

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 0 0 6 7 1 8 6 5

Company name in full J.R. Wooddisse And Company Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Mark Jonathan

Surname Botwood

3 Liquidator's address

Building name/number Regent House

Street Bath Avenue

Post town Wolverhampton

County/Region

Postcode W V 1 4 E G

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

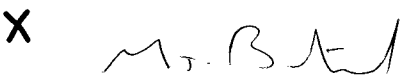
Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report											
From date	^d 0	^d 4	^m 0	^m 1	^y 2	^y 0	^y 2	^y 2				
To date	^d 0	^d 3	^m 0	^m 1	^y 2	^y 0	^y 2	^y 3				

7	Progress report											
<input checked="" type="checkbox"/> The progress report is attached												

8	Sign and date											
Liquidator's signature	Signature 								X			
Signature date	^d 1	^d 6	^m 0	^m 2	^y 2	^y 0	^y 2	^y 3				

**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 **Mark Jonathan Botwood**

Company name **Muras Baker Jones Ltd**

Address **Regent House**

Bath Avenue

Post town **Wolverhampton**

County/Region

Postcode **W V 1 4 E G**

Country

DX

Telephone **01902 393000**

**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

J.R. Wooddisse And Company Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £	From 04/01/2022 To 03/01/2023 £	From 04/01/2022 To 03/01/2023 £
	ASSET REALISATIONS	
	Bank Interest Gross	30.10
	Cash at Bank	28.54
7,545.00	Debtor	4,912.05
16,359.00	Directors Loan Account	25,030.76
250.00	Furniture & Equipment	NIL
2,500.00	Motor Vehicles	2,500.00
39.00	Petty Cash	39.05
	Refund	455.17
NIL	S455 Tax Refund (Subject to set off)	NIL
1,500.00	Stock	4,000.00
527.00	VAT Refund	NIL
		36,995.67
	COST OF REALISATIONS	
	Agents Costs/Disbursement	1,400.00
	Insolvency Bond	80.00
	Insurance of Assets	296.80
	Liquidators Remuneration - Fixed Cost	8,000.00
	Liquidators Remuneration - Time Cost	14,000.00
	London Gazette Advertising	250.00
	Postage	221.62
	Preparation of S. of A - Accountants	2,000.00
	Preparation of S. of A. MJB	4,800.00
		(31,048.42)
	PREFERENTIAL CREDITORS	
(451.00)	Employees Wage Arrears	NIL
(2,402.00)	Holiday Pay Arrears	NIL
(2,206.00)	PAYE & NIC	NIL
		NIL
	FLOATING CHARGE CREDITORS	
(4,786.00)	Floating Chg Cr - Lloyds Bank Account	NIL
(34,375.00)	Floating Chg Cr-Lloyds Bank Bounce	NIL
		NIL
	UNSECURED CREDITORS	
(36,975.00)	Department of Employment	NIL
(2,775.00)	Lloyds Credit Card	NIL
(34,074.00)	Trade & Expense Creditors	NIL
		NIL
	DISTRIBUTIONS	
(120.00)	Ordinary Shareholders	NIL
		NIL
(89,444.00)		5,947.25
	REPRESENTED BY	
	Interest Bearing Current Account	1,536.24
	VAT Receivable	4,411.01
		5,947.25



Mark Jonathan Botwood
Liquidator

LIQUIDATOR'S PROGRESS REPORT TO CREDITORS AND MEMBERS FOR THE YEAR ENDING
3 JANUARY 2023

J.R. Wooddisse And Company Limited ("**the Company**") – In Creditors' Voluntary Liquidation

EXECUTIVE SUMMARY

The company ceased to trade on the 29 November 2021 prior to my appointment as Liquidator of the company. The strategy on appointment was to ensure maximum asset realisations and investigate transactions to any possible recovery claims.

Agents were appointed to arrange the sale of company's asset following determination of ROT claims received and the recovery of third party assets.

Trade debtor collections remain ongoing and have been undertaken by my staff with the assistance of the former company Director with numerous instalment plans agreed.

Investigations have been undertaken during the reporting period with a confidential report to the Secretary of State submitted.

A decision from creditors by correspondence on the 7 December 2022 set the basis of my remuneration to be drawn on a mixture of a time costs and fixed fee basis for different categories of work.

Based on current known information about the Company's assets and liabilities, and after taking into account the anticipated fees and expenses, it appears unlikely that any dividend will be paid to any class of creditor.

