

Section 106

Return of Final Meeting in a
Creditors' Voluntary Winding UpPursuant to Section 106 of the
Insolvency Act 1986

To the Registrar of Companies

S.106

Company Number

03126475

Name of Company

A & A WINDOWS LIMITED

I/We Michael Bowell
2nd Floor, Tunsgate Square
98-110 High Street
Guildford
Surrey,
GU1 3HEDermot Coakley
Second Floor, Tunsgate Square
98-110 High Street
Guildford
Surrey, GU1 3HE

Note The copy account must be
authenticated by the written
signature(s) of the Liquidator(s)

1 give notice that a general meeting of the company was duly held on/summoned for 03 April 2013 pursuant to section 106 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached) laid before it showing how the winding up of the company has been disposed of, and that ~~the same was done accordingly~~ / no quorum was present at the meeting.

2 give notice that a meeting of the creditors of the company was duly held on/summoned for 03 April 2013 pursuant to Section 106 of the Insolvency Act 1986, for the purpose of having the said account laid before it showing how the winding up the company has been conducted and the property of the company has been disposed of and that the same was done accordingly/~~no quorum was present at the meeting~~.

The meeting was held at MBI Coakley Ltd, 2nd Floor Tunsgate Square, 98-110 High Street, Guildford, Surrey, GU1 3HE

The winding up covers the period from 4 November 2011 (opening of winding up) to the final meeting (close of winding up)

The outcome of any meeting (including any resolutions passed) was as follows

It was resolved

- 1 That the Liquidators' Proposed Final Receipts and Payments Account be approved
- 2 That the Liquidators' Final Report be approved
- 3 That the Liquidators' release from office be approved

Signed

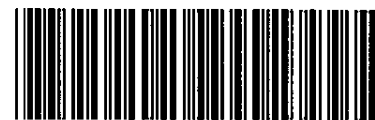


Date 03 April 2013

MBI Coakley Ltd
2nd Floor, Tunsgate Square
98-110 High Street
Guildford
Surrey,
GU1 3HE

Ref 216/MB/DC/SC/ME

THURSDAY



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11/04/2013

#106

COMPANIES HOUSE

A & A WINDOWS LIMITED
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 4 November 2011 To 3 April 2013

S of A £	£	£
ASSET REALISATIONS		
Plant & Machinery	30,000 00	
Book Debts	20,808 78	
Cash at Bank	20,080 23	
Water Service Charges refund	1,140 81	
Bank Interest Gross	15 47	
Business Rates Refund	141 02	
	<hr/>	72,186 31
COST OF REALISATIONS		
Preparation of S of A	2,500 00	
Joint Liquidators' Fees	14,876 25	
Joint Liquidators' Disbursements	1,402 77	
Agents/Valuers Fees (1)	4,025 00	
Statutory Advertising	76 50	
PAYE & NI	341 28	
	<hr/>	(23,221 80)
PREFERENTIAL CREDITORS		
DE Arrears & Holiday Pay	2,943 62	
	<hr/>	(2,943 62)
UNSECURED CREDITORS		
Trade & Expense Creditors	46,020 89	
	<hr/>	(46,020 89)
		<hr/> NIL <hr/>
REPRESENTED BY		
VAT inputs and payments		4,576 10
Vat Control Account		(4,576 10)
		<hr/> NIL <hr/>



Michael Powell
Joint Liquidator

**Private and Confidential
A & A WINDOWS LIMITED
In Liquidation**

**A & A WINDOWS LIMITED [“the
Company”]
In Creditors’ Voluntary Liquidation**

**Final Report to the Members and
Creditors
Pursuant to S106 Insolvency Act 1986 and
Rule 4.49D Insolvency Rules 1986
Dated 3 April 2013**

1. Report

In accordance with the relevant provisions, I present the Final Report to the members and creditors of the Company. The purpose of the report is to provide you with an account of the Liquidators' acts and dealings and the conduct of the winding up during the liquidation.

Attached to this report are the following documents

- Appendix A - Summary of Liquidators' Final Receipts and Payment Account to 3 April 2013
- Appendix B - Summary of Liquidators' time costs
- Appendix C - Supplementary Information
- Appendix D - MBI Coakley Ltd Fees and Disbursements Policies

Please note a copy of a Creditors' Guide to Liquidators' Fees is also available online at [http //www mbicoakley co uk/important-docs html](http://www.mbicoakley.co.uk/important-docs.html) by clicking on the link titled Liquidation.

