

## Section 94

Return of Final Meeting in a  
Members' Voluntary Winding UpPursuant to Section 94 of the  
Insolvency Act 1986

To the Registrar of Companies

**S.94**

Company Number

02842184

Name of Company

Almac Limited

I/We Philip Booth  
Suite 7  
Milner House  
Milner Way  
Ossett  
WF5 9JE

Note The copy account must be  
authenticated by the written  
signature(s) of the Liquidator(s)

1 Give notice that a general meeting of the company was duly ~~held on~~/summoned for 31 July 2013 pursuant to section 94 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached) laid before it showing how the winding up of the company has been disposed of, and that the same ~~was done accordingly~~ / no quorum was present at the meeting.

The meeting was held at PR Booth & Co, Milner Way, Ossett, WF5 9JE

The winding up covers the period from 23 July 2012 (opening of winding up) to the final meeting (close of winding up)

The outcome of any meeting (including any resolutions passed) was as follows

- 1 That the Liquidator's final receipts and payments account be approved
- 2 That the Liquidator obtains his release under Section 173 of the Insolvency Act 1986

Signed



Date 6 August 2013

PR Booth & Co  
Suite 7  
Milner House  
Milner Way  
Ossett  
WF5 9JE

Ref ALM001/PB/AB

WEDNESDAY



A05

\*A2EADYAY\*

07/08/2013

#230

COMPANIES HOUSE

**ALMAC LIMITED  
IN MEMBERS VOLUNTARY LIQUIDATION**

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**Liquidator's Final Progress Report To Members Pursuant To  
Section 94 Of The Insolvency Act 1986 For The  
Period From 23 July 2012  
To 31 July 2013**

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**Philip Booth  
Liquidator**

**PR Booth & Co  
Suite 7, Milner House  
Milner Way  
Ossett  
WF5 9JE**

## **1. Introduction**

- 1 1 I am writing to provide you with my draft final report on the conduct of the Liquidation for the period from 23 July 2012 to 31 July 2013, the date of the final meeting of members

## **2. Receipts and Payments**

### **Receipts**

- 2 1 A copy of the current Receipts and Payments Account is attached. No further transactions will be undertaken prior to 31 July 2013, the date of the final meeting of members, therefore this may be regarded as a final account
- 2 2 I have received the sum of £88,148.26 in respect of cash held in the company's bank account
- 2 3 I have also received gross bank interest of £1.49 on funds held

### **Payments (General)**

- 2 4 The sum of £1,500.00 has been paid to this firm for preparing the Declaration of Solvency and for assisting the director and shareholders in placing the company into Liquidation. This is in accordance with the letter of engagement signed by the members on 12 July 2012
- 2 5 An amount in the sum of £875.00 has been paid to Fox Jennings Cullen, Accountants and Business Advisors for the work they have undertaken in submitting final accounts and corporation tax returns to HMRC, and in obtaining their agreement that there was no final tax liability
- 2 6 Bank charges in the sum of £50.00 have been paid, and there have been no other general payments except for those relating to the Liquidator's remuneration and disbursements further details of which are provided at paragraph 7 below

## **3. Secured Creditors**

- 3 1 There are no secured creditors

## **4. Preferential creditors**

- 4 1 There are no preferential creditor claims

## **5. Unsecured Creditors**

- 5 1 A provision for final corporation tax of £6,000 was made in the Declaration of Solvency. However as referred to above, there was no final corporation tax liability, and no other claims have been received

## **6. Distributions to Members**

- 6 1 The sum of £83,701.93 has been distributed to members since my appointment, as follows
- £62,551 distributed to Mr A H Law on 31 August 2012

- £18,097 distributed to Mrs H Metcalfe 31 August 2012
- £2,595 64 distributed to Mr A H Law on 22 May 2013
- £458 29 distributed to Mrs H Metcalfe on 22 May 2013

## **7. Liquidator's Remuneration & Disbursements**

7 1 In accordance with the time cost resolution approved at the meeting of members held on 23 July 2012, I have received a fee of £1,500 00 in respect of my total time costs of £3,971 00, representing 22 6 hours spent on the administration of the case at an average charge out rate of £175 71 per hour

7 2 A description of the routine work undertaken (where applicable) in the Liquidation to date is as follows

### **7 2 1 Administration and Planning**

- Preparing the documentation and dealing with the formalities of appointment
- Statutory notifications and advertising
- Preparing documentation required
- Dealing with all routine correspondence
- Maintaining physical case files and electronic case details on IPS
- Review and storage
- Case bordereau
- Case planning and administration
- Preparing reports to members
- Convening and holding meetings of members

### **7 2 2 Cashiering**

- Maintaining and managing the Liquidator's cashbook and bank account
- Ensuring statutory lodgements and tax lodgement obligations are met

### **7 2 3 Creditors**

- Dealing with creditor correspondence and telephone conversations
- Preparing reports to members
- Maintaining creditor information on IPS
- Reviewing and adjudicating on proofs of debt received from creditors

