

In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

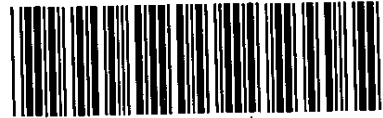
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

FRIDAY



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01/05/2020

#234

COMPANIES HOUSE

### 1 Company details

Company number 0 6 8 5 2 1 4 5

Company name in full Henriette Le Forestier Schools Limited

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

### Liquidator's name

Full forename(s) Anthony

Surname Davidson

### Liquidator's address

Building name/number Townshend House

Street Crown Road

Post town Norwich

County/Region

Postcode N R 1 3 D T

Country

### Liquidator's name ②

Full forename(s)

Surname

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

### 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

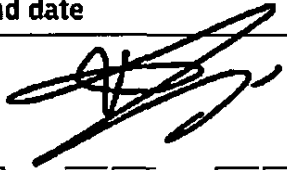
### 6 Period of progress report

From date	d 1 3	m 0 4	y 2 0 1 9	
To date	d 1 2	m 0 4	y 2 0 2 0	

### 7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
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### 8 Sign and date

Liquidator's signature	Signature X  X			
Signature date	d 0 1	m 0 5	y 2 0 2 0	

LIQ03

Notice of progress report in voluntary winding up

 **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 **Emma Perry**

Company name **McTear Williams & Wood Limited**

Address **Townshend House**

**Crown Road**

Post town **Norwich**

Country/Region

Postcode 

N	R	1		3	D	T
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Country

DX

Telephone **01603 877540**

 **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)

Contact Emma Perry  
Direct dial 01603 877547  
Email emmaperry@mw-w.com

Your ref  
My ref henr1845/514

**Townshend House  
Crown Road  
Norwich  
NR1 3DT  
Office 01603 877540  
Fax 01603 877549**



**To all known creditors/members**

1 May 2020

Dear Sirs

**Henriette Le Forestier Schools Limited (in creditors' voluntary liquidation) ("the Company")**

I refer to my appointment as liquidator of the above Company on 13 April 2017. This is my third annual progress report to creditors. This report should be read in conjunction with my previous progress reports.

**1 Receipts and payments**

I enclose as Appendix 1 a copy of my receipts and payments for the period 13 April 2017 to 12 April 2020 which are shown net of VAT.

**2 Overview**

As detailed in Section 4 I currently estimate that there will be no funds available for creditors taking into account the estimated costs of realisation and administration.

**3 Assets**

**3.1 Debtors**

As previously reported the Company had a large number of disputed debts of which I have realised £1,072. Due to the nature of the disputes and lack of documentary evidence there will be no further realisations.

**3.2 Director's loan account**

Following my investigation into the Company's affairs it was established that there was an overdrawn director's loan account due from Mr Avere-Beeson in the sum of £150,740. In addition there were payments made by the Company to Mr Beeson's partner totalling £37,776. The director disputed the amounts and lengthy negotiations

CAMBRIDGE COLCHESTER GUILDFORD IPSWICH LONDON NORWICH

McTear Williams & Wood is the trading name of McTear Williams & Wood Limited a company registered in England & Wales with company No.10373913. Registered office Townshend House, 30 Crown Road, Norwich, NR1 3DT. All of the insolvency practitioners of this practice are licensed in the UK by the Institute of Chartered Accountants in England & Wales. Our data protection privacy statement and other statutory information can be found at:

[www.mw-w.com](http://www.mw-w.com)

took place. The director finally agreed the sums due but was unable to pay the full amount due to his personal circumstances. A settlement agreement was entered into on 25 September 2019 whereby £30,000 would be paid in settlement from the sale of a freehold property or within twelve months of the date of the agreement if the property is not sold whichever is the earliest.

#### **4 Creditors' claims**

There are currently no funds available for preferential or unsecured creditors and therefore no formal adjudication of claims has taken place.

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") calculated as 50% of the first £10,000 of the net property and 20% of the remaining net property up to a maximum of £600,000. As there are no charges registered over the assets of the Company the prescribed part provisions will not apply.

#### **5 Investigation into the affairs of the Company**

We 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, the funds likely to be available to fund an investigation and the costs involved. This included recovering, listing and reviewing the Company's accounting records, obtaining and reviewing copy bank statements, comparing the information in the Company's last set of accounts with that contained in the statement of affairs lodged in the liquidation and, if necessary, making enquiries about the reasons for the changes.

