

LIQ03

Notice of progress report in voluntary winding up



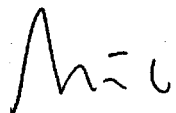
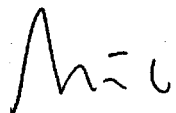
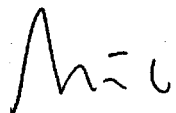
Companies House

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

1	Company details	
Company number	1 0 8 2 7 8 8 0	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	CJ Mason Ltd	
2	Liquidator's name	
Full forename(s)	Matthew	
Surname	Fox	
3	Liquidator's address	
Building name/number	BizSpace 4300	
Street	Parkway, Solent Business Park	
	Whiteley	
Post town	Fareham	
County/Region	Hampshire	
Postcode	P O 1 5 7 F P	
Country	UK	
4	Liquidator's name Ⓢ	
Full forename(s)		Ⓢ Other liquidator Use this section to tell us about another liquidator.
Surname		
5	Liquidator's address Ⓢ	
Building name/number		Ⓢ Other liquidator Use this section to tell us about another liquidator.
Street		
Post town		
County/Region		
Postcode		
Country		

LIQ03

Notice of progress report in voluntary winding up

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CJ MASON LIMITED
(In Members' Voluntary Liquidation)

Annual Progress Report to 23 February 2022

Matthew Fox– Liquidator

BEACON

BizSpace, 4300 Parkway, Solent Business Park Whiteley, Fareham, Hampshire.

PO15 7FP

023 8065 1441

mfox@beaconllp.com

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1. EXECUTIVE SUMMARY

This Progress Report summarises the progress of the liquidation for the period from 24 February 2021 to 23 February 2022 ("the Review Period").

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

Realisations

Asset	Est. to realise per Declaration of Solvency	Realisations to date	Estimated future realisations	Estimated total realisations
Cash at Bank	99,588.00	99,588.88		99,588.88
Bank interest	-	4.20		4.20
VAT refund	124.00	123.50	440.00	563.50

Expenses

Expense	Expense incurred to date	Estimated further expense to closure	Estimated total expense
Liquidator's Fee	1,307.75	-	1,307.75
Liquidator's Bond	138.00	-	138.00
Declaration of Solvency fee	500.00	-	500.00
Statutory Advertising	254.25	-	254.25
Input VAT	440.00	-	440.00

Distributions

Class	Distribution paid to date	Estimated total distribution, based upon the above
Preferential creditors	N/A	N/A
Secondary Preferential creditors	N/A	N/A
Unsecured creditors	N/A	N/A
Ordinary shareholders	£97,076.58 £/p per share	£97,516.58

2. INTRODUCTION

The purpose of this report is to detail the acts and dealing as Liquidator of CJ Mason Ltd (In Liquidation) ("the Company") for the year ended 23 February 2022 and it should be read in conjunction with previous correspondence to members.

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

3. ADMINISTRATION AND PLANNING (INCLUDING STATUTORY REPORTING)

Liquidators are 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 the Liquidators and their staff carry out work to high professional standards. The narrative detail in respect of these tasks may be found in Appendix 4.

4. ASSET REALISATIONS

The Receipts and Payment Account for the period ending 23 February 2022, is attached at Appendix 2.

According to the Declaration of Solvency lodged in these proceedings, the assets of the

Company had an estimated value of £99,712.00 which comprised principally of;

	£
Cash at Bank	99,588.00
HMRC VAT refund	124.00

Cash at Bank

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

The Declaration of Solvency estimated that the Liquidation estate would contain cash at bank of £99,588.00 and the balance on the account as at Liquidation was £99,588.88. This was less than the balance received from the bank as all liabilities and shareholder distributions were still to be paid from the bank account prior to closure.

Tax Refunds

The Declaration of Solvency detailed the amount of £124.00 as being due and I have received £123.50. The sum of £440.00 relating to the VAT on my fees in the liquidation has not been received in relation to tax refunds.

Assets Distributed in Specie

The Declaration of Solvency listed no assets to be distributed in specie to the shareholder.

Plant and Machinery

The Declaration of Solvency lists no assets bought on finance.

Book Debts

The Declaration of Solvency did not detail any amounts as being due regarding book debts.

Payments

I have received £4.20 of bank interest into the liquidation.

5. CREDITORS

The key tasks carried out in this category are detailed at Appendix 4.

Secured Creditor

There were no Secured Creditors in the liquidation.