STATUTORY INFORMATION

Company name:	J.R. Wooddisse And Company Limited
Registration number:	00671865
Principal Trading Address:	Dale St, Bilston, West Midlands, WV14 7LE
Registered Office:	c/o Muras Baker Jones Limited , 3rd Floor, Regent House, Bath Avenue, Wolverhampton, WV1 4EG
Liquidator's names:	Mark Jonathan Botwood
Liquidator's address:	Muras Baker Jones Limited, 3 RD Floor Regent House, Bath Avenue, Wolverhampton, WV1 4EG
Liquidator's contact details:	<u>Mark.botwood@muras.co.uk</u> and 01902 393000.
Date of appointment:	4 January 2022

LIQUIDATOR'S ACTIONS SINCE THE APPOINTMENT OF THE LIQUIDATOR

The company ceased to trade on the 29 November 2021 prior to my appointment as Liquidator of the company. The strategy on appointment was to ensure maximum asset realisations and investigate transactions to any possible recovery claims.

The assets of the company consisted of furniture and equipment, motor vehicles, stock, trade debtors, outstanding director's loan accounts a potential VAT refund and petty cash.

I immediately instructed Mr R Mascall, MRICS MABRP of Messrs MGR Appraisals, a firm of professional, independent valuers to proceed to sell the Company's tangible assets.

Upon appointment it was immediately apparent that stock was subject to reservation of title claims and a number of third party ownership claims. Due to the bespoke nature of the company's trading activities, former customers had often left items of equipment with the company in the hope of achieving a future sale on their behalf.

Following a period of reviewing claims and agreeing the recovery of items the final stock of equipment position for resale was established.

Remaining stock and a Ford Transit motor vehicle registration YB62 GXZ were sold by private treaty to unrelated parties via agents.

On appointment I immediately issued initial letters to all known trade debtors seeking full repayment of outstanding debts. Following which it became apparent from debtor responses that numerous debtors had agreed informal monthly repayment plans in respect of outstanding balances. The continuation of such repayment arrangements were subsequently agreed on an individual basis with the relevant debtors. A number of balances remain outstanding with ongoing attempts of recovery. Failing which I intend to instruct solicitors to recover the remaining balances.

I sought the immediate repayment of both outstanding director loan account balances that resulted in a swift recovery of funds. However upon further investigations it became apparent that one loan account had been understated following the off-set of a related party loan account balance. This resulted in additional funds being recovered.

All statutory notices were issued to creditors in addition to filings at company's house. Statutory adverts placed in the London Gazette and notification given to HMRC. The company's former banker have been contacted with no funds remaining available to the Liquidation. Notifications have been issued to all employees and appropriate forms submitted to the redundancy payments service in order for employees claims to be processed and paid.

The Company appears to have held two pension schemes and the scheme providers have been notified of the liquidation along with the pension regulator and Pension Protection Fund.

Books and records of the company have been recovered and an investigation into the trading activities of the company has been completed. The return required to be submitted under the Company Directors Disqualification Act has been submitted to The Insolvency Service within 3 months of my appointment.

During the reporting period I made an approach to creditors to determine the basis of my remuneration as Liquidator with a decision date set as the 7 December 2022. Creditors subsequently agreed my fees to be drawn on the following basis: a fixed fee of £16,000 for undertaking the following categories of work, namely Administration; and time costs estimated, at £23,418 for undertaking the following categories of work namely Realisation of assets, creditors, and investigations.

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since the appointment of the Liquidator is contained in Appendix 1.

RECEIPTS AND PAYMENTS

My Receipts & Payments Account for the period from 4 January 2022 to 3 January 2023 is attached at Appendix 2. All amounts are shown net of VAT. I have reconciled the account against the financial records that I am required to maintain.

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

ASSETS

As referred to previously I arranged for Mr R Mascall, MRICS MABRP of Messrs MGR Appraisals, a firm of professional, independent valuation agents were instructed to provide an independent professional valuation of the Company's tangible and intangible assets for the purposes of the Estimated Statement of Affairs.

Asset category	Valuation	Valuation	Sale
	£ Going Concern	£ Forced Sale	Consideration £
<u>Floating charge assets</u>			
Furniture & Equipment	500	250	None
Stock	6,000	1,500	4,000
Motor Vehicles	3,400	2,500	2,500
	9,900	4,250	6,500
Debtors		7,545	4,739
Directors Loan Account		16,359	25,031
Total		<u>28,154</u>	<u>36,270</u>

Tangible Assets

Estimated to realise £4,250 Realised £6,500

Following my appointment as Liquidator I received two reservation of title (ROT) claims from creditors, one was agreed and a selection of wheelchairs recovered while the other ROT claim was withdrawn.

