

Liquidator's Progress Report

Pursuant to Sections 92A, 104A and 192 of the
Insolvency Act 1986

S.192

To the Registrar of Companies

Company Number

05113542

Name of Company

(a) Insert full name
of company

(a) Alma Property Services Limited

(b) Insert full
name(s) and
address(es)

I
Louise Mary Brittain
Wilkins Kennedy LLP
Bridge House
London Bridge
London
SE1 9QR

the Liquidator of the Company attach a copy of my Progress Report under section
192 of the Insolvency Act 1986

The Progress Report covers the period from 6 November 2014 to 5 November
2015

Signed

Date

17-12-15

Presenter's name,
address and
reference
(if any)

Louise Mary Brittain
Wilkins Kennedy LLP
Bridge House
London Bridge
London
SE1 9QR

MONDAY



A32 21/12/2015 #40
COMPANIES HOUSE

**Alma Property Services Limited
In Liquidation
("the Company")**

**Annual Progress Report to Members and Creditors
Pursuant to Section 104A of the Insolvency Act 1986
For the period 6 November 2014 to 5 November 2015**

18 December 2015

Wilkins Kennedy LLP
Bridge House
London Bridge
London
SE1 9QR

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1. INTRODUCTION

The anniversary of my appointment as Liquidator has passed and I am required to send you a report on what has happened in the liquidation since my appointment

Please note I am bound by the Insolvency Guide of Ethics when carrying out all professional work relating to an insolvency appointment

2. BACKGROUND

The members' and creditors' meetings were held on 6 November 2014, when I was appointed Liquidator of the Company

The Company's registration number is 05113542 and its current registered office is Bridge House, London Bridge, London SE1 9QR

The Company's former registered office was Springfield, Ditton Hill, Long Ditton, Surrey, KT6 5EH This was also the Company's former trading address

3. RECEIPTS AND PAYMENTS ACCOUNT

Appendix 1 is a summary of receipts and payments from the date of liquidation on 6 November 2014 to 5 November 2015, which is self explanatory

As at 5 November 2015 a total of £1,134 40 was held in the Liquidation account This account is held at Metro Bank Plc The account is interest bearing and I can confirm that the account has been reconciled to the bank statements

4. ASSETS

Factored Debts

The Company operated an invoice discounting facility provided by Lloyds Commercial Finance Limited ("LCFL") who held as security, a debenture incorporating a fixed and floating charge created on 9 February 2012

The directors' Statement of Affairs showed that the Company had factored book debts due of £5,352 00 of which £3,989 00 was estimated to be realisable after a bad debt contingency of 25% and the deduction of the £25 00 due to LCFL under their charge

Following my appointment, I received confirmation from LCFL that as of 6 November 2014 there were no factored debts outstanding and the balance of £25 00 due to them had been written off and the facility had been terminated

No realisations have been or will be made in this respect

Unfactored Debts

The Statement of Affairs showed that the Company had debtors with a book value of £33,822 00 which were estimated by the directors to realise £25,366 50, this being 75% of the book value

Following settlement of a contractual issue surrounding the works at Ewell Road, Surbiton (further details are provided under payment to L & R Scaffolding) funds of £33,522 00 were received in full and final settlement

The difference of £300 00 is a result of a site inspection following the removal of the scaffolding whereby it was agreed with the debtor that £250 00 plus VAT be deducted relating to defects by the Company

Following my review of the Company's books and records I established a further debtor of £5,352 00, however the work done by the Company was incomplete and as such any realisation would be reduced to reflect this Acasta Consulting Limited has been instructed to liaise with the debtor regarding the costs to finalise the work and the amended amount to be paid It is anticipated that this matter will be finalised by the end of February 2016

Sundry Refund

Funds of £93 75 were received in the liquidation account in respect of a refund from DVLA No further amounts are expected to be realised

Other Assets

Bank interest of £8 05 has been received in the period to date with interest continuing to accrue

No other realisations than that stated above were received in this period

5 EXPENDITURE

Pre Appointment Remuneration

At a meeting of creditors held on 6 November 2014, the creditors authorised the payment of a fee of £4,250 plus VAT and disbursements to S P Ford & Co for assisting in the preparation of the statement of affairs, producing and circulating the notices for the meetings of members and creditors and the holding and conducting of the meetings

The fee and disbursements for the statement of affairs and meetings were paid to S P Ford & Co from the funds held in the liquidation