This identified various transactions which the Company entered into prior to my appointment for more detailed investigation. As detailed in section 3.2 above I identified an overdrawn director's loan account and a settlement agreement has been entered into with the director and his partner.

#### **6 Statutory matters**

In accordance with Rule 18.3 of the Insolvency (England and Wales) Rules 2016 I confirm the following:

- Company name: Henriette Le Forestier Schools Limited
- Registered office: Townshend House, Crown Road, Norwich, NR1 3DT
- Registered number: 06852145
- Liquidator(s): Anthony Davidson
- Pursuant to Rule 6.25 of the Insolvency (England and Wales) Rules 2016 and Section 171(5) of the Insolvency Act 1986, Chris McKay resigned as joint liquidator with effect from 29 November 2019 and obtained his release as joint liquidator on 5 December 2019. It was not considered necessary to appoint a replacement joint liquidator.

- Liquidator(s) address: Townshend House, Crown Road, Norwich, NR1 3DT
- Liquidator(s) contact number: 01603 877540
- Date of appointment: 13 April 2017

**7 Remuneration disbursements and expenses**

**7.1 Remuneration and disbursements**

My remuneration as liquidator was authorised by creditors on 24 May 2017 by a resolution by correspondence on a time cost basis as set out in my fee estimate of £18,700. That estimate acts as a cap and I cannot draw remuneration in excess of that without first seeking approval from creditors.

I was also authorised to draw remuneration on a percentage basis in respect of additional assets realised not detailed in the estimated to realise column on the directors' statement of affairs based on 100% of the first £5,000 recovered plus 50% of any recoveries above that. No additional assets have been identified and no remuneration has been drawn on a percentage basis during the period covered by this report.

In addition creditors resolved that category 2 disbursements in respect of photocopying, mileage, storage and advertising be charged at the approved rates.

My total time costs to the anniversary and my remuneration and category 2 disbursements charged are:

**Figure 1: Summary of time costs, remuneration charged and category 2 disbursements**

Period 13 April 2019 to 12 April 2020	Hours	Time and disbursement costs recorded £	Accrued	Amount charged £
Remuneration	47	12,529	n/a	nil
Category 2 disbursements				
- photocopying	n/a	nil	nil	nil
- mileage	n/a	nil	nil	nil
- storage	n/a	nil	nil	nil
	<hr/>	<hr/>	<hr/>	<hr/>
	47	12,529	nil	nil
	<hr/>	<hr/>	<hr/>	<hr/>
Average rate per hour	£268			

*Source: Liquidator's records*

There was no remuneration charged in the period of the report. This brings the total remuneration and category 2 disbursements charged since the commencement of the case to £18,700 and £194 respectively. However, I have only been able to pay £3,000 on account of the remuneration charged and the balance will be paid as future

realisations allow. The remaining time costs recorded of £80,963 will be carried forward.

Attached at Appendix 2 is a summary of my firm's time costs for the period covered by this report and attached as Appendix 3 is a summary of my firm's total time costs from the commencement of the liquidation to 12 April 2020 and attached as Appendix 4 is a comparison of the actual time spent with my fee estimate.

As at 12 April 2020 total time costs have exceeded the fee estimate set out in my fee proposal dated 24 May 2017 as detailed in Appendix 4. However, I do not propose to seek an increased fee.

## **7.2 Future work and estimated remuneration**

Future work still required is as follows:

**Admin and planning** – the future routine administrative work required to be carried out includes drafting and circulating further progress reports to creditors, dealing with general correspondence and queries, case management and case progression reviews, compliance with regulatory requirements and dealing with closure matters. All of this work is required by statute or best practice.

**Creditors** – the future work required will include statutory reporting, general correspondence with creditors and shareholders.

**Realisation of assets** – the future work will be spent on ensuring the funds are received from the settlement reached, detailed in section 3.2 above, along with dealing with post appointment tax returns and compliance. Also completing a review of VAT bad debt relief.

The relevant creditors' guide to liquidators' fees in a liquidation which came into force in April 2017 and this firm's practice fee and disbursement recovery policy can be found on our website [www.mw-w.com](http://www.mw-w.com) by clicking on creditor portal and then fees and costs or a copy can be requested from this office. Disbursements are recovered at cost. Our current charge out rates are director £440, associate director £420, associate £390, senior manager/manager £295-£330, assistant manager/senior professional £225-£270, assistant £155, assistant administrator £135 and trainee £85. Our charge out rates are reviewed annually and since 1 January 2003 have increased as detailed in our policy document.