Preferential and Secondary creditors

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

The Declaration of Solvency detailed no liabilities being due to HMRC VAT or PAYE/NI

I have received VAT/PAYE/Ni clearances.

The company was deregistered for VAT on 3 February 2020.

The following payments were made to creditors:

Date of payment	Class of creditor / payment	Total amount paid
N/A	Preferential creditors – 100p in the £	N/A

N/A	Non-preferential unsecured creditors – 100p in the £ - N/A	N/A
N/A	Statutory interest	N/A

Unsecured creditors

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

The Declaration of Solvency detailed no liabilities being due to HMRC CT

The following payments were made to creditors:

Date of payment	Class of creditor / payment	Total amount paid
N/A	Preferential creditors – 100p in the £	N/A
N/A	Non-preferential unsecured creditors – 100p in the £ - N/A	N/A
N/A	Statutory interest	N/A

6. DISTRIBUTIONS TO SHAREHOLDERS

The following distributions were made to the shareholders:

Date of distribution	£/p per share distributed	Total amount distributed (cash)	Total amount distributed (in specie)
25.02.2020	£9,707.238 £/p per share	£97,072.38	N/A
02.03.2020	£0.42 £/p per share	£4.20	N/A

A further, distribution to shareholders is expected to be paid following full liquidation clearances and receipt of the VAT refund on liquidation fees.

7. ETHICS

General ethical considerations

Prior to the Liquidator's appointment, a review of ethical issues was undertaken, and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the liquidator Matthew Fox and Beacon is obligated to ensure that such advice or work is warranted, and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below, if applicable.

8. COSTS AND EXPENSES

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

Pre- Appointment Costs

A fixed fee of £2,200.00 plus VAT and including expenses was agreed and paid by the company prior to the member's resolution for the Company's winding up.

Post appointment fee

The basis for fixing the liquidator's remuneration in an MVL is set out in the Insolvency (England & Wales) Rules 2016 ("the Rules"). The Rules state that the remuneration shall be fixed either:

- as a percentage of the value of the assets which are realised or distributed or both, or
- by reference to the time properly given by the liquidator and his staff in attending to matters arising in the winding up; or
- as a set amount.

Any combination of these bases may be used to fix the remuneration and different bases may be used for different things done by the liquidator. Where the remuneration is fixed as a percentage, different percentages may be used for different things done by the liquidator. Attached is a detail narrative of work undertaken.

The fee quoted in the pre-appointment costs section above is a fixed fee and no fees in respect of Liquidator's remuneration are payable.

Despite being remunerated on a fixed costs basis I am required to furnish members with a breakdown of time incurred in dealing with the administration of the MVL. This is for information purposes only and can be located at Appendix 3, together with details of my firms charge -out rates.

Other professional Costs

N/A

OTHER EXPENSES

N/A

9. FURTHER INFORMATION

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

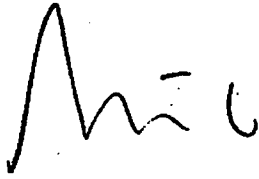
Members of the Company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company, or any member with the permission of the court, may apply to court to challenge the amount and/or basis of the Liquidators' fees and the amount of any proposed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

10 CONCLUSION

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

- Full HMRC clearances to be received
- Receipt of the VAT refund on liquidation costs.
- Final distribution to shareholders if applicable
- Closure of the liquidation

If you require any further information, please contact Liz Coveney on liz@beaconllp.com

A handwritten signature in black ink, appearing to read 'M Fox', with a stylized flourish at the end.

Matthew Fox
Liquidator

STATUTORY INFORMATION

CJ MASON LIMITED (In Members Voluntary Liquidation)

Registered office: Beacon, BizSpace 4300 Parkway, Solent Business Park,
Whiteley, Fareham. Hampshire PO15 7FP

Former Office: Registered First Floor, Pintail House, Duck Island Lane, Ringwood,
BH24 3AA

Registered Number: 10827880

Other trading names: N/A

Name of Liquidator: Matthew Fox

Address of Liquidator: BizSpace, 4300 Parkway, Solent Business Park, Whiteley,
Fareham, Hampshire, PO15 7FP

IP Numbers 9325

Date of Appointment of Liquidator: 23 February 2020

Appointed By: The members

Contact Name: Liz Coveney

Email Address: liz@beaconllp.com

Telephone Number: 02380651441

The Company's principal activity was – Information technology consultancy activities
Banks
Accounting and auditing activities
Management consultancy activities other than
financial management