Liquidator's Remuneration

My remuneration was authorised by creditors at a meeting held on 6 November 2014 to be drawn on a time costs basis My total time costs to 5 November 2015 amount to £29,449 00 representing 136 45 hours at an average hourly charge out rate of £215 82 To date, I have drawn funds of £15,412 56 plus VAT

A description of the routine work undertaken in the liquidation is set out at Appendix II A creditor's guide to liquidators' fees is available at the following internet link www.r3.org.uk/index.cfm?page=1210 A hard copy of this document is available free of charge on request to my office

Liquidator's Expenses

The following expenses which amount to £752 24 plus VAT which were incurred to 5 November 2015 have been paid from my office account Expenses totalling £542 24 plus

VAT have been reimbursed to date. The balance of £210 00 plus VAT will be recovered in due course

<u>Particulars of Expense</u>	<u>Type of Expense (Category 1 or 2)</u>	<u>Amount Incurred/ Accrued To Date</u>	<u>Amount Outstanding</u>
IT Administration Fee	Category 1	£110 00	-
Statutory Advertising	Category 1	£140 00	-
Statutory Bonding	Category 1	£420 00	£210 00
Travel Expenses	Category 2	82 24	-

The following expenses incurred to 5 November 2015 amount to £244 60 plus VAT and have been paid directly and in full from the case funds

<u>Particulars of Expense</u>	<u>Type of Expense (Category 1 or 2)</u>	<u>Amount Incurred/ Accrued To Date</u>	<u>Amount Outstanding</u>
Statutory Advertising	Category 1	£84 60	-
Travel Expenses	Category 2	110 00	-
Hire of Room	Category 2	£50 00	-

Payment to L & R Scaffolding

Scaffolding belonging to L & R Scaffolding Limited was still erect at Ewell Road, Surbiton following my appointment as Liquidator. The contract employer, Long Acre Securities Limited, owed the Company £33,822 00 in relation to the works carried out on that contract but were withholding funds until the scaffolding had been removed. Acasta Consulting Limited were instructed to deal with the contractual issues between L & R Scaffolding Limited and the contract employer on my behalf.

Due to insurance and health & safety issues it was not possible to use an alternative scaffolding firm for the removal and as such it was agreed that L & R Scaffolding Limited be paid £4,800 plus VAT for the full strike and removal of the scaffold and any associated equipment at the Ewell Road contract.

No other amounts have been paid to L & R Scaffolding Limited

Petitioners Costs

Prior to the winding up resolution being passed, a petition to wind up the Company was presented by HM Revenue & Customs.

HM Revenue & Customs consented to withdraw their petition providing the petition costs in the amount of £920 00 were paid as an expense of the liquidation.

These costs have been paid in full.

Professional Fees

The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case.

The following agents and professional advisors have been used in the liquidation

<i>Agent/Professional Advisor</i>	<i>Nature of Work</i>	<i>Fee Arrangement</i>	<i>Fees Paid</i>
Acasta Consulting Limited	Dealing with ransom creditor	Time cost - £135 00 per hour	£4,860 00
Acasta Consulting Limited	Book debt collection	20% net recoveries	£-
Francis Wilks & Jones	Advice on potential claims against directors	Conditional Agreement	Fee £-

6 INVESTIGATION

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, the funds likely to be available to fund an investigation, and the costs involved. I considered in particular transactions which took place at the time of and immediately prior to the Company ceasing to trade.

I took the following action where I considered that further investigation was justified:

- 1 Cash Withdrawals – Following my appointment I obtained copy bank statements from the Company's bankers, Lloyds Bank Plc, and carried out an extensive review of transactions in the account during the period of June 2010 to the date of liquidation. As a result of this I established an amount of £435,240 had been withdrawn from the bank account which had no explanation stated within the Company's books and records. Mr and Mrs Mullins were given the opportunity to provide supporting evidence relating to these transactions however none have been provided to date.

I have now instructed Francis Wilks & Jones to act on my behalf in the matter and to liaise with Mr & Mrs Mullins in this respect. These transactions are currently being investigated and I will advise accordingly should any funds be recoverable to the Company.

- 2 Dividends Taken - It was disclosed in the initial report to creditors that dividends had been taken in the year ending 30 April 2011 and 30 April 2012. As no further accounts were prepared after this date I contacted Mr and Mrs Mullins to clarify whether any further dividends had been taken since 30 April 2012 which they confirmed they had. I also contacted HM Revenue & Customs to confirm whether they held any further information surrounding the Company's dividend position.

Francis Wilks & Jones are also instructed to review the position of the dividends and whether they were paid in accordance with the Companies Act 2006.