## **7.3 Liquidation expenses**

Details of the liquidation expenses incurred in the period of this report are attached as Appendix 6.

## **7.4 Further information**

Within 21 days from receipt of this report creditors may request further information about the remuneration and expenses set out in the report. The request must be made in writing and made either by a secured creditor or an unsecured creditor or creditors that total at least 5% in value of unsecured creditors or the permission of the Court. Other than in specific circumstances, which if applicable we would explain, we will provide this within 14 days.

In addition within 8 weeks of receipt of the report creditors may 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. The application may be made by a secured creditor, or by unsecured creditor(s) that total at least 10% in value of the creditors or with the permission of the Court.

I am required to inform you that I am bound by the Insolvency Code of Ethics and further information on this, complaints procedures, our data protection/privacy statement, provision of services regulations and other statutory regulatory information can also be found on our website by clicking on creditor portal and then useful information for creditors.

**8 Closure**

The following matters are outstanding:

- Payment of the settlement reached with the director and his partner to be paid by 25 September 2020.
- Tax clearance.
- Statutory closing formalities.

If you require any further information please do not hesitate to contact Emma Perry at the above address.

Yours faithfully



Anthony Davidson  
Liquidator

Enclosures



**Henriette Le Forestier Schools Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £	From 13/04/2019 To 12/04/2020 £	From 13/04/2017 To 12/04/2020 £
	<b>ASSET REALISATIONS</b>	
25,000.00	Book Debts	NIL
	Cash at Bank	1,072.00
5,000.00	Furniture, fixtures, fittings, vehicles	4,852.73
5,000.00	Motor Vehicles	8,000.00
		NIL
		13,924.73
	<b>COST OF REALISATIONS</b>	
	Agents/Valuers Fees (1)	NIL
	Agents/Valuers Fees (2)	1,010.00
	Appointment takers fees	380.00
	Bordereau	3,000.00
	Insurance of Assets	NIL
	Legal Fees (1)	116.00
	Meeting room hire	NIL
	Photocopying	343.84
	Pre appointment fees approved	130.00
	Stationery & Postage	NIL
	Statutory Advertising	75.00
	Travel	40.00
		7,500.00
		48.43
		226.50
		369.87
		(13,239.64)
	<b>PREFERENTIAL CREDITORS</b>	
(24,000.00)	Pref cred - E'ees wages/hol pay	NIL
		NIL
	<b>UNSECURED CREDITORS</b>	
(375,000.00)	Landlord	NIL
(40,000.00)	Pension liability	NIL
(25,000.00)	Unsecured cred - Bank	NIL
(120,000.00)	Unsecured cred - Directors	NIL
(231,000.00)	Unsecured cred - Employees	NIL
(78,000.00)	Unsecured cred - PAYE/NIC	NIL
(59,000.00)	Unsecured cred - Trade and expense	NIL
		NIL
		NIL
(917,000.00)		(130.00)
	<b>REPRESENTED BY</b>	
	Estate bank a/c - non interest bearing	685.09
		685.09
		685.09

# Time Entry - SIP9 Time & Cost Summary

HENR1845 - Henriette Le Forestier Schools Limited  
 All Post Appointment Project Codes  
 From: 13/04/2019 To: 12/04/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assessors & Support Staff	Assessors & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.40	3.00	5.40	0.00	4.30	13.10	3,051.00	232.94
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creators	0.80	1.40	3.50	0.00	4.50	10.20	2,103.00	206.18
Investigations	0.10	7.80	6.30	0.00	1.20	15.40	4,668.50	303.21
Realisation of Assets	1.70	4.70	0.20	0.00	1.40	8.00	2,705.50	338.19
Tracing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>3.00</b>	<b>16.90</b>	<b>16.40</b>	<b>0.00</b>	<b>11.40</b>	<b>48.70</b>	<b>12,828.00</b>	<b>265.27</b>
<b>Total Fees Claimed</b>							<b>0.00</b>	
<b>Total Disbursements Claimed</b>							<b>0.00</b>	

