

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	1	3	5	3	3	6	7
Company name in full	Catherine Doran & Associates Ltd							

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

2 Liquidator's name

Full forename(s)	William Antony
Surname	Batty

3 Liquidator's address

Building name/number	3 Field Court
Street	Grays Inn
Post town	London
County/Region	
Postcode	W C 1 R 5 E F
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 1	^d 8	^m 1	^m 0	^y 2	^y 0	^y 2	^y 1
To date	^d 1	^d 7	^m 1	^m 0	^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 0	^d 7	^m 1	^m 2	^y 2	^y 0	^y 2	^y 2
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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 **Matthew Coombe-Tennant**

Company name **Antony Batty & Company LLP**

Address **3 Field Court**

Gray's Inn

Post town **London**

County/Region

Postcode **W C 1 R 5 E F**

Country

DX

Telephone **020 7831 1234**



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

Catherine Doran & Associates Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Declaration of Solvency £		From 18/10/2021 To 17/10/2022 £	From 18/10/2021 To 17/10/2022 £
	ASSET REALISATIONS		
	Bank Interest Gross	1.11	1.11
128,500.00	Cash at Bank	128,486.84	128,486.84
		128,487.95	128,487.95
	DISTRIBUTIONS		
	Ordinary Shareholders	118,475.34	118,475.34
		(118,475.34)	(118,475.34)
128,500.00		10,012.61	10,012.61
	REPRESENTED BY		
	Bank 1 Current - interest bearing		10,012.61
			10,012.61

Note:

Cash Distributions / Return of Share Capital

- < A first interim cash distribution to the members totalling £118,475.34, representing a distribution of £1,184.75 per share was declared on 28 October 2021. This included the return of the Company's share capital of 100 ordinary shares of £1 each.
- < A second cash distribution to the members totalling £5,600, representing a distribution of £56 per share was declared on 16 November 2022.

In total, £123,975.34 has been distributed to the member which includes the return of the Company's share capital.



William Antony Batty
Liquidator

CATHERINE DORAN & ASSOCIATES LTD - IN LIQUIDATION

LIQUIDATOR'S PROGRESS REPORT

DATE: 07 DECEMBER 2022

**ANTONY BATTY & COMPANY LLP
3 FIELD COURT
GRAYS INN
LONDON
WC1R 5EF**

CATHERINE DORAN & ASSOCIATES LTD - IN LIQUIDATION

This report is prepared in accordance to the provisions of the Insolvency Act 1986, which require the Liquidator to provide members with an update of the progress of the liquidation. The report has been prepared for the purpose of advising members. The report is private and confidential and may not be relied upon, referred to, copied or quoted from, in whole or in part, by members for any purpose other than advising them, or by any other person for any purpose whatsoever.

W A Batty was appointed as Liquidator of Catherine Doran & Associates Ltd on 18 October 2021.

WA Batty, HF Jesseman and CE Howell are licensed as Insolvency Practitioners in the UK by The Institute of Chartered Accountants in England & Wales.

Abbreviations used in this report:

- Catherine Doran & Associates Ltd - ("the Company")
- W A Batty - ("the Liquidator")
- HM Revenue & Customs - ("HMRC")

CATHERINE DORAN & ASSOCIATES LTD – IN MEMBERS’ VOLUNTARY LIQUIDATION

LIQUIDATOR’S PROGRESS REPORT TO MEMBERS

For the year ending 17 October 2022

EXECUTIVE SUMMARY

The Company operated in the IT consultancy field, and the members decided that they wished to close the Company. Accordingly the Company had reached the end of its useful life and it was appropriate to wind the Company up in the form of a Members Voluntary Liquidation. I was appointed Liquidator of the Company at a meeting of members held on 18 October 2021.

STATUTORY INFORMATION

Company name:	Catherine Doran & Associates Ltd
Former registered name	None
Registered office:	3 Field Court, Gray's Inn, London, WC1R 5EF
Former registered office:	2 Jardine House, Harrovian Business Village, Bessborough Road, Harrow, HA1 3EX
Registered number:	11353367
Liquidator’s name:	William Antony Batty
Liquidator’s address:	3 Field Court, Gray's Inn, London, WC1R 5EF
Date of appointment:	18 October 2021

LIQUIDATOR’S ACTIONS SINCE APPOINTMENT

Since my appointment, I have chased HMRC for the necessary clearances, which have been received – both from the Corporation Tax (CT) and Members’ Voluntary Liquidation (MVL) Departments. This also includes clearance in respect of VAT, which I have deregistered the Company for.

I have liaised with the Company bank to obtain the credit balances.

I have made two distributions to the members totalling £123,975. Please note that the second distribution was outside the period of this report.

Please note that there is certain work that I am required by the insolvency legislation to undertake work in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my appointment as Liquidator is contained in the Appendices.