Liquidator's Receipts & Payments Account
For the period 24 February 2020 to 23 February 2022

Appendix 2

	<i>Declaration of Solvency</i>	24.02.2020 to 23.02.2021	24.02.2021 to 23.02.2022	Totals
	£	£	£	£
RECEIPTS				
Cash at Bank	99,588	99,588.88	-	99,588.88
HMRC VAT refund	124	123.50	-	123.50
Bank interest	-	4.20	-	4.20
		99,716.58	0.00	99,716.58
Total Receipts				99,716.58
PAYMENTS				
<u>Costs of Liquidation:</u>				
Est. Costs of Liquidation	(2,640)			
Liquidator's Fee		(1,307.75)	-	(1,307.75)
Liquidator's Bond Fee		(138.00)	-	(138.00)
Declaration of Solvency fee		(500.00)	-	(500.00)
Statutory Advertising		(254.25)	-	(254.25)
Input VAT		(440.00)	-	(440.00)
		(2,640.00)	0.00	(2,640.00)
<u>Creditor Liabilities</u>				
N/A		-	-	-
		0.00	0.00	0.00
<u>Distributions to Shareholders</u>				
<u>February 2020</u>				
Mr C J Mason - 100% shareholder		(97,072.38)	-	(97,072.38)
<u>March 2020</u>				
Mr C J Mason - 100% shareholder		(4.20)	-	(4.20)
		(97,076.58)	0.00	(97,076.58)
Total Payments				(99,716.58)
BALANCE AT BANK				0.00

CURRENT CHARGE-OUT RATES FOR THE FIRM

Time charging policy

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

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

Category 1 and 2 Expenses

Expenses are categorised as either Category 1 or Category 2.

Category 1

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

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 an expense.

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

CJ MASON LTD - IN LIQUIDATION

Time incurred by Liquidator from 21 February 2020 to 23 February 2022

	Total Hours	Time Cost (£)	Average Hourly
B/F (up to 23 February 2021)	3.6	630.00	175
In the period	6.20	1,049.75	169.31
C/f	9.80	1,679.75	171.40

	Administration and Planning		Investigations		Asset Realisation		Creditors/Director	
	Hours	Time Costs £	Hours	Time Costs £	Hours	Time Costs £	Hours	Time Costs £
Partner / IP	0.35	113.75		-		-		-
Senior Manager		-		-		-		-
Manager / Senior Administrator								
Administrator / Support Staff	4.65	744.00		-		-	1.20	192.00

Total Hours	5.00		-		-		1.20	
Total Time Cost		857.75		-		-		192.00
Average Hourly Rate		171.55		#DIV/0!		#DIV/0!		160.00

Total Combined Hours	6.20
Total Combined Time Cost £	1,049.75
Total Combined Average Hourly Rate £	169.31

Appendix 4

Narrative detail of work undertaken for CJ MASON LIMITED (in Members' Voluntary Liquidation)

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
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Member reports	Preparing and issuing annual progress report and general reports to members Responding to members' queries Preparing and issuing proposed final account Preparing and issuing final account
Realisation of Assets	
Cash at Bank	Liaising with the bank to transfer funds and close account
Plant and Equipment	Reviewing asset listings
Debtors	Collecting supporting documentation
Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, Insurance claims	Examining company records to support tax refunds Exchanges with government departments
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
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD

General Description	Includes
	Adjudicating POD
Dividend procedures	<p>Paying a distribution to preferential/secondary preferential or unsecured creditors</p> <p>Seeking unique tax reference from HMRC, submitting information on PAYE/Ni deductions from employee distributions and paying over to HMRC</p> <p>When paying the secondary preferential creditor the adjudication of HMRC's secondary preferential claim, may involve bringing the Company's preferential tax affairs up to date</p> <p>Payment of statutory interest to all creditors</p>
Distributions to Members	
Dividend procedures	<p>Preparation of distribution calculation</p> <p>Preparation of correspondence to members announcing declaration of dividend</p> <p>Preparation of cheques/BACS to pay dividend</p> <p>Preparation of correspondence to members enclosing payment of dividend</p> <p>Seeking unique tax reference from HMRC, submitting information on PAYE/Ni deductions from employee distributions and paying over to HMRC</p>
Distribution in specie	<p>Notification of the distribution in specie to members</p> <p>Calculation of the cash equivalent amount to be distributed to other members not participating in the distribution in specie</p>