# Time Entry - Detailed SIP9 Time & Cost Summary

HENR1845 - Henriette Le Forestier Schools Limited  
 To: 12/04/2020  
 All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Assistants & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100: Statutory filing and reporting	1.00	0.00	10.00	0.00	1.00	14.20	3,225.00	227.11
101: Case Set-up	0.00	0.10	0.00	0.00	0.00	0.10	27.50	275.00
103: Post appointment bank account	0.00	2.20	4.50	0.00	10.50	17.20	2,683.50	156.02
105: Subpoena	0.00	0.00	0.00	0.00	15.70	15.70	2,332.50	148.57
107: Travelling	0.00	1.40	0.00	0.00	0.00	1.40	485.00	346.43
108: VAT and tax	0.00	0.10	0.50	0.20	0.40	1.20	220.50	183.75
112: Company's books & records-collection, listing et	0.00	0.20	0.70	0.00	2.00	3.20	372.50	116.41
113: Appointment formations	0.00	4.50	2.50	0.00	0.30	7.40	2,110.00	285.14
114: Checklists & IPS diary	0.10	0.70	4.80	0.30	3.40	10.00	1,782.00	178.20
115: Case strategy & reviews	1.20	5.20	4.50	0.00	5.00	16.00	3,975.00	248.44
116: Planning & agreeing next steps	1.00	0.00	0.00	0.00	0.00	1.00	375.00	375.00
117: Case progression meetings	1.50	5.20	3.90	0.00	0.50	12.20	3,012.50	247.01
118: Fees & billing	1.00	0.60	2.90	0.00	0.20	4.60	1,247.50	271.22
120: Bonding and pre-empt insurance	0.00	1.10	1.70	0.00	1.90	4.70	977.50	207.98
<b>Admin &amp; Planning</b>	<b>6.70</b>	<b>22.30</b>	<b>37.20</b>	<b>1.00</b>	<b>41.40</b>	<b>109.79</b>	<b>23,077.39</b>	<b>210.31</b>
501: Creditors - RPS claims	0.00	1.60	0.00	0.00	0.00	1.60	495.00	309.38
505: Preferential - judgments, declare & pay	0.00	0.00	0.50	0.00	0.00	0.50	112.50	225.00
506: Unsecured - general correspondence	0.20	2.30	14.50	0.10	1.60	19.00	4,307.00	226.81
508: Employees & RPS	0.70	4.70	8.20	26.40	4.80	46.80	7,762.50	165.81
510: Unsecured - advocate, declare & pay	0.00	0.00	0.20	0.00	0.70	0.90	168.50	187.22
513: Penalties	0.00	5.50	5.00	14.10	0.00	24.60	4,981.00	202.48
514: Reporting to creditors	2.80	0.90	8.90	21.70	7.10	42.40	4,974.00	117.31
515: VAT / Tax	0.30	0.30	0.00	0.00	0.00	0.60	204.50	340.83
<b>Creditors</b>	<b>4.00</b>	<b>15.60</b>	<b>33.50</b>	<b>42.60</b>	<b>14.30</b>	<b>116.90</b>	<b>21,643.00</b>	<b>185.34</b>
200: Investigations	0.00	0.40	0.00	0.00	0.00	0.40	130.00	325.00
202: SIP2/COJA	1.00	4.00	6.70	0.00	0.30	14.60	4,123.50	282.42
204: Books and records	0.00	4.70	3.10	0.00	2.40	7.30	2,053.50	281.31
205: Investigating potential claims	0.00	16.80	3.10	0.00	5.30	27.20	7,732.50	284.28
<b>Investigations</b>	<b>1.00</b>	<b>27.90</b>	<b>12.00</b>	<b>0.00</b>	<b>8.00</b>	<b>49.00</b>	<b>14,038.50</b>	<b>286.51</b>
301: Debtors	4.40	2.70	43.30	0.20	6.50	59.10	11,501.00	194.61
302: Assets - other debts	0.00	0.20	0.20	0.00	0.00	0.40	100.00	250.00
306: Insurance	0.00	0.20	2.20	0.00	0.00	2.40	560.00	233.33
307: Chattel	0.20	4.50	5.20	0.00	0.00	9.90	2,707.50	273.48
308: Property	0.00	1.00	0.00	0.00	0.20	1.20	522.00	435.00
309: ROT claims	2.20	0.00	0.00	0.00	0.00	2.20	658.00	300.00
310: Civil recovery action & litigation	1.00	2.90	0.70	0.00	0.70	4.50	1,655.00	367.78
311: Pre appointment bank account	0.00	0.50	0.70	2.60	0.00	4.50	768.00	170.67
312: Director's loan account	5.70	34.10	0.00	0.00	0.00	39.80	14,197.00	356.71
314: Assets - CT terminal loss relief	1.00	0.60	0.00	0.00	0.00	2.50	772.50	309.00
315: Contributions in VA	0.00	0.10	0.00	0.00	0.00	0.10	38.00	380.00
320: VAT / Tax	4.90	6.90	7.30	0.50	2.90	21.50	6,203.50	288.52
<b>Realisation of Assets</b>	<b>19.40</b>	<b>62.70</b>	<b>61.30</b>	<b>3.30</b>	<b>12.30</b>	<b>149.00</b>	<b>39,882.50</b>	<b>267.61</b>
<b>Total Hours</b>	<b>31.70</b>	<b>118.40</b>	<b>149.10</b>	<b>46.30</b>	<b>76.00</b>	<b>423.10</b>	<b>99,643.80</b>	<b>235.51</b>