As part of my role as liquidator, I may need to access and use data relating to individuals, which may include the members of the Company in relation to my obligations under the Money Laundering Regulations 2017. In doing so, I must abide by data protection requirements. Antony Batty &

Company LLP's Privacy Notice about the way that personal data is used and stored can be found at <http://www.antonybatty.com/insolvency-resources>. If you are unable to download this, please contact my office and a hard copy will be provided to you.

RECEIPTS AND PAYMENTS ACCOUNT

My Receipts & Payments Account for the period from 18 October 2021 to 17 October 2022 is attached at Appendix 1. Please note that receipts and payments in the account are shown net of VAT. I have reconciled to the financial records that I am required to maintain.

The balance of funds are held in an interest bearing estate bank account.

ASSETS

The Declaration of Solvency indicated that the assets of the Company were those detailed below and held a total value of £128,500. I have undertaken the following work in order to protect and realise the known assets or potential assets of the Company during the period of this report:

Cash at Bank

Following correspondence with the Bank, I have received £128,487, being the balance in the Company's accounts on the date of my appointment. The Declaration of Solvency showed an estimated balance of £128,500.

Other Assets

I have received £1 in respect of bank interest on the funds held during the Liquidation.

I am not aware of any further assets. However should any member be aware of any such asset, please advise me immediately.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

Preferential Creditors

I am not aware of any claims from preferential creditors in this matter.

Crown Creditors

The Declaration of Solvency did not include any liability owed to HMRC in respect of their non-preferential claim. Furthermore, they have now granted the requisite clearances in this matter.

Non-preferential unsecured Creditors

The Declaration of Solvency did not include any non-preferential unsecured creditors.

Following my appointment, I wrote to all creditors advising them of the Liquidation and requested that claims be submitted to me. In addition, I have placed an advert in the London Gazette advising any potential creditors to submit their claims.

I have received no claims from creditors.

Share Capital

The Company's share capital is 100 Ordinary shares of £1 each.

As there are no known creditors, the following two distributions were made to the Members holding ordinary shares. **Please note that the second and final distribution took place outside the period of this report.**

	Amount Distributed £	Rate of distribution per share p in £	Date
Issued share capital	100	-	
Return of share capital	100	1	28 October 2022
First interim cash distributions	£118,375.34	£1,183.75	28 October 2022
Second and final cash distribution	£5,600	£56	16 November 2022
Total	£123,975.34	£1,239.75	

Cash Distributions / Return of Share Capital:

- A first, interim cash distribution to the members totalling £118,475, representing a distribution of £1,185 per share was declared on 28 October 2021. This included the return of the Company's share capital of 100 ordinary shares of £1 each.
- A second, final cash distribution to the members totalling £5,600, representing a distribution of £56 was declared on 16 November 2022.

In total, £123,975 has been distributed to the members which includes the return of the Company's share capital.

The Declaration of Solvency did not list any outstanding creditors to be dealt with as part of the Liquidation. The members provided me with an indemnity against any potential future claims being made by creditors in order that an early distribution could be made to them. It has, however, not been necessary to exercise the indemnity.

LIQUIDATOR'S REMUNERATION

My remuneration was previously authorised by Members at a meeting held on 18 October 2021 on a fixed fee basis of £4,000 plus VAT, which has been drawn in full outside the period of this report.

A copy of 'A Members' Guide to Liquidators' Fees', together with an explanatory note which shows Antony Batty & Company LLP's fee policy are available at the link <http://www.antonybatty.com/insolvency-resources>.

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. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which 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.

I have incurred total expenses of £407 which I have drawn outside the period of this report.

I have used the following professional advisors in the reporting period:

Professional Advisor/Agent	Nature of Work	Basis of Fees
Courts Advertising	Statutory Advertising	Fixed rates
Marsh Limited	Specific Insurance	Specific Premium
Max Ansell	Solicitor - Declaration of Solvency	Fixed rates

Courts Advertising have been paid £268 plus VAT in respect of statutory advertising. Courts advertising provide specialist Legal and Public Notice advertising. The premium is based on their standard charges.

Marsh Limited were paid a fixed premium of £90 in respect of specific bonding cover, which is required for each insolvency appointment. Marsh Limited provides a specialist insolvency insurance and bonding service.

Max Ansell, a solicitor of Judge Sykes Frixou was paid £30 in respect of swearing the Declaration of Solvency outside the period of this report.

The choice of professionals used was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. I also confirmed that they hold appropriate regulatory authorisations. I have reviewed the fees they have charged and am satisfied that they are reasonable in the circumstances of this case.

I have incurred the following expenses in the period since the commencement of the Liquidation:

Type of expense	Amount accrued in the reporting period
Courts Advertising	£268
Marsh Limited	£90
Max Ansell – Solicitor	£30

Details of the category 1 expenses that I have paid to date are included in the receipts and payments account attached.