A further Six separate items were identified as belong to third party customers that had been left at the former trading premises in the hope a buyer could be identified. Following a period of identifying the items and liaising with owners the items were all returned to the third party owners.

The remaining assets were marketed by MGR Appraisals. Furniture and Equipment items held no reliable value and were scrapped with the remaining vehicle and stock sold to independent third parties achieving a total realisation of £6,500 which was higher than originally anticipated.

Trade Debtors

Estimated to realise £7,545 Realised £4,912

The statement of affairs recorded trade debtors of £8,383 outstanding due to the company, this was then reduced by a general 10% bad debt provision to an estimated to realisable debtor's figure of £7,545.

Upon the company entering Liquidation 35 trade debtors were identified as remaining outstanding totalling £8,165 with the £218 difference to the original figure per the statement of affairs relating to purchase ledger overpayments.

Following initial letters issued to debtors seeking debt settlement it became apparent that a number of individual debtors had previously agreed informal monthly repayment plans to settle outstanding balances. Similar repayment agreements were then negotiated and agreed with some individual debtors within the Liquidation.

To date £4,912 worth of debtors have been recovered, three balance adjustments totalling of £316.00 have been agreed, resulting in ongoing efforts to recover the remaining outstanding debtors' balance of £3,009.

Directors Loan account recovery

Estimated to realise	£16,359	Realised	£25,031
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A successful recovery of both directors' loan account balances has been undertaken since my appointment resulting in £25,031 funds being received into the Liquidation. As referred to previously this is greater than originally anticipated following investigations that identified the incorrect off-set of a related party balance.

VAT Refund

Estimated to realise	£527	Realised	£ Nil
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A pre appointment VAT refund anticipated as due to the company has not yet been received, investigations remain ongoing to the potential refund.

S455 Tax Refund

Estimated to realise	£ Unknown	Realised	£ Nil
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A potential S455 tax refund of £2,078 appears recoverable given the full repayment of Directors loan account balances. However investigations remain ongoing after concerns HMRC could possibly off-set any refund against any claim outstanding. At the time of writing HMRC have yet to submit a claim in the Liquidation.

Petty cash

Estimated to realise	£39	Realised	£39
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Petty cash recovered from site totalled £39.05.

Other Assets

Refund - The Company's former bank provider Lloyds Bank have provided a refund of charges totalling £455.17 during the period since my appointment.

Bank Interest – Interest is received gross on funds held in the Liquidation and totals £30.10 since my appointment.

Cash at Bank – £28.54 worth of funds were received from the former bank provider without explanation and are believed to relate to additional charge adjustments.

PRE-APPOINTMENT FEES

The creditors previously authorised the payment of a fee of £4,800 plus disbursements plus VAT for my assistance with preparing the statement of affairs, organising the deemed consent procedure and convening the meeting of creditors for creditors to appoint a liquidator.

In addition creditors previously authorised the payment of £2,000 plus VAT to Fields Accountants for work done assisting the board of Directors in preparing a statement of affairs.

Both fees was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, and the funds likely to be available to fund an investigation, and the costs involved. I am required by the Statements of Insolvency Practice to undertake such an initial investigation and the work detailed below has been undertaken in connection with that initial investigation.

Specifically, I recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the 6 months prior to the Company ceasing to trade from the Company's bankers; and compared the information in the Company's last set of accounts with that contained in the statement of affairs lodged in the Liquidation and made enquiries about the reasons for the changes.

There were no matters that justified further investigation in the circumstances of this appointment.

Finally, within three months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. I would confirm that my report has been submitted.

LIQUIDATOR'S REMUNERATION

My remuneration was approved by the creditors on 7 December 2022 on a mixture of a time cost basis and a fixed fee.

I was authorised to draw time costs for my work in respect of realisation of assets, creditors and investigations. This approval was based on my fees estimate of £23,418. The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from the creditors. My total time costs for such work to 3 January 2023 amount to £21,104.00, representing 108.60 hours of work at a blended charge out rate of £194.33 per hour, of which £900, representing 4.5 hours of work, was charged in the period since my fee approval report dated the 4 November 2022, at a blended charge out rate of £200 per hour. The blended average charge out rate incurred compares with the estimated blended charge out rate of £197.45 in my fees estimate.

I have drawn £14,000 to 3 January 2023 in respect of work done for which my fees were approved on a time cost basis.

I was also authorised to draw a fixed fee of £16,000 for my work in respect of Administration costs.

I have drawn £8,000 to 3 January 2023 in respect of work done for which my fees were approved as a fixed fee.

A detailed schedule of my time costs incurred to date and since my fee approval report of the 4 November 2022 compared with my original fees estimate is attached as Appendix 3.

