

## Section 106

## The Insolvency Act 1986

**Return of Final Meeting in a  
Creditors' Voluntary Winding Up  
Pursuant to Section 106 of the  
Insolvency Act 1986****S106**

For Official Use

To the Registrar of Companies

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Company Number

03726580

Name of Company

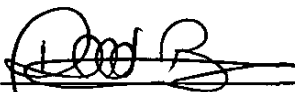
Wilkes Design Limited

I / We  
Roderick Graham Butcher  
79 Caroline Street  
Birmingham  
B3 1UP

give notice

- 1 that a general meeting of the company was ~~held on~~/summoned for 26 August 2011 pursuant to section 106 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 conducted, and the property of the company has been disposed of and that the same ~~was done accordingly~~ / no quorum was present at the meeting
- 2 that a meeting of the creditors of the company was duly ~~held on~~ / summoned for 26 August 2011 pursuant to section 106 of the Insolvency Act 1986 for the purpose of having the said account laid before it showing how the winding up of the company has been conducted and the property of the company disposed of and that the ~~same was done accordingly~~ / no quorum was present at the meeting

Signed



Date 26 August 2011

Butcher Woods  
79 Caroline Street  
Birmingham  
B3 1UP

Ref 0752/BP/RGB

For Official Use

Insolvency Sect

Post Room

SATURDAY



\*AFPUWX12\*

A07

27/08/2011

310

COMPANIES HOUSE

**Wilkes Design Limited  
(In Liquidation)  
Liquidator's Abstract of Receipts & Payments  
From 15 June 2010 To 26 August 2011**

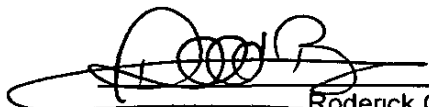
<b>S of A £</b>		<b>£</b>	<b>£</b>
	<b>ASSET REALISATIONS</b>		
15,909 00	Book Debts	7,145 04	7,145 04
	<b>COST OF REALISATIONS</b>		
	Preparation of S of A	5,000 00	
	Office Holders Fees	1,557 91	
	Office Holders Expenses	208 83	
	Storage Costs	75 00	
	Statutory Advertising	303 30	
			(7,145 04)
<b>15,909.00</b>			<b>(0.00)</b>

REPRESENTED BY

**NIL**

Note

I confirm that the above account has been reconciled with the account held by the Secretary of State

  
Roderick Graham Butcher  
Liquidator

Your Reference

Our Reference Mjc/106

When telephoning please ask for Ben Perks

# Butcher Woods

CORPORATE RECOVERY

79 Caroline Street, Birmingham B3 1UP  
Tel 0121 236 6001 Fax 0121 236 5702

27 June 2011

**To all known members and creditors**

Dear Sirs

**WILKES DESIGN LIMITED IN LIQUIDATION**

I write with reference to my appointment as Liquidator of the above named company on 15 June 2010

I would advise that I am now in a position to conclude the winding up of the affairs of the company. I have summoned final meetings of the company's members and creditors to be held on 26 August 2011. Notices for these meetings are enclosed within this report.

The purpose of these meetings is to present a copy of the enclosed report and for me to seek my release as liquidator of the company. Members and creditors are asked to complete the enclosed proxy form and return it to my office prior to the meetings. There is no requirement for members or creditors to attend the meetings, and no information other than that provided in this report will be made available at these meetings.

If creditors have any queries regarding this report, the holding of the final meeting of creditors or the conduct of the liquidation in general, they should contact Rod Butcher on 0121 236 6001.

Yours faithfully  
For Wilkes Design Limited



R G Butcher  
Liquidator

**Enclosure**

**Butcher Woods Ltd**

Roderick Graham Butcher and Richard Paul James Goodwin  
are authorised to act as Insolvency Practitioners by the IPA

Registered Office 79 Caroline Street, Birmingham B3 1UP  
Registered in England No 5315526  
Directors R G Butcher, A Woods, R P J Goodwin

## **WILKES DESIGN LIMITED IN LIQUIDATION**

### **Liquidator's annual and final report**

#### **RECEIPTS AND PAYMENTS ACCOUNT**

My Receipts & Payments Account for the period from 15 June 2010 to 14 June 2011 and 15 June 2011 to 26 August 2011 is attached at Appendix A.