# Time Entry - Detailed SIP9 Time & Cost Summary

HENR1845 - Henriette Le Forestier Schools Limited  
To: 12/04/2020  
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Assistants & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
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# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursements

HENR1845 - Henriette Le Forestier Schools Limited  
 All Post Appointment Project Codes  
 To: 12/04/2020

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
25/04/2017	Photocopying	40.00
01/03/2017	Travel & expenses: Quarterly Mileage 01.02.17 - 30.04.17	153.94
01/11/2016	Travel & expenses: Quarterly mileage 01.08.16 - 31.10.16	34.00
	<b>Total</b>	<b>227.94</b>

## Henriette Le Forestier Schools Limited (In creditors' voluntary liquidation)

## Comparison of actual time spent to the anniversary with the fee estimate

Insolvency practitioner fee estimate	Note	Estimated hours	Estimated average rate £	Estimated cost £	Actual hours	Actual average rate £	Actual cost £
Admin and planning	1	61	175	10,675	109	212	23,077
Case specific matters	2	nil	nil	nil	nil	nil	nil
Investigations	3	13	200	2,600	49	284	14,039
Realisations of assets	4	20	210	4,200	149	268	39,884
Creditors	5	7	175	1,225	116	196	22,663
Trading	6	nil	210	nil	nil	nil	nil
		101	185	18,700	423	236	99,663

## Notes

The work undertaken on this case includes routine administrative functions, statutory and compliance work required by statute, professional regulatory guidance or is otherwise necessary for the orderly conduct of the proceedings. Whilst this may not produce any direct benefit for creditors it still has to be carried out.

The appendix above details work under the following classifications:

## 1 Admin &amp; planning

This encompasses work required by statute and necessary for case progression.

I have exceeded the cost detailed in my initial estimate as

- Case could not be closed before the anniversary because of ongoing investigation which in turn meant additional time was spent on admin and planning relating to monitoring and review.

A schedule of routine work typically undertaken is attached as Appendix 5. In the period covered by the report I have dealt with the ticked items.

## **2 Case specific matters**

No time has been spent on case specific matters.

## **3 Investigations**

As previously reported I have completed my statutory obligation to investigate the conduct of the director and filed my report with the Department for Business Energy & Industrial Strategy. Non-statutory work required includes reviewing the Company's accounting records to identify any potential assets and claims to be pursued for the benefit of creditors.

I have exceeded the cost detailed in my initial estimate as:

- Investigations identified claims which meant additional time was spent on investigations and as detailed in section 3.2 of the report a full and final settlement has been agreed – a benefit to creditors as realisations will be achieved however a statutory requirement either way.

A schedule of routine work typically undertaken is attached as Appendix 5. In the period covered by the report I have dealt with the ticked items.

## **4 Realisation of assets**

To discharge my duty to realise the assets of the Company this includes identifying, securing, insuring and realising assets, instructing and liaising with agents, reviewing, collecting outstanding debtors and pursuing any antecedent transactions claims identified.

I have exceeded the cost detailed in my initial estimate due to lengthy negotiations with the debtors which were mostly disputed and dealing with the recovery of the director's loan account.

A schedule of routine work typically undertaken is attached as Appendix 5. In the period covered by the report I have dealt with the ticked items.

**6 Creditors**

This includes statutory reporting, corresponding with creditors and shareholders, agreeing creditors' claims, declaring and paying dividends, creating and updating the list of creditors, responding to enquiries from creditors and shareholders, reviewing completed creditor claim forms, formally admitting and maintaining claim records.

I have exceeded the cost detailed in my initial estimate as

- Received more creditor queries than expected – this work is not of benefit to creditors but generally has to be done.

A schedule of routine work typically undertaken is attached as Appendix 5. In the period covered by the report I have dealt with the ticked items.

**6 Trading**

No time has been incurred relating to trading.



