

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

THURSDAY



A33 \*A69LNBSQ\* 29/06/2017 #24  
COMPANIES HOUSE

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use

### 1 Company details

Company number	0	4	1	3	8	7	5	5
Company name in full	A & M (Dorset) Limited							

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

### 2 Liquidator's name

Full forename(s)	Laurence
Surname	Russell

### 3 Liquidator's address

Building name/number	Lupins Business Centre
Street	1-3 Greenhill
Post town	Weymouth
County/Region	Dorset
Postcode	D T 4 7 S P
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.

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## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>																
From date	<input type="text" value="d"/>	<input type="text" value="0"/>	<input type="text" value="d"/>	<input type="text" value="7"/>	<input type="text" value="m"/>	<input type="text" value="0"/>	<input type="text" value="m"/>	<input type="text" value="5"/>	<input type="text" value="y"/>	<input type="text" value="2"/>	<input type="text" value="y"/>	<input type="text" value="0"/>	<input type="text" value="y"/>	<input type="text" value="1"/>	<input type="text" value="y"/>	<input type="text" value="6"/>	
To date	<input type="text" value="d"/>	<input type="text" value="0"/>	<input type="text" value="d"/>	<input type="text" value="6"/>	<input type="text" value="m"/>	<input type="text" value="0"/>	<input type="text" value="m"/>	<input type="text" value="5"/>	<input type="text" value="y"/>	<input type="text" value="2"/>	<input type="text" value="y"/>	<input type="text" value="0"/>	<input type="text" value="y"/>	<input type="text" value="1"/>	<input type="text" value="y"/>	<input type="text" value="7"/>	
<b>7</b>	<b>Progress report</b>																
	<input checked="" type="checkbox"/> The progress report is attached																
<b>8</b>	<b>Sign and date</b>																
Liquidator's signature	Signature																
	<input checked="" type="text" value="X"/>											<input checked="" type="text" value="X"/>					
Signature date	<input type="text" value="d"/>	<input type="text" value="2"/>	<input type="text" value="d"/>	<input type="text" value="7"/>	<input type="text" value="m"/>	<input type="text" value="0"/>	<input type="text" value="m"/>	<input type="text" value="6"/>	<input type="text" value="y"/>	<input type="text" value="2"/>	<input type="text" value="y"/>	<input type="text" value="0"/>	<input type="text" value="y"/>	<input type="text" value="1"/>	<input type="text" value="y"/>	<input type="text" value="7"/>	

# 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 **Scott Kippax**

Company name **Albert Goodman LLP**

Address **Lupins Business Centre**

**1-3 Greenhill**

Post town **Weymouth**

County/Region **Dorset**

Postcode 

D	T	4		7	S	P
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Country

DX

Telephone **01305 772458**



### 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)**

Email scott.kippax@albertgoodman.co.uk  
Our Ref LR/SK/214012/PF7  
Your Ref.

**When telephoning, please call Scott Kippax on 01305 772458**

27 June 2017

**PRIVATE AND CONFIDENTIAL**

**ALL MEMBERS AND CREDITORS**



Dear Sir/Madam

**A & M (DORSET) LIMITED – IN LIQUIDATION**

**Previously trading from: Unit 9C, Hybris Business Park, Warmwell Road, Dorchester, Dorset DT2 8BT**

**Registered number: 04138755**

**Registered office: Lupins Business Centre, 1-3 Greenhill, Weymouth, Dorset DT4 7SP**

I refer to my appointment as liquidator of the above company on 7 May 2015 and I am pleased to report to creditors on my acts and dealings and the conduct of the winding up to 6 May 2017. This report should be read in conjunction with my previous report dated 28 June 2016, as it will only deal in detail with the conduct of the liquidation for the second year.

**1. Progress during the period**

I attach my receipts and payments account to 6 May 2017 incorporating an estimated outcome statement and would comment further as follows:-

**Receipts**

**1.1 Bank interest**

A total of £56 was received during the year in respect of bank interest, bringing the amount received during the liquidation up to £121

**1.2. Other receipts**

These were detailed in my previous report and are shown in the attached receipts and payments account.

**Payments**

**1.3. General payments**

These were detailed in my previous report or are self explanatory and all are shown in the attached receipts and payments account

**2. Liquidator's fees**

I drew remuneration of £2,745 during the year, bringing total remuneration drawn up to 6 May 2017 to £12,841 on a time cost basis in respect of the resolution passed at the meeting of creditors held on 7 May 2015. I had outstanding time costs of £1,677 at the anniversary date. Details of this remuneration and my time costs are given in the attached appendix 2.