Based on current information I do not expect my total time costs to exceed my estimated remuneration I set out in my fees estimate when my remuneration was authorised by the creditors.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/creditor-guides/more/29110/page/1/creditors-voluntary-liquidation/>. There are different versions of these Guidance Notes, and in this case please refer to the most recent version. Please note that we have also provided further information about an office holder's remuneration and expenses in our practice fee recovery sheet, which is enclosed at Appendix 5.

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.

Category 1 expenses

I have incurred the following category 1 expenses in the Liquidation:

Nature of category 1 expense	Amount incurred/ accrued to date £	Amount still to be paid £
Insolvency Bond	80.00	-
MGR Asset Appraisals valuation and realisation fees	1,400.00	-
Corporation Tax	5.70	5.70
Postage	221.62	-
Statutory Advertising	250.00	-
Insurance of Assets	296.80	-
Total	2,254.12	5.70

I have paid category 1 expenses of £2,248.42 to date, as indicated in the attached receipts and payments account.

I have used the following professional advisors to undertake work on this case to date:

Professional Advisor	Nature of Work	Fee Arrangement
MGR Asset Appraisals	Valuing and realising assets	Fixed valuation fee £750.00 and 10% of net realisations.

As referred to above MGR Appraisals have provided asset valuations, sold one vehicle and arranged the sale of the remaining company tangible assets. Fees total £1,400 to date.

My choice of professional advisors was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. 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 the case and represents value for money.

Category 2 expenses

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 Liquidation.

Nature of category 2 expense	Amount incurred/ accrued in reporting period	Amount incurred/ accrued in total	Amount unpaid
Photocopying	£252.75	£252.75	£252.75

Photocopying is recorded during the course of the case, it is initially paid for by the office holder practice and later re-charged to the case at apportioned cost on the basis of 7.5p per copy. Photocopying costs of £49.50 have been incurred during the period from the 5 November 2022 to 3 January 2023.

I have not paid any category 2 expenses to date.

A summary of expenses incurred to date compared to estimated expenses is as follows:-

Category 1 expense	Estimated Amount £	Expenses Incurred £
Bonding	80.00	80.00
Corporation Tax	-	5.70
Gazetting	250.00	250.00
Postage	250.00	221.62
Insurance of Assets	296.80	296.80
MGR Appraisals, valuation agents	1,400.00	1,400.00
Total estimated category 1 expenses	2,276.80	2,254.12
Category 2 expense		
Photocopying	300.00	252.75
FBC Manby Bowdler Solicitors - Debt Collection Range	0 - 2,000.00	-
Total estimated category 2 expenses	300 – 2,300.00	252.75
Total	£2,576.80 – £4,576.80	£2,506.87

As you can see above, the total expenses I have incurred in this matter are in line with the total expenses I estimated I would incur when my remuneration was approved.

LIABILITIES

Secured Creditors

An examination of the company's mortgage register held by the Registrar of Companies, showed that the company has granted the following charge to Lloyds Bank :-

- Created 5 April 2005 - Fixed and floating charges over the undertaking and all property and assets present and future including goodwill book debts uncalled capital buildings fixtures fixed plant and machinery.

A claim of £42,151.50 has been received from Lloyds Bank Plc.

There are provisions of the insolvency legislation that require a Liquidator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property" ("prescribed part"). A Company's net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge. Any costs of the liquidation that are payable before the Liquidator has reached a position to make a distribution to the floating charge holder have to be deducted from floating charge realisations before arriving at an amount for the "net property" of the Company. As a result, the costs associated with realising floating charge assets, paying preferential claims in full, the general costs of winding up and the costs of confirming the validity of the floating charge will have to be deducted before the "net property" is calculated. The "prescribed part" that the Liquidator then has to set aside for unsecured creditors is:

- 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 the floating charge was registered after 15 September 2003, the Liquidator will be required to make a prescribed part of the Company's net property available to the unsecured creditors. The information known to me at present indicates that the net property of the Company is £Nil, such that the prescribed part of the net property for unsecured creditors is also £Nil. Since the net property of the Company is Nil, the Liquidator will not be making a distribution of the prescribed part of the net property to the unsecured creditors.

Preferential Creditors

The statement of affairs anticipated £2,853 in respect of ordinary preferential creditors relating to employee claims, and £2,206 in respect of secondary preferential creditors relating to HMRC's claim.

A claim totaling £40,057.36 has been received from the redundancy payments office of which £4,285.30 is classes as preferential.

A claim has not yet been received from HM Revenue & Custom.