A meeting with Mr & Mrs Mullins, their solicitor and Francis Wilks & Jones has now been scheduled to discuss and resolve these points and I shall update creditors once I am in a position to do so.

Within six months of my appointment, I was 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 confirm that my report has been submitted.

7 CREDITORS' CLAIMS

Secured Creditors

There were two charges registered at Companies House which provide fixed and floating charges over the Company's assets, summarised as follows

Lloyds TSB Bank Plc ("Lloyds")

Debenture – created on 30 January 2008

The Statement of Affairs showed a liability due to Lloyds in the amount of £30,000 under their fixed and floating charge however no claim has been received in the liquidation to this effect so far

From my correspondence with Lloyds, I have become aware that there is a Joint and Several Guarantee by Mr and Mrs Mullins up to £55,000 but I am not aware if this has been called upon

I have requested a copy of the Joint and Several Guarantee from the bank but am yet to receive this

Lloyds TSB Commercial Finance Limited ("LCFL")

All Asset Debenture – created on 9 February 2012

As I have mentioned under Factored Debts, I have received confirmation that no liability is owed in this respect

Prescribed Part

Pursuant to section 176A of the Insolvency Act 1986 where a floating charge is created after 15 September 2003 a prescribed part of the Company's net property shall be made available to unsecured creditors. Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for preferential debts and the costs of realisation)

The prescribed part is calculated as a percentage of net property, as follows -

Net property less than £10,000	Nil
Net property more than £10,000	50% up to £10,000
Plus 20% thereafter to a maximum of £600,000	

The maximum value of the ring-fenced proportion of the funds, known as the "prescribed part", is £600,000

Preferential Creditors

There were no preferential creditors at the date of Liquidation

Unsecured Creditors

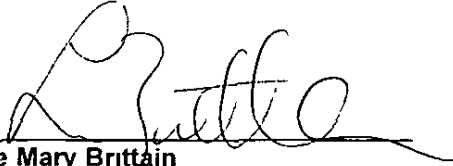
To date I have received 1 unsecured claim from HM Revenue and Customs totalling £641,937 96 this is compared to the £155,388 99 estimated in the Statement of Affairs for all unsecured creditors

This is an integrated interim claim from HM Revenue and Customs in respect of VAT/PAYE and CIS payments and penalties due which are significantly higher than that stated on the Statement of Affairs I have not yet agreed or admitted claims for dividend purposes

8. PROGRESS OF THE LIQUIDATION

The liquidation will remain open until my investigations have been completed and all potential assets have been realised Once these issues have been dealt with the liquidation will be finalised and my files will be closed

The next formal report will be following the next anniversary of the liquidation, or the conclusion of the liquidation, whichever is sooner However, I will be happy to respond to any specific request for further information submitted in the meantime



Louise Mary Brittain
Liquidator

Alma Property Services Limited - In Creditors Voluntary Liquidation
Liquidator's Abstract of Receipts & Payments

From 06 November 2014 To 05 November 2015

S of A £		Total £
RECEIPTS		
29,355	Book Debts	33,522 00
NIL	Bank Interest Gross	8 05
NIL	Sundry Refund	93 75
<u>29,355</u>		<u>33,623 80</u>
PAYMENTS		
	Petitioners Costs	920 00
	Statement of Affairs Fee	4,250 00
	Office Holders Fees	15,412 56
	Agents/Valuers Fees (1)	4,860 00
	Statutory Advertising	224 60
	Travel Expenses	192 24
	Hire of Room	50 00
	IT Administration Fee	110 00
	Payment to L&R Scaffolding	4,800 00
	Vat Receivable	1,460 00
	Specific Bond	210 00
		<u>32,489 40</u>
	CASH IN HAND	<u>1,134 40</u>

APPENDIX II

**ANALYSIS OF TIME COSTS EXPLANATION OF TIME CHARGING AND DISBURSEMENTS
RECOVERY POLICY AND COMPLAINTS PROCEDURE**

WILKINS KENNEDY LLP

Schedule of Joint Liquidators' remuneration and disbursements

for

Alma Property Services Limited

as at 5 November 2015

JOINT LIQUIDATORS' FEES

Classification Of work function	HOURS					Time Cost £	Average hourly rate £
	Partner	Manager	Other senior Professionals	Assistants & support staff	Total Hours		
Administration & planning	0 20	5 90	-	12 55	18 65	3,606 50	193 38
Cashiering and Accounting	2 80	1 90	5 60	5 50	15 80	2,632 00	166 58
Realisation of assets	29 00	0 40	-	4 70	34 10	12,344 00	361 99
Trading	-	-	-	-	-	-	-
Investigations	5 50	7 50	-	45 70	58 70	9,251 00	157 60
Creditors	1 00	0 40	-	2 30	3 70	643 00	173 78
Statutory	0 10	2 20	-	3 20	5 50	972 50	176 82
Total hours	38 60	18 30	5 60	73 95	136 45	29,449 00	215 82
Total fees claimed (£)						(15,412 56)	