Lupins Business Centre  
1-3 Greenhill, Weymouth  
Dorset DT4 7SP  
T: 01305 772458  
F: 01305 779956  
E: ag@albertgoodman.co.uk

Albert Goodman is the trading name of Albert Goodman LLP, a limited liability partnership registered in England (No OC 353677)  
Registered Office: Mary Street House, Mary Street, Taunton TA1 3BW. A full list of members is available at this address.  
Laurence Russell is licensed as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales  
Registered to carry on audit work in the UK and Ireland and regulated for a range of investment business activities  
by the Institute of Chartered Accountants in England and Wales

Creditors may, within 21 days of receipt of this report, make a request in writing for further information about the remuneration and expenses set out in it. Such a request may be made by either of the following:-

- (a) a secured creditor, or
- (b) an unsecured creditor with the concurrence of at least 5% in value of unsecured creditors including that creditor or with the permission of the Court.

A secured creditor, or an unsecured creditor with either the concurrence of at least 10% in value of unsecured creditors including that creditor or the permission of the Court, may apply to Court for an order on the grounds that:-

- (a) the remuneration charged by the liquidator, or
- (b) the basis fixed for the liquidator's remuneration, or
- (c) the expenses incurred by the liquidator

is or are, in all the circumstances, excessive or, in the case of an application under subparagraph (b), inappropriate.

A Guide to Liquidators' Fees can be downloaded at [https://www.r3.org.uk/media/documents/publications/professional/Guide\\_to\\_Liquidators\\_Fees\\_Nov2011.pdf](https://www.r3.org.uk/media/documents/publications/professional/Guide_to_Liquidators_Fees_Nov2011.pdf) and is also available free of charge on request from this office.

### **3. Report on directors' conduct and investigations**

I am reviewing the final trading losses made by the company to ensure they are reasonable and can be explained.

For the purposes of this report, I have not anticipated any recoveries for the benefit of the liquidation in this respect.

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

#### **4.1. Preferential creditor**

I have received and agreed a preferential claim from the Redundancy Payments Service for £1,717 in respect of employees' holiday pay paid on behalf of the company.

During the year this amount was paid in full.

#### **4.2. Unsecured creditors**

I have received and agreed 13 unsecured claims totalling £204,283.

This includes a claim from the Redundancy Payments Service for £65,057, made up of £50,152 for redundancy pay and £14,905 for notice pay regarding the former employees of the company.

From April 2016 I have had the discretion to admit amounts due to creditors under £1,000 without receiving a claim. However, I can confirm that no claims have been admitted under these small claims provisions.

There remain 7 creditors with expected claims totalling £31,459 who have yet to submit details. This includes an expected claim from HM Revenue and Customs for £31,155, which may reduce if a terminal loss relief claim can be made and the resulting refund due be set-off. I am currently reviewing the company's past accounts to determine if a terminal loss relief claim could be made and whether it is economic to pursue. For the purposes of this report, I have not included any benefit such a claim might bring.

Total unsecured claims are therefore expected to total £235,742. This is significantly lower than shown on the statement of affairs mainly due to the mitigation of potential notice pay claims due to former employees.

Based on current information, unsecured creditors may receive total dividends of approximately 3.8p in the £ from the liquidation. This is dependent upon the final level of liquidation costs, any recoveries being made from my investigations and the outcome of the potential terminal loss relief claim.

4.3. Prescribed part fund for unsecured creditors

Where a company has granted a floating charge after 15 September 2003 and funds are available under that floating charge, the liquidator must make part of the company's net property available for the satisfaction of unsecured debts.

As there is no floating charge in this case, these provisions do not apply.

**5. Matters remaining to be done**

My investigations into the final trading losses made by the company remain to be concluded as mentioned in section 3 above.

The agreement of HM Revenue and Custom's claim also needs to be finalised as mentioned in paragraph 4.2 above, including determining whether it is economic to pursue a terminal loss relief claim.

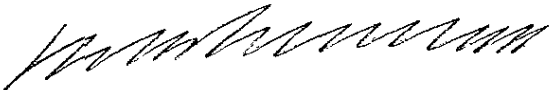
When these matters have been completed, the distribution of a first and final dividend to unsecured creditors can be made and the liquidation closed.

I shall report again following the next anniversary of my appointment or as soon as I am in a position to conclude this case.

Should you have any queries regarding this report, please do not hesitate to contact this office.

