

LIQ14 (Scot)

Notice of final account prior to dissolution in CVL



Companies House

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

1 Company details

Company number	S	C	5	2	9	9	7	3
Company name in full	RJ & J Management Limited							

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

2 Liquidator's name

Full forename(s)	Kenneth Wilson
Surname	Pattullo

3 Liquidator's address

Building name/number	2 Bothwell Street
Street	
Post town	Glasgow
County/Region	
Postcode	G 2 6 L U
Country	

4 Liquidator's name ①

Full forename(s)	Kenneth Robert
Surname	Craig

① **Other liquidator**
Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number	2 Bothwell Street
Street	
Post town	Glasgow
County/Region	
Postcode	G 2 6 L U
Country	

② **Other liquidator**
Use this section to tell us about
another liquidator.

LIQ14 (Scot)

Notice of final account prior to dissolution in CVL

6

Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

7

Final account

☒ I attach a copy of the final account.

8

Sign and date

Liquidator's signature

Signature

X

John P. [Signature]

X

Signature date

^d1

^d0

^m1

^m0

^y2

^y0

^y2

^y3

LIQ14 (Scot)

Notice of final account prior to dissolution in CVL



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

Kenneth Wilson Pattullo

Company name

Begbies Traynor (Central) LLP

Address

7 Queens Gardens

Post town

Aberdeen

County/Region

Postcode

A

B

1

5

4

Y

D

Country

DX

Telephone

01224 602 870



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,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh.



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

RJ & J Management Limited ("the Company") – In Creditors Voluntary Liquidation
Joint Liquidators' Final Account and Report
for the period from 27 July 2018 to 10 October 2023
Issued on: 10 October 2023

RJ & J Management Limited – In Creditors Voluntary Liquidation (“the Company”)

Joint Liquidators' report for the period from 27 July 2018 to 10 October 2023

1. Introduction

Kenneth Wilson Pattullo and Kenneth Robert Craig of Begbies Traynor (Central) LLP, 7 Queen's Gardens, Aberdeen, AB15 4YD were appointed Joint Liquidators of RJ & J Management Limited at a meeting of the company's members held on 27 July 2018.

A meeting of creditors pursuant to S98 of the Insolvency Act 1986 was convened for 10 August 2018, and the appointment of Kenneth Wilson Pattullo and Kenneth Robert Craig was confirmed at this meeting.

Kenneth Wilson Pattullo and Kenneth Robert Craig are the Joint Liquidators of the Company and this is their report showing how the liquidation has been conducted for the above period. The report covers in summary the whole period of the liquidation to date and in detail the period under review.

2. Statutory Information

Statutory information relating to the Company is attached at **Appendix I**.

3. Joint Liquidators' Receipts and Payments Account

A summary of the Joint Liquidators' receipts and payments account for the relevant period from 27 July 2023 to 10 October 2023 (and cumulatively from 27 July 2018 to 10 October 2023) is attached at **Appendix II**.

4. Action taken by the Joint Liquidators

What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details> Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix III.

The details below relate to the work undertaken in the period of this report only.

General case administration and planning

- Reviewing available information to determine appropriate strategy.
- Maintaining bank accounts.
- Progress reviews of the case.
- Collecting fee indemnity and reconciling the fee position.

Compliance with the Insolvency Act, Rules and best practice

- Progress reporting.
- Statutory notifications.
- Caution review.

Dealing with all creditors' claims (including employees), correspondence and distributions

- Recording and maintaining the list of creditors.
- Reporting to creditors.

- Dealing with creditor queries.
- Reviewing and evaluating creditor claims.

Other matters which include seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedures, tax, litigation, pensions and travel)

- Submission of VAT Forms to HM Revenue & Customs.
- Submission of annual Corporation Tax return.

5. Liabilities and Dividends

Secured creditors

There are no secured creditors.

Preferential creditors

There are no preferential creditors.

Floating charge creditors

There are no known floating charge creditors.

Prescribed Part

The prescribed part only applies where the company has granted a floating charge to a creditor after 15 September 2003. Where a floating charge over the company's assets has been given, a prescribed amount of the company's net property after paying the preferential creditors must be made available to the unsecured creditors and the basis of this calculation is detailed below: -

50% of the first £10,000 of the net property; and
20% of the remaining net property up to a maximum of £800,000.

As we are not aware of any floating charge being granted by the Company, the provisions of Section 176A of the Act will not apply in this case.

Ordinary creditors

To date we have received claims from seven unsecured creditors totalling £116,133.65.

No dividend has been paid to ordinary creditors because there are no realisable assets.

6. Joint Liquidators' Remuneration and Expenses

Basis of remuneration and expenses

The basis of the Joint Liquidators' remuneration will be fixed in accordance with Rule 7.11(8) of the Insolvency (Receivership and Winding up) (Scotland) Rules 2018 by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the winding up.