Crown Creditors

The statement of affairs did not include any amount owed to HMRC in respect of their non-preferential claim. HMRC's have not submitted a claim in the Liquidation at the time of writing.

Non-preferential unsecured Creditors

The statement of affairs included a further 27 non-preferential unsecured creditors with an estimated total liability of £73,824. I have received claims from 18 creditors at a total of £70,083.72. I have not received claims from 17 creditors with original estimated claims in the statement of affairs of £6,936.85.

DIVIDEND PROSPECTS

Based on current known information about the Company's assets and liabilities, and after taking into account the anticipated fees and expenses, I think that it is unlikely that any dividend will be paid to any class of creditor.

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 their 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 unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidator as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about Muras Baker Jones Ltd can be found in the attached summary of practice information at <https://muras.co.uk/wp-content/uploads/2023/01/information-requirement-of-the-provision-of-services-regulations-2009-2-1.pdf>.

SUMMARY

The Liquidation will remain open until trade debtor recoveries have been concluded and HMRC anticipated refunds received. Upon which I intend to draw final bills, submit a final VAT refund and seek Clearance to close from HMRC. I estimate that this will take approximately 9 months and once resolved the Liquidation will be finalised and our files will be closed.

If creditors 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 Ade Simcox on 01902 393000, or by email at .



Mark Jonathan Botwood
LIQUIDATOR

Mark Botwood is licensed to act as an Insolvency Practitioner in the UK by The Institute of Chartered Accountants in England & Wales

Appendix 1 Details of Work undertaken to date

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. 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 an office holder must follow.

Case planning - devising an appropriate strategy for dealing with the case and giving instructions to 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 (this is insurance required by statute that every insolvency office holder must obtain for each insolvency appointment).

Convening a decision procedure to seek a decision from creditors to approve the basis of remuneration.

Convening a physical meeting of creditors to seek a decision from creditors to approve the basis of remuneration.

Dealing with pension scheme providers and seeking closure of schemes.

Dealing with all routine correspondence and emails relating to the case.

Opening, maintaining and managing the estate bank account.

Creating, maintaining and managing a cashbook.

Undertaking regular bank reconciliations of the estate bank account.

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 annual progress reports to creditors and members.

Filing returns at Companies House.

Preparing and filing VAT returns.

Preparing and filing Corporation Tax returns.

Realisation of assets:

This represents the work involved in the protection and realisation of assets, which is undertaken directly for the benefit of creditors.

Arranging suitable insurance over assets.

Regularly monitoring the suitability and appropriateness of the insurance cover in place.

Corresponding with debtors and attempting to collect outstanding book debts.

Liaising with the bank regarding the closure of the account.

Instructing agents to value assets.

Liaising with agents to realise assets.

Instructing solicitors to assist in the realisation of assets.

Creditors

Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder also needs to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of their statutory functions

Employees - The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Service. The office holder is required to undertake this work as part of their statutory functions.)

Obtaining information from the case records about employee claims.

Completing documentation for submission to the Redundancy Payments Service.

Corresponding with employees regarding their claims.

Supervising the work of advisors instructed on the case to assist in dealing with employee claims; obtaining reports and updates from them on the work done; and checking the adequacy of the work done.

Liaising with the Redundancy Payments Service regarding employee claims.

Dealing with creditor correspondence, emails and telephone conversations regarding their claims.

Maintaining up to date creditor information on the case management system.

Determining ROT claims

Arranging for the lease to be disclaimed

Recovering Directors Loan Account balances

Liaising with 3rd party equipment providers to arrange collection of goods.

Investigations:

The insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure, and also in respect of matters such as misfeasance and wrongful trading. The office holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors.

Recovering the books and records for the case.

Listing the books and records recovered.

Submitting an online return on the conduct of the Directors as required by the Company Directors Disqualification Act.

Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.

Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors

J.R. Wooddisse And Company Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £	From 04/01/2022 To 03/01/2023 £	From 04/01/2022 To 03/01/2023 £
	ASSET REALISATIONS	
	Bank Interest Gross	30.10
	Cash at Bank	28.54
7,545.00	Debtor	4,912.05
16,359.00	Directors Loan Account	25,030.76
250.00	Furniture & Equipment	NIL
2,500.00	Motor Vehicles	2,500.00
39.00	Petty Cash	39.05
	Refund	455.17
NIL	S455 Tax Refund (Subject to set off)	NIL
1,500.00	Stock	4,000.00
527.00	VAT Refund	NIL
		<u>36,995.67</u>
	COST OF REALISATIONS	
	Agents Costs/Disbursement	1,400.00
	Insolvency Bond	80.00
	Insurance of Assets	296.80
	Liquidators Remuneration - Fixed Cost	8,000.00
	Liquidators Remuneration - Time Cost	14,000.00
	London Gazette Advertising	250.00
	Postage	221.62
	Preparation of S. of A - Accountants	2,000.00
	Preparation of S. of A. MBJ	4,800.00
		<u>(31,048.42)</u>
	PREFERENTIAL CREDITORS	
(451.00)	Employees Wage Arrears	NIL
(2,402.00)	Holiday Pay Arrears	NIL
(2,206.00)	PAYE & NIC	NIL
		<u>NIL</u>
	FLOATING CHARGE CREDITORS	
(4,786.00)	Floating Chg Cr - Lloyds Bank Account	NIL
(34,375.00)	Floating Chg Cr-Lloyds Bank Bounce	NIL
		<u>NIL</u>
	UNSECURED CREDITORS	
(36,975.00)	Department of Employment	NIL
(2,775.00)	Lloyds Credit Card	NIL
(34,074.00)	Trade & Expense Creditors	NIL
		<u>NIL</u>
	DISTRIBUTIONS	
(120.00)	Ordinary Shareholders	NIL
		<u>NIL</u>
(89,444.00)		5,947.25
	REPRESENTED BY	
	Interest Bearing Current Account	1,536.24
	VAT Receivable	4,411.01
		<u>5,947.25</u>



Mark Jonathan Botwood
Liquidator

J R Wooddisse & Company Limited in Liquidation time costs as at 3 January 2023

Classification of Work Functions	HOURS RECORDED			Total Hours	Time Costs	Average hourly rate (£)
	Director	Senior Staff	Support Staff			
Investigations	1.2	17.80		19.00	3,790.00	199.47
Realisations of Assets	0.2	45.70		45.90	8,991.00	195.88
Creditors		43.70		43.70	8,323.00	190.46
Total Hours	1.40	107.20		108.60		
Total Fees Claimed (£)					21,104.00	194.33

Time costs for the period from the 5 November 2022 - 3 January 2023

Classification of Work Functions	HOURS RECORDED			Total Hours	Time Costs	Average hourly rate (£)
	Director	Senior Staff	Support Staff			
Realisations of Assets		2.50		2.50	500.00	200.00
Creditors		2.00		2.00	400.00	200.00
Total Hours	0.00	4.50		4.50		
Total Fees Claimed (£)					900.00	200.00

FEES ESTIMATE SUMMARY						
JR Wooddisse & Company Limited in Liquidation						
The hourly charge out rates that will be used on this case are:	£					
Director – Appointment taker rate to 30.06.22	340.00					
Director – Appointment taker rate from 1.7.22	357.00					
Manager	250.00					
Administrator - rate to 30.06.22	190.00					
Administrator - rate from 1.7.22	200.00					
Description of the tasks to be undertaken	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £	Total Actual Time taken to 3.1.23	Total Actual Value of Time taken to 3.1.23	Actual blended charge out rate £
INVESTIGATIONS						
Undertaking initial investigations into the affairs of the company/debtor with a view to identifying potential asset recoveries for the benefit of creditors	19.00	£3,790.00	£199.47	19.00	£3,790.00	£199.47
The blended rate is higher than the average blended rate for the case as a whole because a higher proportion of the work undertaken in this category will be undertaken by the Director at a higher charge out rate.						
REALISATION OF ASSETS						
Protecting and realising the assets of the company/debtor.	51.90	£10,348.00	£199.38	45.90	£8,991.00	£195.88
The blended rate is higher than the average blended rate for the case as a whole because a higher proportion of the work undertaken in this category will be undertaken by the Director at a higher charge out rate.						
CREDITORS						
Maintaining records of the claims of creditors and formally agreeing them and paying a dividend if sufficient realisations are made	47.70	£9,280.00	£194.55	43.70	£8,323.00	£190.46
The blended rate is lower than the average blended rate for the case as a whole because a higher proportion of the work undertaken in this category will be undertaken by the case Administrator at a lower charge out rate.						
GRAND TOTAL FOR ALL CATEGORIES OF WORK	118.60	£23,418.00	£197.45	108.60	21,104.00	£194.33

MURAS BAKER JONES LIMIED

PRACTICE FEE RECOVERY POLICY

Introduction

This sheet explains the alternative fee bases allowed by the insolvency legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court. The report accompanying the request to fix the basis of remuneration will indicate the basis, or bases, being requested in that particular case and will make it clear what work is to be undertaken in respect of each basis.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) "Payments to Insolvency Office Holders and their Associates from an Estate" and can be accessed at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/guide-to-liquidators-fees/>

Alternatively, a hard copy may be requested from Muras Baker Jones Limited, Regent House, Bath Avenue, Wolverhampton, WV1 4EG. Please note that we have provided further details in this policy document.