## Routine work undertaken

Time spent on casework is recorded in 6 minute units under the following categories:

### Admin and planning

#### Statutory and compliance

Carried out in  
period of report

- Collating initial information to enable us to carry out our statutory duties including creditor information, details of assets and other information.
- Providing initial statutory notifications of our appointment to the Registrar of Companies, clients, creditors, other stakeholders and advertising our appointment.
- Submitting initial notifications to HM Revenue & Customs.
- Ensuring compliance with statutory obligations arising from the Insolvency Act 1986 within the relevant timescales.
- Arranging for the redirection of the Company's mail.
- Completing closing formalities.

#### Post appointment bank account

- Setting up estate bank account.
- Preparing and processing vouchers for the payment of post appointment invoices.
- Creating remittances and sending payments to settle post appointment invoices.
- Reconciling post appointment bank accounts.

#### Checklists & IPS diary

- Use of multiple checklists and standard and modified diaries on our case management software.

#### Case progression meetings

- Formulating, monitoring and reviewing case strategy and meetings with internal and external parties to agree the same.
- Briefing staff on the case strategy and matters in relation to various work streams.
- Regular reviews of progress and case management including team update meetings and calls.
- Reviews, routine correspondence and other work.
- Allocating and managing staff/case resourcing and reviews.
- Documenting strategy decisions.

#### Fees & Billing

- Preparation of our fee and expenses estimate.
- Seeking a decision from creditors to fix the basis of remuneration.

- Reviewing time costs data and producing analysis of time incurred which is compliant with Statement of Insolvency Practice 9.

**Bonding**

- Arranging bonding and reviewing the adequacy of the bond on a quarterly basis.

Note: Insolvency practitioners when appointed to act must have in place a bond which contains provisions whereby a surety or cautioner undertakes to be jointly or severally liable for losses in relation to the insolvent.

**Creditors**

**Shareholders**

- Providing notification of appointment and reports to shareholders.
- Responding to enquiries from shareholders.

**Secured**

- Issuing our initial letter to secured creditors to obtain information and copy charges.
- Considering background to charge and which assets are covered.
- Calculation of the prescribed part and estimated outcomes.
- Agreeing secured creditors claims including checking the validity of security
- Reporting on progress of liquidation.

**Preferential – adjudicate, declare & pay**

- Agreeing preferential creditors' claims
- Issuing notice of intended dividend, declaring dividend and making payment.
- Accounting to HM Revenue & Customs for tax.

**Unsecured – general correspondence**

- Seeking to pass resolutions by correspondence and convening and preparing for meetings of creditors if requested.
- Creating and updating the list of unsecured creditors.
- Responding to enquiries from creditors regarding submission of their claims, prospects and paperwork required
- Reviewing completed forms submitted by creditors, recording claim amounts and maintaining claim records.

**Committee**

- Forming a creditors' committee, reporting and liaising as necessary

**Employees & RPS**

- Dealing with queries from employees regarding various matters relating to their employment if applicable.

- Issuing claim information to employees and assisting employees to complete online applications.
- Correspondence with employees to establish pay during notice period.
- Dealing with statutory employment related matters including obtaining information from Company records, statutory notices to employees and making statutory submissions to the relevant government departments if applicable.
- Reviewing employment contracts.
- Liaising with Job Centre Plus, union representatives and payroll providers.
- Administering the Company's payroll including associated taxation and other deductions and preparing PAYE and NIC returns where applicable.
- Preparing payroll payments for retained staff, dealing with salary related queries and confirming payments with the employee's banks.
- Communicating and corresponding with HM Revenue & Customs.
- Dealing with issues arising from employee redundancies including statutory notifications and liaising with the Redundancy Payments Service if applicable.
- Agreeing employees claims to claims paid by Redundancy Payments Service.
- Managing claims from employees if applicable.
- Processing and agreeing Redundancy Payments Service claims.

#### **Landlords**

- Dealing with landlord's claims for arrears of rent, loss of future rent and dilapidations.

#### **Unsecured – adjudicate & pay**

- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.
- Agreeing/rejecting secured/preferential/client/unsecured claims.
- Corresponding with rejected claims.
- Dealing with disputed claims which would materially affect the dividend to other creditors.
- Issuing a notice of intended dividend and placing an appropriate gazette notice.
- Calculating, declaring and paying a dividend to creditors.

#### **Pension**

- Requesting information from pension company and establishing if any claims.
- Collating information and reviewing the Company's pension schemes where applicable.