I comment further on progress in the liquidation below

2. Summary Receipts and Payments Account

The contents of the summary receipts and payments account [Appendix A] are largely self explanatory, however, I report further on certain items below

2.1. Receipts

- 2.1.1. **Sale Proceeds** - This item relates to the sale of the Company's business as a going concern, including assets such as motor vehicles, stock, plant and machinery, equipment and goodwill. The sale of these assets to A & A Windows Direct Ltd ("A & A Windows Direct") resulted in a combined realisation of some £30,000.00, inclusive of VAT. The Liquidators' consider this to be a sale to a connected party by virtue of the Company's Directors also being shareholders and Directors' of A & A Windows Direct. Full details in relation to the sale were provided to creditors in the Liquidators' last report dated 11 December 2012.
- 2.1.2. **Book Debts** - I can advise creditors that the sum of £20,808.78 was realised from the Company's trade debtors, which is in line with the amount anticipated by the Directors' Statement of Affairs
- 2.1.3 **Water Service Charges Refund** - This item relates to a refund obtained from a credit balance on the account held with the Company's water supplier.

2.2 Payments

Payments consist of costs associated with the winding up of the Company.

- 2.2.1 **Chattel Agent Fees** - This represents the costs of the independent agents instructed by the Liquidators to assist in the valuation and sale of the Company's assets. They were chosen by the Liquidators as a result of their knowledge and experience in dealing with this type of instruction
- 2.2.2 **Preparation of S. of A.** - This represents fees drawn on account of time properly spent by the Liquidators and their staff in preparing the Statement of Affairs and Section 98 meeting documents
- 2.2.3. **Joint Liquidators' Fees on account** - This represents fees drawn on account of time properly spent by the Liquidators and their staff in dealing with the winding up of the Company's affairs. Further information on the Joint Liquidators' time costs is given later in this report and at Appendix B
- 2.2.4 **Joint Liquidators' Disbursements** - This represents disbursements drawn by the Liquidators in dealing with the winding up, as approved previously by creditors at the meeting held on 4 November 2011. Further information on the Joint Liquidators' disbursements is given at Appendix D

2. Matters requiring further investigation

The Liquidators' as part of their duties are required to carry out certain investigations into the affairs of the Company. The report on the conduct of the directors has been filed with the Department for Business Innovation & Skills as required by statute.

This investigation revealed no other source of funds available for distribution to creditors.

3. Creditors' Claims

Creditors' non-preferential claims, which have been received by the Liquidator amount to £356,539 against a statement of affairs figure of £334,720.

4. Dividend Prospects

4.1 Secured Creditors

There are no charges registered against the Company and it follows that there are no secured creditors

4.2 Preferential Creditors

The preferential creditors in the Liquidation are the Employees and the National Insurance Fund for Employees' holiday and pay arrears to the date of Liquidation Claims from preferential creditors amount to £3,284.90 and have been settled in full by the Liquidators.

4.3 Non-Preferential Creditors

Under the provisions of Section 176A of the Insolvency Act 1986, the Liquidators must report on the amount of funds distributed to unsecured creditors in respect of the prescribed part

There are no Qualifying Floating Charges ["QFL"] that postdate the 15th of September 2003 and therefore the provisions of section 176A of the Act relating to the Prescribed Part do not apply.

As advised previously, a provision for a second and final dividend had been set aside by the Liquidators This final dividend has now been paid, meaning that to date, two dividends totalling £46,129.39 have been made to non-preferential creditors, representing a combined rate of 12.91p in the £ on admitted claims

5. Liquidators' Remuneration

Resolutions relating to the basis of the Liquidators' remuneration were approved by Creditors at the first meeting A summary of the time spent is attached as Appendix B in accordance with Statement of Insolvency Practice (SIP 9), for the information of the members and creditors Creditors will note from Appendix B that the Liquidators' post appointment time costs amounted to £14,897.00. Additional information in relation to Office Holders' Fees [Appendix D] setting out this firm's policies on disbursements and current charge out rates is also attached.

Final remuneration drawn in respect of the winding up of the company is summarised below.

	£
Liquidators' Fees	14,876.25
Photocopying, Postage & Fax	272.67
Storage and Destruction of Books and Records	636.00
Statutory Advertising	314.10
Specific Bond	180.00

I attach as Appendix C supplementary information and a statement showing the outstanding expenses incurred by the Liquidators.