Further information about insolvency processes is available at [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk)

Yours faithfully  
For and on behalf of  
A & M (Dorset) Limited



LAURENCE RUSSELL (IP No. 9199)  
**Liquidator**

Enc

## Appendix 1

**A & M (DORSET) LIMITED**  
**RECEIPTS AND PAYMENTS ACCOUNT INCORPORATING AN ESTIMATED OUTCOME STATEMENT**  
**AT 6 MAY 2017**

	As per statement of affairs £	At 06/05/2016 £	In period from 07/05/2016 to 06/05/2017 £	At 06/05/2017 £	Anticipated £	Total £
<b>Receipts</b>						
Cash at bank	18,036	18,978	-	18,978	-	18,978
Book debts	12,750	13,712	-	13,712	-	13,712
Motor vehicle	1,000	1,225	-	1,225	-	1,225
Stock	400	625	-	625	-	625
Plant and machinery	400	567	-	567	-	567
Office equipment and furniture	175	67	-	67	-	67
Bank interest	-	65	56	121	-	121
	32,761	35,239	56	35,295	-	35,295
<b>Payments</b>						
Agents' fees	-	(751)	-	(751)	-	(751)
Legal fees	-	(29)	-	(29)	-	(29)
Pre-liquidation costs	-	(5,887)	-	(5,887)	-	(5,887)
Liquidator's fees	-	(10,096)	(2,745)	(12,841)	(4,750)	(17,591)
Statutory advertising	-	(231)	-	(231)	-	(231)
Insolvency bond	-	(108)	-	(108)	-	(108)
Travel expenses	-	(44)	-	(44)	-	(44)
Corporation tax	-	(7)	(13)	(20)	(11)	(31)
	32,761	18,086	(2,702)	15,384	(4,761)	10,623
Less: preferential creditors	(2,580)	-	(1,717)	(1,717)	-	(1,717)
	30,181	18,086	(4,419)	13,667	(4,761)	8,906
Less: unsecured creditors	(260,291)	-	-	-	(8,906)	(8,906)
	(230,110)	18,086	(4,419)	13,667	(13,667)	-
<b>Dividend re preferential creditors</b>		<b>0%</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>	<b>100%</b>
<b>Estimated dividend re unsecured creditors</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>3.8%</b>	<b>3.8%</b>

**Represented by:**

<b>Local interest bearing current account:</b>	
L Russell re: A & M (Dorset) Limited	3,667
<b>Local interest bearing deposit account:</b>	
L Russell re: A & M (Dorset) Limited	10,000
	13,667

**Note 1**

The figures on the receipts and payments account incorporating an estimated outcome statement are net of VAT.

Appendix 2 (i)

**APPENDIX REGARDING INSOLVENCY PRACTITIONER'S REMUNERATION**

<b>Case name</b>	A & M (Dorset) Limited
<b>Court and number</b>	N/A
<b>Office holder</b>	Laurence Russell
<b>Firm</b>	Albert Goodman LLP
<b>Address</b>	Lupins Business Centre 1-3 Greenhill Weymouth Dorset DT4 7SP
<b>Telephone</b>	01305 772458
<b>Reference</b>	LR/SK/214012
<b>Type of appointment</b>	Liquidator
<b>Date of appointment</b>	7 May 2015

**1 OVERVIEW OF THE CASE**

This has been provided in the body of the report to which this appendix has been attached.

I can advise that the liquidator's fees were set on a time cost basis at the creditors' meeting held on 7 May 2015.

**2 EXPLANATION OF INSOLVENCY PRACTITIONER'S CHARGING AND DISBURSEMENT RECOVERY POLICIES**

I can advise that all staff who worked specifically on this assignment had their time costed and charged to it, including secretaries and cashiering time.

**CHARGEOUT RATES**

The current charge out rates of the grades of staff likely to work on this assignment are as follows:-

Insolvency Practitioner	£195 per hour
Manager	£115 per hour
Administrators	£67 per hour
Support Staff	£43 per hour

**INCREASES IN CHARGE OUT RATES**

It is the policy of this firm to review staff charging rates periodically and increases have been implemented during the period of administration of this case. The following increases have been implemented. -

Insolvency Practitioner	5%
Manager	5%
Administrators	0%
Support Staff	5%



## Appendix 2 (i)

### **DISBURSEMENTS POLICY**

Disbursements are split into two categories as follows:

**Category 1:** These are specific costs met by this firm which relate to a particular insolvency case. Such items of expenditure include advertising, Companies House and Land Registry searches, external printing costs, external storage and fees for swearing legal documents. Approval is not required for category 1 disbursements.

