

In accordance with Rule 5.10 of the Insolvency (England & Wales) Rules 2016 & Section 94(3) of the Insolvency Act 1986.

# LIQ13

## Notice of final account prior to dissolution in MVL



Companies House



FRIDAY

A22 \*A72CBMER\* 23/03/2018 #167  
COMPANIES HOUSE

### 1 Company details

Company number	0 8 6 9 9 4 3 3	<b>Filling in this form</b> Please complete in typescript or in bold black capitals.
Company name in full	Tutortap Limited	

### 2 Liquidator's name

Full forename(s)	Christopher
Surname	Latos

### 3 Liquidator's address

Building name/number	44-46 Old Steine
Street	Brighton
Post town	BN1 1NH
County/Region	
Postcode	
Country	

### 4 Liquidator's name <sup>Ⓢ</sup>

Full forename(s)	Susan	<b>Other liquidator</b> Use this section to tell us about another liquidator.
Surname	Maund	

### 5 Liquidator's address <sup>Ⓢ</sup>

Building name/number	44-46 Old Steine	<b>Other liquidator</b> Use this section to tell us about another liquidator.
Street	Brighton	
Post town	BN1 1NH	
County/Region		
Postcode		
Country		

# LIQ13

## Notice of final account prior to dissolution in MVL

### 6 Final account

I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.

### 7 Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup>1

<sup>d</sup>2

<sup>m</sup>0

<sup>m</sup>3

<sup>y</sup>2

<sup>y</sup>0

<sup>y</sup>1

<sup>y</sup>8

# LIQ13

## Notice of final account prior to dissolution in MVL



### 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 **Alexandra Grinyer**

Company name **White Maund**

Address **44-46 Old Steine**

**Brighton**

Post town **BN1 1NH**

County/Region

Postcode

Country

DX

Telephone **01273 731144**



### 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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)**

# **Joint Liquidators' Final Account to Members**

**Tutortap Limited  
- In Liquidation**

**12 March 2018**

## **TUTORTAP LIMITED - IN LIQUIDATION**

### **CONTENTS**

- 1** Introduction
- 2** Receipts and Payments
- 3** Work undertaken by the Joint Liquidators
- 4** Joint Liquidators' Remuneration
- 5** Conclusion

### **APPENDICES**

- A** Receipts and Payments Account from 3 August 2017 to 12 March 2018 and Cumulative since Appointment;
- B** Additional Information in relation to the Joint Liquidators' Fees, Expenses and Disbursements;
- C** White Maund Current Hourly Charge Out Rates and Disbursement Charging Policy as at 1 October 2017.

## TUTORTAP LIMITED - IN LIQUIDATION

### 1 Introduction

- 1.1 I, Christopher Latos together with Susan Maund, of White Maund, 44-46 Old Steine, Brighton, BN1 1NH, was appointed as Joint Liquidator of Tutortap Limited ("the Company") on 3 August 2016. The affairs of the Company are now fully wound-up and this is my final account of the liquidation, which covers the period since my last progress report ("the Period").
- 1.2 The trading address of the Company was 20-22 Wenlock Road, London, N1 7GU.
- 1.3 The registered office of the Company was changed to 44-46 Old Steine, Brighton, BN1 1NH, and its registered number is 08699433.

### 2 Receipts and Payments

- 2.1 At Appendix A, I have provided an account of my receipts and payments for the Period with a comparison to the directors' declaration of solvency, together with a cumulative account since my appointment which provides details of the remuneration charged and expenses incurred and paid by the Joint Liquidators.
- 2.2 Please note that due to errors in posting the funds received for the sale of assets, the receipts and payments account reflects trade debtors of £12,600 and a negative amount of £8,400 for asset realisations. I apologise for these errors and confirm that a total of £4,200 was received for the sale of assets.

### 3 Work undertaken by the Joint Liquidators

- 3.1 This section of the report provides creditors with an overview of the work undertaken in the liquidation since 3 August 2017, together with information on the overall outcome of the liquidation.

#### *Assets*

- 3.2 The only asset listed on the director's declaration of solvency was proceeds to be collected from the sale of Company assets. The estimated to realise value of the assets was £4,200. I can confirm that this amount was received in full in August 2016.
- 3.3 Shortly after my appointment I wrote to HM Revenue & Customs ("HMRC") to request pre-appointment clearance in respect of PAYE and corporation tax. Due to resourcing issues at HMRC clearance for corporation tax was not confirmed until January 2018. Clearance in respect of PAYE was received in August 2017.