- Ensuring compliance with our duties to issue statutory notices.
- Calculating employee pension contributions and review of pre-appointment unpaid contributions if applicable.
- Communicating with employees' representatives concerning the effect of the insolvency on pensions

**Reporting to creditors**

- Preparing statutory receipts and payment accounts.
- Preparing progress reports to members and creditors and filing with Court/Registrar as appropriate.

**Investigations**

**SIP 2/ CDDA**

- Reviewing pre appointment transactions.
- Reporting on the director's conduct to the Insolvency Service.
- Reviewing the questionnaires submitted by the directors of the Company.

**Books & records**

- Locating relevant Company books and records, arranging for their collection, listing records and dealing with ongoing storage.
- Collating information from the Company's records regarding assets and for Investigations.

**Investigating potential claims**

- Identifying possible causes of action which could lead to a return to creditors.
- Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties such as banks, accountants, solicitors etc.
- Considering and discussing merits of potential claims with solicitors.
- Identifying heads of claims.
- Interrogating the books and records to provide evidence, meetings with the directors over a number of months to negotiate a settlement of the claims.
- Instructing solicitors to advise on the merits of the claim and if appropriate to commence action on the claim.
- Preparing documents of solicitors and editing draft witness statements and reviewing other documents.

**Realisation of assets**

**Debtors**

- Reviewing outstanding debtors and agreeing debt collection strategy.
- Liaising with Company credit control staff and communicating with debtors.

- Reconciling the sales ledger control account.
- Locating and copying invoices.
- Researching queries identified by debtors and agreeing to credit notes and/or disputing the queries.
- Seeking legal advice in relation to book debt collections if applicable.
- Considering merits of taking legal action and pursuing as appropriate, considering or providing further evidence as required.
- Reviewing the inter-company debtor position between the Company and other group companies if applicable.
- Identifying and realising debts that are not trade debts or director loan accounts, if shown on the statement of affairs.

**Business sale**

- Planning the strategy for the sale of the business and assets including instruction and liaison with professional advisers.
- Collating relevant information and drafting information memorandum in relation to the sale of the Company's business and assets and advertising the business for sale if applicable.
- Identifying interested parties by reference to information provided by the directors, our own contacts and research of interested buyers.
- Sending out memorandums to interested parties and collating return of confidentiality letters.
- Chasing up interest and sending additional information.
- Dealing with queries from interested parties and managing the information flow to potential purchasers if applicable.
- Managing site visits with interested parties, fielding due diligence queries and maintaining a record of interested parties if applicable.
- Consideration of offers.
- Carrying out sale negotiations with interested parties if applicable.
- Instructing solicitors to draft sale and purchase agreement.
- Issuing press releases and posting information on our website/IP-bid as appropriate.
- Addressing potential ROT claims arising and other contract specific matters in the sale and purchase agreement.
- Agreeing and signing documents, monitoring the terms of sale and collecting the consideration.

**Insurance**

- Arranging ongoing insurance for the Company's business and assets.

- Liaising with post appointment insurance brokers to provide information, assess risks and ensure appropriate cover in place.
- Reviewing whether any insurance premiums due.
- Assessing the level of insurance premiums.

**Chattel**

- Liaising with agents regarding the sale of assets.
- Dealing with any third party claims.

**Property**

- Reviewing the Company's leasehold properties including review of leases if applicable.
- Communicating with landlords regarding rent, property occupation and other issues if applicable.
- Performing land registry searches if applicable.
- Securing, insuring and making ready for sale.
- Instructing agents to market, reviewing marketing materials and considering the most appropriate method of sale.
- Instructing solicitors.
- Liaising with secured creditors.
- Dealing with tenants and utility companies.
- Considering offers and negotiating heads of terms for sale.
- Consider, review and amend sale contracts.
- Dealing with rating authorities, planning issues and environmental issues.
- Reviewing completion statement, paying fees and costs of solicitors and agents and secured creditors' claims.

**ROT claims**

- Receiving and responding to claims from creditors that claim to have retained title to goods supplied.
- Establishing terms of business and assets on site.

**Pre appointment bank account**

- Liaising with the bank regarding transfer of funds and the closure of pre appointment bank accounts.

- Dealing with the Company's pre appointment account.



#### **Directors' loan account**

- Identifying from the Company's books and records.
- Interrogating Company's books and records to substantiate the claims in the accounts.
- Interviewing the directors and considering investigating and responding to possible defences put forward.
- Meetings with the directors to negotiate settlement of the debt.
- Instructing solicitors and editing witness statements for Court.
- Collecting monies owed by directors



#### **Assets not on statement of affairs**

- Dealing with assets identified following appointment which were not detailed on the statement of affairs.