Wilkins Kennedy LLP Charge-Out Rates

28 April 2014 to 28 February 2015	£	1 March 2015 to date	£
Partners/Directors	400 00 – 450 00	Partners	400 00 – 450 00
Senior Managers/Managers	270 00 – 300 00	Directors/Managers	250 00 – 350 00
Supervisors	205 00	Senior Administrators	145 00 – 195 00
Case Managers/Senior Administrators	145 00 – 195 00	Administrators	100 00 – 160 00
Administrators/Investigators	100 00 – 160 00	Junior/Trainee Administrators	50 00 – 110 00
Junior/Trainee Administrators	25 00 – 100 00	Cashiers/Secretaries	75 00 – 90 00
Cashiers/Secretaries	75 00 – 90 00		

Explanation of officeholders time charging policy

In accordance with the provisions of Statement of Insolvency Practice 9 ("SIP 9"), the charge out rates detailed on the previous page are applicable to this appointment exclusive of VAT. Rates are normally reviewed on an annual basis and adjustments made accordingly where deemed appropriate.

Time is recorded in 6 minute units by each staff member working on the case. A description of the routine work undertaken which time will be recorded for is detailed as follows:

1 Administration and planning

- Preparing documentation and dealing with the formalities of appointment
- Statutory notifications and advertising
- Dealing with all routine correspondence
- Maintaining physical case files and electronic case details
- Reviewing the ongoing progression of case files
- Arranging the collection and storage of company records
- Ensuring an appropriate case bordereau is in place
- Case planning and administration
- Preparing reports to members and creditors
- Convening and holding meetings of members and creditors where appropriate

2 Investigations

- Review and storage of the Company's books and records
- Preparation of returns / reports pursuant to the Company's Directors Disqualification Act 1986
- Conduct investigations into any suspicious transactions
- Reviewing the books and records to identify any transactions or actions that the officeholder may take in order to recover funds for the benefit of creditors

3 Realisation of assets

- Identifying, securing and obtaining sufficient insurance in respect of company assets
- Dealing with any retention of title or other third party claims
- Debt collection functions
- Negotiating and completing property, business and asset sales

4 Creditors

- Dealing with creditor correspondence and telephone conversations
- Maintaining creditor information and claims (including those submitted by secured creditors, employees and other preferential creditors)

Explanation of officeholders disbursement recovery policy

SIP 9 also requires that the office holder provide a statement of the officeholder's policy in relation to the recharging of disbursements. SIP 9 defines disbursements as either Category 1 or Category 2 disbursements, further details of which are below.

Category 1 disbursements will generally comprise external supplies of incidental services specifically identifiable to the case, typically for items such as identifiable telephone calls, postage, case advertising, 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.

Category 2 disbursements will generally comprise costs which, whilst being in the nature of expenses or disbursements, include elements of shared or allocated costs.

Charging and disbursement recovery policy

Category 1 disbursements are recoverable without approval, and will be recovered by the officeholder as they are incurred.

Category 2 disbursements do require approval, and should be identified and subject to approval by those responsible for approving remuneration. SIP 9 provides that the officeholder may make a separate charge for expenses in this category, provided that

- such expenses are of an incidental nature and are directly incurred on the case, and there is a reasonable method of calculation and allocation, it will be persuasive evidence of reasonableness, if the resultant charge to creditors is in line with the cost of external provision, and
- the basis of the proposed charge is disclosed and is authorised by those responsible for approving his remuneration.

Payments to outside parties in which the officeholder or his firm or any associate (as defined by Section 435 of the Insolvency Act 1986) has an interest should be treated as category 2 disbursements.

The following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Photocopying	5p per sheet
Mileage	45p per mile (40p per mile prior to 6 April 2011)
Meeting Room	£50

Complaints procedure

Details of our complaints procedure are available on our website using the following link: <http://www.wilkinskennedy.com/services/wk-restructuring-recovery/insolvency/complaints-procedure>

Insolvency Code of Ethics

Insolvency Practitioners are bound by the Insolvency Code of Ethics issued by their recognised professional body when carrying out all professional work relating to an insolvency appointment. Full details of the code are available at the following internet link: <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/ethics-code>