**Category 2:** These are expenses which are paid or are payable to my firm or to any other party in which my firm or I have an interest, and primarily relate to the non-case specific recovery of overhead costs. Creditors' approval is required before a category 2 disbursement can be drawn by an Insolvency Practitioner. It is this firm's policy that the only disbursements recharged to an assignment relate to the simple reimbursement of actual payments made to *third parties relating to a particular case, which are category 1, except for mileage. Mileage is charged at standard rates which comply with H M Revenue and Customs limits. There are no disbursements levied in respect of the recovery of overhead costs.*

### **3 NARRATIVE DESCRIPTION OF WORK CARRIED OUT**

Appendix 2(ii) outlines the time costs incurred in relation to activities undertaken during the year, which can be summarised as follows. Staff of different levels were involved in the activities shown depending upon the experience required and, where significant, further information is provided. In this respect, this case is dealt with in an office staffed principally by a manager who undertakes most casework tasks.

#### **Administration and planning**

The following activities have been undertaken:-

- Case planning
- Maintenance of the case records and bank accounts
- Cashiering
- Corporation tax and VAT administration
- Progress reviews of the case
- Preparing the annual report to members and creditors
- Statutory filing

#### **Investigations**

The following activities have been undertaken:-

- Reviewing the final trading losses made by the company
- Consulting the company's books and records in this respect

#### **Creditors**

The following activities have been undertaken:-

- Communication with creditors
- Maintaining a list of creditors' claims
- Dealing with the Redundancy Payments Service in respect of employees' claims
- Reviewing and evaluating preferential and unsecured claims
- Paying a dividend to the preferential creditor
- Reviewing the company's past accounts to determine if a terminal loss relief claim could be made and if it is economic to pursue

## Appendix 2 (i)

### **4 TIME AND CHARGE OUT SUMMARY**

A summary of the time spent on this assignment and the costs charged to it as a result is provided in appendix 2(ii).

I can advise that I have drawn remuneration of £12,841.20 in respect of the above time costs and in accordance with the approved basis of my remuneration detailed in section 1 above. I had unbilled time costs of £1,676.90 at the anniversary date

### **5 CATEGORY 2 DISBURSEMENTS**

In accordance with the disbursements policy shown in section 2 above, no category 2 disbursements have been charged to this assignment in respect of general overheads. Mileage has been charged at a standard rate which complies with H M Revenue & Customs limits.

### **6 SUPPORTING DOCUMENTS**

A receipts and payments account for this assignment is provided as part of the report to which this appendix is attached

I also enclose a copy of the resolution passed dealing with the approval of the liquidator's remuneration.

**A & M (DORSET) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**  
 Time cost analysis at 6 May 2017

Work type	AS PER PREVIOUS REPORT		TIME COSTS INCURRED FROM 07/05/2016 TO 06/05/2017						TOTAL SINCE APPOINTMENT TO 06/05/2017		
	Hours	£	Insolvency practitioner	Manager	Administrators	Assistant & support staff	Total hours	Time cost	Total hours	Total cost	Average hourly cost
Administration/planning	22.8	2,648.55	3.9	11.9	0.8	1.1	17.6	2,174.05	40.4	4,822.60	119.37
Realisation of assets	21.6	2,381.10	0.0	0.0	0.0	0.0	0.0	0.00	21.6	2,381.10	110.24
Investigations	15.8	1,958.25	0.0	1.8	0.0	0.0	1.8	201.60	17.6	2,159.85	122.72
Creditors	34.5	3,736.70	0.7	11.2	0.1	0.6	12.6	1,417.85	47.1	5,154.55	109.55
<b>Total hours</b>	94.7		4.6	24.9	0.9	1.7	32.0		126.7		114.63
<b>Total costs</b>		10,724.60						3,793.50		14,518.10	
Time written off										0.00	
Fees drawn										12,841.20	
Outstanding time costs										1,676.90	

## Resolutions

The meeting passed the following resolutions:-

1. That in so far as Albert Goodman LLP has not been paid, the liquidator be authorised to pay their fee of £5,000 plus VAT and disbursements, as follows:

in respect of the preparation of the statement of affairs	£3,500
in respect of convening the meetings of members and creditors	£1,500

both plus VAT and disbursements.

2. That the liquidator's fees be on the basis of time properly given by him and his staff in attending to matters arising in the winding up and the liquidator is authorised to draw sums on account of his remuneration from time to time. The standard hourly charge out rates of the grades of staff likely to work on the case are as set out as part of the information presented to the meeting.
3. That in respect of expenses necessarily incurred, the liquidator be authorised to make a separate charge in accordance with his firm's policy note which is set out as part of the information presented to the meeting.

There being no further business, the meeting then terminated.

Signed .....  
Kevin King  
Chairman

