective from 1 September 2019

	(Per hour) £
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CA Building Support Services Limited - IN LIQUIDATION

Director	450.00
Associate Director	300.00
Senior Administrator	250.00
Administrator	225.00
Junior Administrator	200.00
Assistants and Support Staff	175.00

Effective from 1 September 2018

	(Per hour) £
Director	400.00
Associate Director	275.00
Senior Administrator	225.00
Administrator	200.00
Junior Administrator	175.00
Assistants and Support Staff	150.00