We are also authorised to draw expenses for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy, which is attached at Appendix III of this report.

Explanatory notes regarding the manner in which the Joint Liquidators' remuneration and expenses are fixed can be found at <https://www.icas.com/technical-resources/creditor-guides-to-office-holder-remuneration>. Alternatively, a copy is available free of charge upon request from the address above.

Remuneration charged in this period

The Joint Liquidators' time costs for the period are (exc. VAT) as follows:

	Incurred	Approved and paid
From the date of appointment from 27 July 2023 to 10 October 2023.	£301.00	£Nil
Prior period from 27 July 2018 to 26 July 2023.	£16,471.50	£Nil
Total	£16,772.50	£Nil

In accordance with Statement of Insolvency Practice 9, attached at Appendix III is a breakdown of these time costs. The analysis for the period of this report shows the time spent by each grade of staff on the different types of work involved in the case and gives the total costs and average hourly rate charged for each work type.

Please note that the analysis provides details of the work undertaken by us and our staff following our appointment only.

As there are no asset realisations, the liquidation has been funded by a third party. The indemnity has been called up and a fee of £6,000 plus VAT has been drawn.

Expenses incurred and drawn

The Joint Liquidators' expenses incurred are summarised below. Further details with regards to the Category 1 and Category 2 expenses incurred in this period are provided in the attached Appendix III.

	Incurred	Approved and discharged
Category 1 expenses for this period from 27 July 2023 to 10 October 2023	£Nil	£Nil
Category 2 expenses for this period from 27 July 2023 to 10 October 2023	£Nil	£Nil
Category 1 expenses for this period from 27 July 2018 to 26 July 2023	£119.29	£119.29
Category 2 expenses for this period from 27 July 2018 to 26 July 2023	£368.15	£368.15
Total	£487.44	£487.44

The expenses have been settled from the third-party funds provided.

Subcontractors

No subcontractors have been instructed.

Creditors Rights

Right to Appeal

Pursuant to Rule 7.12, within 14 days of the determination of the liquidators' outlays and remuneration by a liquidation committee, any creditor or contributory may appeal that determination to the court, having given prior notice to the liquidator.

Right to make an application to court

Pursuant to Rule 7.15 of the Rules, where the liquidators' outlays and remuneration have been fixed by the liquidator committee or the creditors, any creditor or creditors representing at least 25% in value of the creditors may make an application to court for an order that the liquidator's outlays or remuneration be reduced, on the grounds that they are, in all circumstances, excessive.

7. Other relevant Information

Investigations

The Joint Liquidators have a duty to submit confidential reports to the Insolvency Service Disqualification Unit on the conduct of those persons who acted as directors of the Company in the three-year period before the liquidation. I can confirm that we have complied with our duties in this regard.

There are no outstanding lines of enquiry.

Connected party transactions

There are no known connected party transactions.

Use of personal information

Please note that while discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

8. Conclusion of the Liquidation

The affairs of the company are now fully wound up. Formal notice that the Joint Liquidators intention to seek their release is attached.



Kenneth Pattullo
Joint liquidator

Dated: 10 October 2023

Statutory Company Information

Company Name:	RJ & J Management Limited
Trading Name	The National Hotel
Previous Name:	N/a
Company Number:	SC529973
Date of Incorporation:	17 March 2016
Trading Address:	The National Hotel, High Street, Dingwall, IV15 9HA
Current Registered Office:	C/O: Begbies Traynor (Central) LLP, 7 Queen's Gardens, Aberdeen, AB15 4YD (Changed for the purpose of the liquidation)
Former Registered Office:	Blinkbonny, Fraser Street, Beauly, IV15 9HA
Principal Trading Activity:	Hotels and similar accommodation
Directors:	The directors of the Company over the last 3 years are detailed below: Rita Sterckx
Company Secretary:	N/a
Shareholders:	The Company's authorised share capital consists of 1 ordinary share with a nominal value of £1. 1 share has been issued, fully paid, and are held as follows: Rita Sterckx (1 ordinary share at £1 per share).
Related Entities:	N/a
Qualifying Floating	
Charge Holders:	N/a

Appointment details

Joint Liquidators' name
and address: Kenneth Wilson Pattullo
of Begbies Traynor (Central) LLP, 7 Queen's Gardens, Aberdeen,
AB15 4YD and
Kenneth Robert Craig
of Begbies Traynor (Central) LLP, 7 Queen's Gardens, Aberdeen,
AB15 4YD

Commencement
of liquidation: 27 July 2018

Date of appointment: 27 July 2018

Appointment made by: The members and creditors

The Joint Liquidators act jointly and severally

Receipts and Payments account

- Joint Liquidators' cumulative receipts and payments account for the period from 27 July 2018 to 10 October 2023.