#### **ASSETS**

##### **Book Debts**

The statement of affairs showed an estimated to realise figure of £15,909. My agents JLB Management Services were instructed to collect these debts on my behalf. Many of these book debts were subject to dispute and it soon became clear that the realisations would be less than expected. An amount of £7,145 has been realised.

#### **DIVIDENDS**

A dividend has not been paid to any class of creditor in this liquidation as the funds realised have been used to meet the expenses of the liquidation.

#### **INVESTIGATION**

As liquidator, I was obliged to investigate the affairs of the company during the three years prior to insolvency. I would confirm that my confidential report was submitted to the Insolvency Service.

#### **PRE-APPOINTMENT REMUNERATION**

The board previously authorised the payment of a fee of £5,000 for assistance with the statement of affairs and producing and circulating the notices for the meetings of members and creditors prior to my appointment at a meeting held on 24 May 2010.

## LIQUIDATOR'S REMUNERATION

My remuneration was previously authorised by creditors at a meeting held on 15 June 2010 to be drawn on a time cost basis. My time costs to date amount to £5,350. An amount of £1,557 has been drawn in respect of these time costs. A schedule of my time costs incurred to date is attached as Appendix B.

A description of the routine work undertaken in the liquidation to date is as follows:

- 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 and creditors
  - Convening and holding meetings of members and creditors
- 2 Cashiering
  - Maintaining and managing the liquidator's cashbook and bank account
  - Ensuring statutory lodgements and tax lodgement obligations are met
- 3 Creditors
  - Dealing with creditor correspondence and telephone conversations
  - Preparing reports to creditors
  - Maintaining creditor information on IPS
  - Reviewing and adjudicating on proofs of debt received from creditors
- 4 Investigations
  - Review and storage of books and records
  - Prepare a return pursuant to the Company Directors Disqualification Act
  - Conduct investigations into suspicious transactions
  - Review books and records to identify any transactions or actions a liquidator may take against a third party in order to recover funds for the benefit of creditors
- 5 Realisation of Assets
  - Liaising with the company's bank regarding the closure of the account
  - Realisation of fixed assets

A copy of 'A Creditors Guide to Liquidators' Fees' published by the Association of Business Recovery Professionals and 'A Statement of Insolvency Practice 9 (Revised)' together with an explanatory note which shows Butcher Woods's fee policy are available at the link [www.butcher-woods.co.uk/creditors-information.php](http://www.butcher-woods.co.uk/creditors-information.php). A hard copy can be obtained on request from the address below.

## **LIQUIDATOR'S EXPENSES**

My expenses to date amount to £208 83 I have drawn these costs in full

The following agents or professional advisors have been utilised in this matter

Professional Advisor	Nature of Work	Fee Arrangement
Asset Storage Ltd	Storage costs	Set Fee
Courts Advertising Ltd	Statutory Advertising	Set Fee

The choice of professionals 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. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case

## **FURTHER INFORMATION**

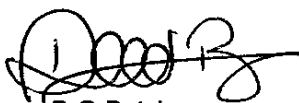
An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), 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. Any secured creditor may make a similar application to court within the same time limit

## **SUMMARY**

The winding up of the company is now for all practical purposes complete and I am able to summon final meetings of the company's members and creditors to receive my final report and seek my release as liquidator

Creditors should note that if I obtain my release as liquidator at the final meetings of members and creditors on 26 August 2011, my case files are placed in storage thereafter. If creditors have any queries they are asked to contact Ben Perks on 0121 236 6001 before the meetings are held