I am required to seek approval before I can pay any expenses to associates, or pay expenses where there is an element of shared costs, which are known as category 2 expenses. I have obtained approval to pay the following category 2 expenses. I have incurred the following category 2 expenses in the period since the commencement of the Liquidation:

Type of category 2 expense	Amount accrued in the reporting period
Postage	£19

Details of the category 2 expenses that I have paid to date are included in the receipts and payments account attached.

I set out below, a comparison of the expenses incurred against those I originally anticipated would be incurred during the liquidation:

Nature of expense	Estimated expenses	Expenses incurred to date
Statutory Advertising	£270	£268
Specific Bond	£90	£90
Swearing Fee	£30	£30
Postage	£10	£19
Case File Storage (10yrs)	£50	£0
Total	£450	£407

As you can see above, while the total expenses I incurred were in line with the total expenses I estimated I would incur when my remuneration was approved, some expenses were higher than I estimated and some were lower than I estimated. The reasons for this are as follows: the postage costs were high than expected due to additional correspondence with HMRC over the course of the case, the case file storage was not charged because of a change in the rules regarding expenses.

FURTHER INFORMATION

A Member may, with the permission of the court or with at least 5% of the total voting rights of all the Members having the right to vote at general meetings of the company request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report.

A Member may, with the permission of the court or with at least 10% of the total voting rights of all the Members having the right to vote at general meetings of the company, apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report.

We aim to issue the draft final account shortly.

If members have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Matthew Coombe-Tennant on 020 7831 1234, or by email at matthewwc@antonybatty.com.



William Antony Batty
Liquidator

Date: 07 December 2022

**Catherine Doran & Associates Ltd
(In Liquidation)
Liquidator's Summary of Receipts and Payments
To 17 October 2022**

Appendix 1.


RECEIPTS	Declaration of Solvency (£)	Total (£)
Cash at Bank	128,500.00	128,486.84
Bank Interest Gross		1.11
		<hr/>
		128,487.95
		<hr/>
PAYMENTS		
Ordinary Shareholders		118,475.34
		<hr/>
		118,475.34
		<hr/>
Net Receipts/(Payments)		10,012.61
		<hr/>
 MADE UP AS FOLLOWS		
Bank 1 Current - interest bearing		10,012.61
		<hr/>
		10,012.61
		<hr/>

Note:

Cash Distributions / Return of Share Capital

- A first interim cash distribution to the members totalling £118,475.34, representing a distribution of £1,184.75 per share was declared on 28 October 2021. This included the return of the Company's share capital of 100 ordinary shares of £1 each.
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In total, £123,975.34 has been distributed to the member which includes the return of the Company's share capital.



William Antony Batty
Liquidator

1. Administration

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up physical case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Convening and holding a general meeting of Members (as applicable).
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing progress reports to Members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

Antony Batty & Company LLP**Time Costs – Charge out rates per hour and expenses policy.****1 July 2021 – 30 June 2022****Hourly charge out rates**

Office Holder (e.g. Liquidator)	£455
Senior Manager	£395
Case Manager	£375
Senior Administrator 1	£285
Senior Administrator 2	£325
Administrator	£195
Junior Administrator	£110

Hourly charge out rates**2018\21**

Office Holder (e.g. Liquidator)	£435
Senior Manager	£380
Case Manager	£340
Senior Administrator 1	£260
Senior Administrator 2	£295
Administrator	£175
Junior Administrator	£95

Please note that these rates may be increased from time to time. Creditors will be notified of changes in the annual report.

Time is recorded in units of six minutes; the minimum unit of time is therefore 6 minutes.

Members of staff with the appropriate level of experience and authority have been and will be used for the various aspects of work necessary in this assignment.

Expenses Policy

Please note that the liquidator's expenses are charged out at the following rates:-

Category 1 - represent recovery of necessarily incurred expenses at the cost incurred.

Sundry expenses, such as advertising, where incurred appropriately, are recharged at 100% of the cost incurred.

There is a statutory requirement to advertise the following notices in the London Gazette: first meeting of creditors, resolutions for winding-up, appointment of Liquidators, final meetings and notices to creditors to submit claims. Statutory advertising costs are at a fixed rate of £89.20 plus VAT per advert.

Insurance and bonding is recharged at 100% of the relevant charge to the office holder.

There is a statutory requirement for the Liquidator to apply for specific bond cover based on the expected realisations in each appointment. The bond premiums may be found on our website: <http://antonybatty.com/insolvency-resources>.

VAT is charged as appropriate.

Category 2

Postage: Royal Mail postage rates.

Travel: where Antony Batty & Company LLP staff use their own vehicles in the course of their duties in this matter, the mileage is recharged at 45p per mile.

Travel costs with the exception of mileage costs are recharged at 100% of the cost incurred.

VAT is charged as appropriate.