### **7 2 4 Realisation of Assets**

- Corresponding with debtors and attempting to collect outstanding book debts
- Liaising with the company's bank regarding the closure of the account

7 3 Appendix A shows a breakdown of these costs. I also attach details of my firm's charge out rates which were increased in July 2012

- 7.4 Disbursements to the value of £522.82 have been incurred, all of which have been discharged as below

	£
Statutory Advertising	314.10
Insurance Bond	200.00
Company Searches	4.00
Mileage/Travel	4.72
	<hr/>
	522.82

- 7.5 The bond charge of £200.00 relates to a statutory insurance policy, the premium for which is based on the maximum value of the company's realisable assets at the date of Liquidation. It is mandatory in all insolvency cases and is put in place for the protection of all beneficiaries.
- 7.6 Members have approved all disbursement charges at the meeting of members held on 23 July 2012 and in accordance with the terms of the signed letter of engagement dated 12 July 2012.

## 8. Conclusion

- 8.1 The winding up of the Company is now for all practical purposes complete and I am able to summon a final meeting of the Company's members to receive my final report and seek my release as Liquidator.
- 8.2 I hope this report sufficiently updates you on the conduct of the Liquidation. However, should you require any further information please do not hesitate to contact me.

Yours faithfully



**Philip Booth**  
**Liquidator**

**Almac Limited**  
**(In Liquidation)**  
**Liquidator's Abstract of Receipts & Payments**

Declaration of Solvency		From 23/07/2012 To 31/07/2013	From 23/07/2012 To 31/07/2013
88,161 91	ASSET REALISATIONS		
	Cash at Bank	88,148 26	88,148 26
	Bank Interest Gross	1 49	1 49
		<u>88,149 75</u>	<u>88,149 75</u>
	COST OF REALISATIONS		
	Preparation of Declaration of Solvency	1,500 00	1,500 00
	Office Holders Expenses	522 82	522 82
	Liquidator's Fee	1,500 00	1,500 00
	Accountants Fee	875 00	875 00
	Bank Charges	50 00	50 00
		<u>(4,447 82)</u>	<u>(4,447 82)</u>
(6,000 00)	UNSECURED CREDITORS		
	HM Revenue & Customs ( Corporation	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
	Ordinary Shareholders	83,701 93	83,701 93
		<u>(83,701 93)</u>	<u>(83,701 93)</u>
<u>82,161 91</u>		<u>NIL</u>	<u>NIL</u>
	REPRESENTED BY		
			<u>NIL</u>



Philip Booth  
Liquidator

# Time Entry - SIP9 Time & Cost Summary

ALM001 - Almac Limited  
Project Code POST  
From 23/07/2012 To 31/07/2013

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	3.30	7.80	0.00	2.50	13.60	2,323.50	170.85
Case Specific Matters	0.00	0.00	0.60	0.00	0.60	81.00	135.00
Creditors	0.50	5.70	0.00	0.00	6.20	1,159.50	187.02
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	2.20	0.00	0.00	2.20	407.00	185.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>3.80</b>	<b>15.70</b>	<b>0.60</b>	<b>2.50</b>	<b>22.60</b>	<b>3,971.00</b>	<b>175.71</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	
<b>Total Disbursements Claimed</b>						<b>0.00</b>	

## **PR BOOTH & CO – FEES & DISBURSEMENTS 2012/13**

### **ADDITIONAL INFORMATION IN RELATION TO OFFICE HOLDER'S FEES PURSUANT TO THE PROVISIONS OF STATEMENT OF INSOLVENCY PRACTICE 9**

A schedule of PR Booth & Co charge out rates effective from 01 July 2012 is as follows -

<b>Staff Grade</b>	<b>Rate/hour £</b>
Insolvency Practitioner (appointment taking)	£ 210
Senior Manager	£ 185
Manager	£ 150
Senior Administrator	£ 135
Administrator	£ 100
Cashier/Support Staff	£ 75

The charge out rates are subject to periodic reviews and change

In cases of exceptional complexity, the insolvency practitioner reserves the right to obtain authority from the committee or the creditors that their remuneration shall be fixed as a percentage of the value of the assets, which are realised or distributed, or both

An analysis of time costs incurred will be provided to creditors under the following areas of activity

- Administration and planning
- Investigations
- Realisation of assets
- Trading
- Creditors
- Any other case-specific matters

### **Disbursements**

There are two types of disbursements, direct disbursements (known as category one) and indirect disbursements (known as category two)

#### **i) Category 1**

Category one disbursements do not require approval by creditors. Typically, these include external supplies of incidental services specifically identifiable to the case, such as postage, advertising, invoiced travel and external printing, room hire, insolvency bond and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Postage, external room hire and insolvency bond costs are charged out at the actual rate incurred.

#### **ii) Category 2**

Category two disbursements do require creditor approval and include elements of shared or allocated costs.

- Photocopying is charged at 15 pence per copy
- Internal room hire is charged at £50 per hour (minimum charge £50, maximum charge £150)
- Mileage (charged at 40p per mile).