### 4 Joint Liquidators' Remuneration

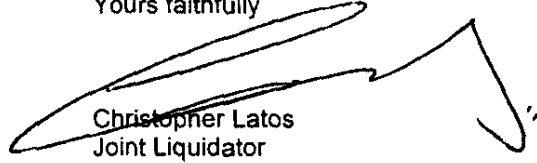
- 4.1 The members approved that the basis of the Joint Liquidators' remuneration be fixed as a set amount.
- 4.2 The Joint Liquidators have drawn £3,483 against the total set fee agreed of £3,500 approved by the members.
- 4.3 Attached at Appendices B and C is additional information in relation to this firm's policy on staffing, the use of subcontractors, disbursements and details of our current charge-out rates by staff grade.
- 4.4 A copy of 'A Shareholders' Guide to Liquidator's Fees' is available on request or can be downloaded from <http://www.icaew.com/en/technical/insolvency/creditors-guides>.

**TUTORTAP LIMITED - IN LIQUIDATION**

**5 Conclusion**

5.1 The Notice accompanying this final account explains members' rights on receipt of this information and also when I will vacate office and obtain my release as Joint Liquidator.

Yours faithfully



Christopher Latos  
Joint Liquidator

**Tutortap Limited  
(In Liquidation)**

**Joint Liquidators' Summary of Receipts and Payments**

RECEIPTS	Declaration of Solvency (£)	From 03/08/2016 To 02/08/2017 (£)	From 03/08/2017 To 16/01/2018 (£)	Total (£)
Sale of assets	4,200.00	3,500.00	(11,900.00)	(8,400.00)
Trade Debtors		0.00	12,600.00	12,600.00
		<b>3,500.00</b>	<b>700.00</b>	<b>4,200.00</b>
<b>PAYMENTS</b>				
Sale of assets		(3,500.00)	11,900.00	8,400.00
Specific Bond		0.00	20.00	20.00
Preparation of S. of A.		2,000.00	0.00	2,000.00
Office Holders Remuneration		1,483.33	0.00	1,483.33
VAT irrecoverable		696.67	0.00	696.67
		<b>680.00</b>	<b>11,920.00</b>	<b>12,600.00</b>
<b>Net Receipts/(Payments)</b>		<b>2,820.00</b>	<b>(11,220.00)</b>	<b>(8,400.00)</b>
<b>MADE UP AS FOLLOWS</b>				
Client		20.00	(20.00)	0.00
VAT Receivable / (Payable)		(700.00)	700.00	0.00
		<b>(680.00)</b>	<b>680.00</b>	<b>0.00</b>

Note:

\_\_\_\_\_  
Christopher Latos  
Joint Liquidator



**Additional Information in Relation to the Joint Liquidators' Fees, Expenses & Disbursements**

**1 Staff Allocation and the Use of Sub-Contractors**

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a director, a manager, and an administrator or assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 We have not utilised the services of any sub-contractors in this case.

**2 Joint Liquidators' Expenses & Disbursements**

- 2.1 The expenses (including disbursements) which were anticipated at the outset of the liquidation was outlined to the members when the basis of my fees was approved.

***Summary of Liquidators' expenses***

- 2.2 A summary of the expenses paid by the Joint Liquidators during the Period can be found in the receipts and payments account at Appendix A.
- 2.3 Category 1 disbursements do not require approval. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also, chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.
- 2.4 Category 2 disbursements do require approval. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Joint Liquidators' fees were approved by the members.

## White Maund

### CHARGE OUT RATES & POLICY REGARDING THE RECHARGE OF DISBURSEMENT RECOVERY PURSUANT TO STATEMENT OF INSOLVENCY PRACTICE 9

#### 1 CHARGE-OUT RATES

Work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Details of charge-out rates effective from 1 June each year are as follows:

Staff	2016 Per Hour (£)	From 1/3/2017 Per hour (£)	From 1/10/2017 Per hour (£)
Directors	275	275	275
Manager	220	-	-
Administrators	80 - 125	80 - 125	90 - 150
Assistants & Support Staff	70	70	75

#### 2 DISBURSEMENT RECOVERY

In accordance with Statement of Insolvency Practice 9 (SIP9) disbursements are categorised as either Category 1 or Category 2.

##### 2.1 Category 1 Disbursements

Category 1 disbursements will generally comprise external supplies of incidental services specifically identifiable to the case. Where these have initially been paid by White Maund and then recharged to the case, approval from creditors is not required. The amount recharged is the exact amount incurred. Category 1 disbursements can be drawn without prior approval, although an office holder should be prepared to disclose information about them in the same way as any other expenses.

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, case management software system, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.

##### 2.2 Category 2 Disbursements

Category 2 disbursements include elements of shared or allocated costs incurred by White Maund and recharged to the case; they are not attributed to the case by a third party invoice and/or they may include a profit element. Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration. When seeking approval, an office holder should explain, for each category of expenses, the basis on which the charge is being made. Examples of Category 2 disbursements are photocopying, all business mileage, internal room hire and internal storage.

The firm's current policy is that it recharges Category 2 disbursements as follows:

Expense	Recharge £
Destruction of books and records (per box)	3.50
Reports / Letters etc – per creditor	3.25
Correspondence – per debtor	2.00
Mileage at HMRC approved rate – per mile	0.45

All costs are subject to VAT, where applicable and reflect the actual cost of the materials or services used.