RJ & J Management Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 27/07/2018 To 10/10/2023 £	From 27/07/2018 To 10/10/2023 £
SECURED ASSETS		
Director Third Party Funds	7,211.15	7,211.15
	7,211.15	7,211.15
ASSET REALISATIONS		
Bank Interest Net of Tax	27.83	27.83
	27.83	27.83
COST OF REALISATIONS		
Bank Charges	5.00	5.00
Office Holders Expenses	487.44	487.44
Office Holders Fees	6,000.00	6,000.00
Specific Bond	16.66	16.66
Statutory Advertising	729.88	729.88
	(7,238.98)	(7,238.98)
	NIL	NIL
REPRESENTED BY		NIL



Kenneth Wilson Pattullo
Joint Liquidator

Information relating to the Joint Liquidators' Fees and Expenses

Joint Liquidators' charging policy

- Joint Liquidators' time cost and disbursement policy.
- Joint Liquidators' cumulative SIP9 time cost analysis for the period from 27 July 2018 to 10 October 2023.

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This policy applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the creditors' decision being made for the office holder to be remunerated on a time cost basis. Best practice guidance* requires that such information should be disclosed to those who are responsible for approving the basis of an office holder's remuneration. Within our fee estimate creditors can see how we propose to be remunerated.

This policy applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest.] Best practice guidance* indicates that such charges should be disclosed to those who are responsible for approving the basis of the office holder's remuneration, together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of their staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded in 6 minute units at the individual's hourly rate in force at that time which is detailed below.]

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements, which are expenses that are initially paid by the office holder's own firm, but which are subsequently reimbursed from the estate when funds are available.

Best practice guidance classifies expenses into two broad categories:

- ❑ *Category 1 expenses (approval not required)* - Specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ❑ *Category 2 expenses (approval required)* - Items of expenditure that are directly related to the case and either:
 - (i) include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party; or
 - (ii) are items of expenditure which are payable to an associate of the office holder and/or their firm.

Shared or allocated costs (pursuant to (i) above)

* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

The following expenses include an element of shared or allocated cost and are charged to the case (subject to approval).

- Internal meeting room usage for the purpose of physical meetings of creditors is charged at the rate of £100 per meeting;
- Car mileage which is charged at the rate of 45 pence per mile;

Payments anticipated to be made to associates (pursuant to (ii) above)

Services provided by other entities within the Begbies Traynor group

The following expenses which relate to services provided by entities within the Begbies Traynor group, of which the office holder's firm is a member, are also to be charged to the case (subject to approval):

- Instruction of Eddisons Insurance Services Limited ("EIS") to provide insurance broking services and specifically open cover insurance for the insurable risks relating to the case. The cost of open cover insurance will vary during the course of the case depending upon the value of the assets and liability risks. The costs of insurance cover for subsequent quarter periods will be dependent upon prevailing insurance market conditions and the ongoing insurable risks on the case.

In accordance with standard insurance industry practice, EIS will receive payment of commission for the services it provides from the insurer. The commission is calculated as a percentage of the insurance premiums payable and such percentage will depend upon the class or classes of assets being insured.

EIS will invoice the insolvent estate for the premium(s) due on the insurer's behalf and receive payment from the estate. EIS will in turn, account to the insurer for the premium(s) payable after deducting any commission payable by the insurer.

Where EIS have initially been consulted on a policy, but the policy has not been taken out, EIS will charge an administration fee of £150.

- It may become necessary to instruct Eddisons Commercial Limited to provide additional services, not currently anticipated, during the course of the case. In such circumstances and to avoid the costs associated with seeking further approval, the charges for such services will be calculated on a time costs basis at the prevailing hourly rates for their various grades of staff which are currently as follows:

Grade of staff	Charge-out rate (£ per hour)
Director	£275
Associate	£180
Surveyor	£120
Graduate	£100
Administration	£80
Porters	£35

Additional payments received by Eddisons Commercial Limited from purchasers where assets are disposed of by way of auction

In addition to the charges of Eddisons Commercial Limited detailed above for providing the services to the office holder, where any machinery and business assets (other than freehold/leasehold property) are disposed of by way of auction, Eddisons Commercial Limited will also receive a payment from the purchaser, known as a buyer's premium, equivalent to 15% of the successful bid. Where any freehold/leasehold property is disposed of by way of auction, Eddisons Commercial

* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

Limited will also receive a payment from the purchaser, known as a buyer's administration fee, in the sum of £600. It is standard auction industry practice for a buyer's premium and buyer's administration fee to be charged. The buyer's premium and buyer's administration fee are paid by the purchaser of the assets and is not paid by the office holder from the assets of the estate.

General Office Overheads.