  
R G Butcher  
Liquidator

**Enclosure**

**Wilkes Design Limited  
(In Liquidation)**

**Summary of Receipts & Payments**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>From 15/06/2010 To 14/06/2011 (£)</b>	<b>From 15/06/2011 To 26/08/2011 (£)</b>	<b>Total (£)</b>
Book Debts	15,909 00	7,145 04	0 00	7,145 04
		<b>7,145 04</b>	<b>0.00</b>	<b>7,145.04</b>
<b>PAYMENTS</b>				
Preparation of S of A		0 00	5,000 00	5,000 00
Office Holders Fees		0 00	1,557 91	1,557 91
Office Holders Expenses		0 00	208 83	208 83
Storage Costs		75 00	0 00	75 00
Statutory Advertising		226 80	76 50	303 30
		<b>301.80</b>	<b>6,843.24</b>	<b>7,145.04</b>
<b>Net Receipts/(Payments)</b>		<b>6,843 24</b>	<b>(6,843.24)</b>	<b>0.00</b>
<b>MADE UP AS FOLLOWS</b>				
		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Note

\_\_\_\_\_  
Roderick Graham Butcher  
Liquidator

## **WILKES DESIGN LIMITED IN LIQUIDATION**

NOTICE IS HEREBY GIVEN pursuant to Sections 105 and 106 of the Insolvency Act 1986 that Annual and Final Meetings of the Members and Creditors of the above named company will be held at Butcher Woods, 79 Caroline Street, Birmingham, B3 1UP on 26 August 2011 at 10 30am and 11 00am respectively, for the purpose of receiving an account laid before them showing the manner in which the winding up has been conducted and the company assets disposed of, and of hearing any explanation that may be given by the Liquidator

A person entitled to attend and vote at the above meeting may appoint a proxy to attend and vote instead of him. A proxy need not be a member of the company

Dated 27 June 2011

R G Butcher  
Liquidator



**Insolvency Act 1986**  
**Proxy (Members' or Creditors Voluntary**  
**Winding Up)**

\* Insert the name of the company

**IN THE MATTER OF WILKES DESIGN LIMITED**  
**And**  
**IN THE MATTER OF THE INSOLVENCY ACT 1986**

**Notes to help completion of the form**

Please give full name and address for communication

Name of creditor/member \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please insert name of person (who must be 18 or over) or the "chairman of the meeting" (see note below) If you wish to provide for alternative proxy-holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

Name of proxy-holder \_\_\_\_\_

1 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please delete words in brackets if the proxy-holder is only to vote as directed ie he has no discretion

I appoint the above person to be my/the creditor's/member's proxy-holder at the meeting of creditors/members to be held on the **26 August 2011**, or at any adjournment of that meeting The proxy-holder is to propose or vote as instructed below [and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion]

\_\_\_\_\_

This form must be signed

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name in CAPITAL LETTERS \_\_\_\_\_

Only to be completed if the creditor/member  
has not signed in person

Position with creditor/member or relationship to creditor/member or other authority  
for signature \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please note that if you nominate the chairman of the meeting to be your proxy-holder he will either be a director of the company or the current liquidator.**

Remember there may be resolutions on the other side of this form

**Appendix A****Wilkes Design Limited In Liquidation  
Summary of remuneration for period ending 26 August 2011**

Classification of work	Partner	Manager	Administrator	Support	Total Hours	Time Cost £	Average Rate £/h
Administration and Planning	4		13	5	22	2,575	117
Investigations			3		3	225	75
Realisation of Assets							
Trading							
Creditors	8		2		10	2,550	255
Total hours	12		18	5	35	5,350	152

**Standard activity****Examples of work**

Administration and planning

Case planning  
Administrative set up  
Appointment notification  
Maintenance of records  
Statutory reporting

Investigations

SIP 2 review  
CDDA reports  
Investigating antecedent transactions

Realisation of assets

Identifying, securing, insuring assets  
Retention of title  
Debt collection  
Property, business and asset sales

Trading

Management of operations  
Accounting for trading  
On-going employee issues

Creditors

Communication with creditors  
Creditors' claims (including employees' and other preferential creditors')

**Appendix B****Wilkes Design Limited In Liquidation  
Summary of category 2 disbursements for period ending 26 August 2011**

Type and purpose	£
Printing and photocopying	62 55
Postage	26 28
Bordereau	120
Total	208 83