SIP 9 also contains various requirements that the office holder has to comply with in connection with their remuneration, both when seeking approval and when reporting to creditors and other interested parties after approval. One of the matters that an office holder has to comply with is that they must also seek approval for any payments that could reasonably be perceived as representing a threat to the office holder's objectivity or independence by virtue of a professional or personal relationship, including to an associate. Where it is anticipated that such payments will be made in a case they will be separately identified when seeking approval for the basis of the office holder's remuneration.

Other than in respect of Voluntary Arrangements an office holder is required to record the time spent on casework in all cases, even if they are being remunerated for that work on a basis other than time costs. Time is recorded directly to the relevant case and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:-

- Case Administration (including statutory reporting).
- Realisation of Assets.
- Investigations.
- Creditors (claims and distributions).
- Trading
- Case specific matters.

Time cost basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Charge out Rates

Grade of staff	Current charge-out rate per hour, effective from 1 July 2022	Previous charge-out rate per hour, effective from 1 July 2021 to 30 June 2022
	£	£
Director – appointment taker	357	340
Manager	250	-
Case Administrator	200	190
Junior Case Administrator	100	-
Support Staff	50	36

Where necessary and appropriate, members of staff from other departments of the practice will undertake work on a case. They will be charged at their normal charge out rates for undertaking such work, as follows:-

Grade of staff	Current charge-out rate per hour, effective from 1 July 2022	Previous charge-out rate per hour, effective from 1 July 2021 to 30 June 2022
	£	£
Tax Director	329	313
Assistant tax manager	140	133
Corporate Services Manager	139	132
Payroll assistant	62	59

In cases where these staff undertake work, specific approval will be sought for the payment of the fees incurred.

These charge-out rates charged are reviewed on 1 July each year and are adjusted to take account of inflation and the firm's overheads.

When we seek time costs approval, we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate, and by reference to each separate category of work. The blended rate is calculated as the prospective average cost per hour, based upon the estimated time to be expended by each grade of staff at their specific charge out rate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

A report accompanying the request to fix the basis of remuneration will include the fees estimate, as well as details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate, and by reference to

each separate category of work, and will also say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. A report accompanying the request to fix the basis of remuneration will set out the potential assets in the case, the remuneration percentage proposed in respect of any realisations and the work covered by that remuneration, which may solely relate to work undertaken in connection with the realisation of the assets, but might also include other categories of work as listed above. The report will also include details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

A percentage of distributions made to unsecured creditors may also be requested, in order to cover the work associated with the agreement of claims and making the distribution.

The disclosure that we make will include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal. In order to meet the requirements of SIP 9 it will also explain why the basis requested is expected to produce a fair and reasonable reflection of the work that we anticipate will be undertaken on the case.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances, then an increase can only be approved by the Court.

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. A report accompanying the request to fix the basis of remuneration will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

The disclosure that we make will include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal. In order to meet the requirements of SIP 9 we will also explain why the basis requested is expected to produce a fair and reasonable reflection of the work that we anticipate will be undertaken on the case.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances, then an increase can only be approved by the Court.

Direct Costs

Where we seek approval on a percentage and/or fixed fee basis, in order to meet the requirements of SIP 9 we also have to disclose the direct costs that are included within the remuneration that will be charged on those bases in respect of the work undertaken. The direct costs that will be included in respect of work undertaken in respect of each of the standard categories of work listed below where the office holder is to be remunerated for such work on either a percentage or fixed fee basis are all costs incurred in administering the estate apart from those expenses charged to the estate as Category 1 expenses and category 2 expenses.

- Case Administration (including statutory reporting)
- Realisation of Assets
- Investigations
- Creditors (claims and distributions)

Mixed basis

If remuneration is to be sought on a mixed basis, we will make it clear in the report accompanying the request to fix the basis of remuneration which basis will be charged for each category of work that is to be undertaken on the case.

Members' voluntary liquidations and Voluntary Arrangements

The legislation is different for members' voluntary liquidations (MVL), Company Voluntary Arrangements (CVA) and Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee, and SIP 9 does not apply unless the members specifically request it. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

All fee bases

With the exception of IVAs and CVAs, which are usually VAT exempt, the office holder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Expenses

As already indicated, a report will accompany the request to fix the basis of remuneration and that will include details of expenses to be incurred, or likely to be incurred. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Expenses are any payments from the insolvent estate that are neither an office holder's remuneration nor a distribution to a creditor, or a member. Expenses also include disbursements. Disbursements are payments that are first paid by the office holder and then reimbursed from the insolvent estate. Expenses are divided into those that do not need approval before they are charged to the estate (Category 1) and those that do (Category 2).

Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder. They can be paid by the office holder without obtaining prior approval. . Examples of costs that may amount to Category 1 expenses are professional advisors (who are not associates), statutory advertising, external meeting room hire (where the room is only hired for that meeting), external storage, specific penalty bond insurance, insolvency case management software fees charged on a per case basis, and Company search fees.

Category 2 expenses are either payments to associates, or payments in respect of expenses that have an element of shared costs, such as photocopying and mileage. Category 2 expenses require approval in the same manner as an office holder's remuneration before they can be paid.

The practice intends to seek approval to recover the following Category 2 expenses that include an element of shared costs:-

Mileage	45p per mile
Photocopying	7.5p per sheet

Professional advisors may be instructed to assist the office holder on the case where they consider that such assistance is necessary to enable them to appropriately administer the case. The fees charged by any professional advisors used will be recharged at cost to the case. Where the professional advisor is not an associate of the office holder it will be for the office holder to agree the basis of their fees. Where the professional advisor is an associate of the office holder it will be for those responsible for fixing the basis of the office holder's remuneration to approve payments to them. The fees of any professional advisors are subject to the rights of creditors to seek further information about them or challenge them as summarised below. Professional advisors that may be instructed on a case include:-

- Solicitors/Legal Advisors;
- Auctioneers/Valuers;
- Accountants;
- Quantity Surveyors;
- Estate Agents;
- Pension specialists;
- Employment Claims specialists; and
- GDPR/Cyber Security specialists.

Where FBC Manby Bowdler Solicitors LLP are instructed by the office holder as a professional advisor to assist in administering a case they will be regarded as an associate. The firm and some of its partners are clients of the office holders practice for accountancy and taxation services, and have a long term professional relationship with the office holder and the office holders practice in providing legal advice on insolvency matters, and legal advice to clients of the practice. The firm is independent of the office holders practice. Their fees will be on a time costs basis with reference to their normal charge out rates.

Their current charge out rates are as follows:-

Grade of staff	Current charge-out rate per hour, effective from 1 April 2022	Previous charge-out rate per hour, effective from 1 April 2021 to 31 March 2022
	£	£
Partners	295	280
Senior Associate	270	260
Associate/Team leader	260	250
Senior Solicitor	250	245
Senior Solicitor & Legal Exec	245	235
Solicitor/Legal Exec band 2	220	215
Solicitor/Legal Exec band1	210	195
Paralegal/Trainee	160	155
Cost Drafting	160	155
Support staff	115	115

Reporting and rights to challenge

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration charged by the office holder in the period covered by the report, i.e., the amount that the office holder is entitled to draw, together with the amount of remuneration actually drawn. If approval has been obtained for remuneration on a time costs basis, the time costs incurred will also be

disclosed, whether drawn or not, together with the “blended” rates of such costs. The report will also compare the actual time costs incurred with those included in the fees estimate prepared when fixing the basis of the remuneration, and indicate whether the fees estimate is likely to be exceeded. If the fees estimate has been exceeded, or is likely to be exceeded, the report will explain why that is the case.

The report will also provide information about expenses incurred in the period covered by the report, together with those actually paid, together with a comparison with the estimated expenses. If the expenses incurred, or anticipated to be incurred, have exceeded the estimate provided the report will explain why that is the case.

Under the insolvency legislation the report must also include a statement of the legislative rights of creditors to request further information about the remuneration charged and expenses incurred in the period covered by the report, or to challenge them on the grounds that they are excessive. Extracts of the relevant insolvency rules dealing with these rights are set out below. Once the time period to seek further information about the office holder’s remuneration and/or expenses for the period covered by the report has elapsed, then a Court Order is required to compel the office holder to provide further information about the remuneration and expenses. A Court order is required to challenge the office holder’s remuneration and/or expenses for the period covered by the report. Once that period has elapsed, then a separate Court Order is required to allow an application out of time.

Under rule 18.9 of the Insolvency (England and Wales) Rules 2006, 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 office holder’s remuneration and expenses, within 21 days of receipt of any report for the period. Any secured creditor may request the same details in the same time limit.

Under rule 18.34, an unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the office holder’s fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of any report for the period. Any secured creditor may make a similar application to court within the same time limit.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.