The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 expense*:

- ☐ Telephone and facsimile
- ☐ Printing and photocopying
- ☐ Stationery

BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally but vary to suit local market conditions. The rates applying to the Aberdeen office as at the date of this report are as follows:

Grade of staff	Charge-out rate range (£ per hour) 10th July 2023 until further notice
Appointment taker/partner	560-640
Managers/directors	415-540
Other professional	215-300
Junior professional/support	170

Prior to 10th July 2023, the following rates applied:

Grade of staff	Charge-out rate (£ per hour)
Partner	545
Director	490
Senior Manager	435
Manager	380
Assistant Manager	275
Senior Administrator	240
Administrator	195
Junior Administrator	155
Cashier	155
Secretarial	155

Time spent by support staff such as secretarial, administrative and cashing staff is charged directly to cases. It is not carried as an overhead.

As detailed above, time is recorded in 6 minute units.

* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

SIP9 RJ & J Management Limited - Creditors Voluntary Liquidation - 15RJ017.CVL : Time Costs Analysis From 27/07/2018 To 10/10/2023

Staff Grade		Consultant/Partner	Director	Sr Mgr	Mgr	Asst Mgr	Sr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	7.4		0.2	2.2	0.8		2.0			12.6	4,227.00	335.48
	Administration	0.1			0.4	1.6		2.4			4.5	968.50	215.22
	Total for General Case Administration and Planning:	7.5		0.2	2.6	2.4		4.4			17.1	5,195.50	303.83
Compliance with the Insolvency Act, Rules and best practice	Appointment					0.9		0.1			1.0	202.00	202.00
	Banking and Bonding			0.1		2.4	0.2	1.3		6.6	10.8	1,743.00	164.43
	Case Closure												0.00
	Statutory reporting and statement of affairs				3.0			1.0			4.0	954.00	238.50
	Total for Compliance with the Insolvency Act, Rules and best practice:			0.1	3.0	3.3	0.2	2.4		6.6	15.8	2,999.00	188.83
Investigations	CDDs and investigations					4.9					4.9	1,004.50	205.00
	Total for Investigations:					4.9					4.9	1,004.50	205.00
Realisation of assets	Debt collection	1.0									1.0	395.00	395.00
	Property, business and asset sales					0.9					0.9	184.50	205.00
	Retention of Title/Third party assets					0.3					0.3	81.50	265.00
	Total for Realisation of assets:	1.0				1.2					2.2	641.00	291.36
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured												0.00
	Others				1.6	2.7		0.2			4.5	1,057.50	235.00
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:				1.6	2.7		0.2			4.5	1,057.50	235.00
Other matters which includes meetings, tax, litigation, pensions and travel	Seeking decisions of creditors												0.00
	Meetings	13.4				0.3		1.3			15.0	5,539.00	368.67
	Other				0.1						0.1	26.50	265.00
	Tax					1.1	0.3	0.4	0.3		2.1	418.50	199.29
	Litigation												0.00
	Total for Other matters:	13.4			0.1	1.4	0.3	1.7	0.3		17.2	6,075.00	347.38
	Total hours by staff grade:	21.9		0.3	7.3	15.9	0.5	8.7	0.3	6.6	61.5		
	Total time cost by staff grade £:	8,665.50		128.50	2,630.50	3,349.50	120.00	1,526.50	48.50	913.50		16,772.50	
	Average hourly rate £:	395.68	0.00	421.67	276.15	210.66	240.00	174.77	156.00	138.41			272.72
	Total fees drawn to date £:											6,069.00	

Category 1 Expenses:

Expenses incurred during the period of this report and cumulatively, and those reimbursed in the period and cumulatively, to end of current period, are detailed below:

Expenses	This period		Previous Period(s)		Cumulatively	
	Incurred	Paid	Incurred	Paid	Incurred	Paid
	£	£	£	£	£	£
Bank charges	Nil	Nil	2.50	2.50	2.50	2.50
Statutory advertising	Nil	Nil	729.88	729.88	729.88	729.88
Bond premium	Nil	Nil	16.66	16.66	16.66	16.66
Postage	Nil	Nil	119.29	119.29	119.29	119.29
Total	Nil	Nil	868.33	868.33	868.33	868.33

Category 2 Expenses

Expenses incurred during the period of this report and cumulatively, and those reimbursed in the period and cumulatively, to end of current period, are detailed below:

Expenses	This period		Previous Period(s)		Cumulatively	
	Incurred	Paid	Incurred	Paid	Incurred	Paid
	£	£	£	£	£	£
Accommodation	Nil	Nil	180.00	180.00	180.00	180.00
Travelling	Nil	Nil	188.15	188.15	188.15	188.15
Total	Nil	Nil	368.15	368.15	368.15	368.15