#### **VAT & tax**

- Gathering initial information from the Company's records in relation to taxation.
- Corresponding with the Company's former accountants, HM Revenue & Customs and directors to understand and obtain copies of the previous tax returns and accounts.
- Calculating and claiming VAT bad debt relief.
- Calculating and claiming corporation tax terminal loss relief.
- Reviewing the Company's pre-appointment corporation tax and VAT position.
- Analysing and considering the tax effects of various sale options, tax planning for efficient use of tax assets and to maximise realisations.
- Analysing VAT related transactions.
- Dealing with post appointment tax returns and compliance.
- Prepare or instruct accountants to prepare tax returns to reclaim tax.



#### **Trading**

##### **Strategy and management**

- Monitoring and controlling the day to day trading of the business.
- Preparing cash flow statements to monitor the cash position.
- Securing petty cash on site and monitoring spend.



- Dealing with issues in relation to stock and other assets required for trading.
- Monitoring stock and stock reconciliations.
- Monitoring ongoing trading including attending site.
- Attending to supplier and customer queries and correspondence.
- Dealing with hauliers to ensure ongoing services.
- Ensuring ongoing provision of emergency and other essential services to site.
- Ongoing health and safety compliance.
- Dealing with landlord and property issues.
- General management and supervision of trading carried out by our staff based on site.
- Compliance with legal and licensing obligations and ongoing monitoring.
- *To do all such other things as may be necessary or expedient for the management of the affairs, business and property of the company.*

**Employees**

- Liaising with staff and trade unions.
- Setting up a new RTI registration for the business with HMRC and submitting relevant information in respect of wages and salaries paid.

**Utilities/purchases**

- Attending to supplier and customer queries and correspondence.
- Raising, approving and monitoring purchase orders and setting up control systems for trading.
- Negotiating and making direct contact with various suppliers as necessary to provide additional information and undertakings, including agreeing terms and conditions in order to ensure continued support.

**Sales/contracts**

- Communicating and negotiating with customers regarding ongoing supplies including agreeing terms and conditions.



**Henriette Le Forestier Schools Limited (in creditors' voluntary liquidation)**

**Liquidation expenses**

I have incurred expenses in the period covered by the report of £133 which brings total expenses since my appointment to £2,816.

The major areas of expenditure incurred in the period of this report and the reasons why these were incurred were:

- Barker Gotelee Solicitors were paid £130 plus VAT for general legal advice.

Detailed below is a statement of the expenses accrued in the liquidation during the period covered by this report.

As at 12 April 2020 I have exceeded the total expenses estimated in my fee proposal as bordereau insurance, photocopying, travel and agents fees were higher than estimated and additional costs of legal advice and asset insurance were incurred.

I do not anticipate that the further work required as detailed in the report will incur additional expenses.

**Statement of expenses incurred and not paid for in the period 12 April 2019 to 13 April 2020**

Nature of expense	Details	Estimated expenses	Expenses brought forward	Expenses incurred in period	Expenses paid in period	Expenses carried forward
		£	£	£	£	£
<b>Professional fees</b>						
Legal fees	Barker Gotelee	nil	nil	130	130	nil
Debt collection		400	nil	nil	nil	nil
Agents fees	James Owen & Co / CLS Associates	500	nil	nil	nil	nil
		<u>900</u>	<u>nil</u>	<u>130</u>	<u>130</u>	<u>nil</u>
<b>Sundry expenses</b>						
Stationery and postage		58	nil	nil	nil	nil
Statutory advertising		233	nil	nil	nil	nil
Bordereau		50	nil	nil	nil	nil
Insurance						
Searches and Court fees		62	30	3	nil	33
Travel		nil	8	nil	nil	8
Bank charges		74	nil	nil	nil	nil
		<u>467</u>	<u>38</u>	<u>3</u>	<u>nil</u>	<u>41</u>
<b>Category 2 disbursements</b>						
Photocopying		16	nil	nil	nil	nil
Travel/Mileage		111	35	nil	nil	35
Storage and archiving		107	nil	nil	nil	nil
		<u>234</u>	<u>35</u>	<u>nil</u>	<u>nil</u>	<u>35</u>
		<u>1,601</u>	<u>73</u>	<u>133</u>	<u>130</u>	<u>76</u>

The choice of professionals 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 consider their expertise and reputation are sufficient for me to rely on their judgement. I also consider their fees represented value for money and am satisfied that they are reasonable in the circumstances of this case.