A statement of the creditors' and members' rights to request further information and challenge the Liquidators' remuneration and expenses is available online at <http://www.mbicoakley.co.uk/important-docs.html> by clicking on the link titled Liquidation.

6. Conclusion

If any creditor or member requires any further information or clarification on any matter relating to the liquidation of the Company, please contact this office

For your information my authorising body is the Insolvency Practitioners Association and that of my Joint Liquidator, Mr Coakley, is the Institute of Chartered Accountants in England & Wales.

Please contact me if you require any further information.




Michael Powell MIPA
Joint Liquidator
A & A WINDOWS LIMITED In liquidation

A & A WINDOWS LIMITED
(In Liquidation)

Summary of Joint Liquidators' Final Receipts & Payments
For the period 4 November 2011 (Date of Appointment) to 3 April 2013

	Statement of Affairs	From 04/11/2011 To 29/01/2013	From 30/01/2013 To 03/04/2013	Total
	(£)	(£)	(£)	(£)
RECEIPTS				
Sale Proceeds	15,021 00	30,000 00	-	30,000 00
Book Debts	21,161 00	20,808 78	-	20,808 78
Cash at Bank	25,744 00	20,080 23	-	20,080 23
Water Service Charges refund		1,140 81	-	1,140 81
Bank Interest Gross		15 47	-	15 47
Business Rates Refund		141 02	-	141 02
VAT		805 00	3,771 10	4,576 10
	<u>61,926 00</u>	<u>72,991.31</u>	<u>3,771 10</u>	<u>76,762.41</u>
PAYMENTS				
Preparation of S of A		2,500 00	-	2,500 00
Chattel Agents' Fees		4,025 00	-	4,025 00
Statutory Advertising		76 50	314 10	390 60
Joint Liquidators' Fees		-	14,876 25	14,876 25
Joint Liquidators' Disbursements				-
Postage & Photocopying		-	272 67	272 67
Box Storage & Destruction		-	636 00	636 00
Specific Bond		-	180 00	180 00
VAT		1,320 30	3,255 80	4,576 10
		<u>7,921.80</u>	<u>19,534.82</u>	<u>27,456 62</u>
Preferential Dividend of 100p in £		3,284 90	-	3,284 90
1st Non-Preferential Dividend of 10 25p in £		36,545 22	-	36,545 22
2nd Non-Preferential Dividend of 2 66p in £		9,475 67	-	9,475 67
Balances in Hand		<u>15,763.72</u>	<u>(15,763.72)</u>	<u>-</u>


Michael Powell
Joint Liquidator

Time Entry - SIP9 Time & Cost Summary

216 - A & A WINDOWS LIMITED
 Project Code POST
 To 03/04/2013

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.80	1.10	41.75	0.00	44.65	7,515.25	168.31
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	3.40	1.70	17.25	0.00	22.35	4,190.75	187.51
Investigations	0.70	0.40	4.40	0.00	5.50	1,044.50	189.91
Realisation of Assets	4.90	1.60	1.80	0.00	8.30	2,146.50	258.61
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	10.80	4.80	65.20	0.00	80.80	14,897.00	184.37
Total Fees Claimed						14,876.25	
Total Disbursements Claimed						1,402.77	

A & A WINDOWS LIMITED
(In Liquidation)
Supplementary Information

Registered Office

c/o MBI Coakley Ltd Second Floor Tunsgate Square
 98-110 High Street
 Guildford
 Surrey
 GU1 3HE

Registered Number

3126475

Appointment Details

Joint Liquidator - Michael Bowell
 Second Floor, Tunsgate Square
 98-110 High Street
 Guildford
 Surrey, GU1 3HE

Appointment Date - 04/11/2011

Joint Liquidator - Dermot Coakley
 Second Floor, Tunsgate Square
 98-110 High Street
 Guildford
 Surrey, GU1 3HE
 Appointment Date - 04/11/2011

Changes to Office Holders

None

Additional Information

Dividends / Distributions / Consigned Funds

Dividend Type	Date	Admitted	Paid	p in £
Creditor Preferential	20-Aug-12	3,284 90	3,284 90	100 00
Creditor Unsecured	20-Aug-12	356,538 80	36,545 22	10 24
Creditor Unsecured	29-Jan-13	356,543 60	9,475 67	2 66

Unrealisable Assets

N/A

Details of Basis of Remuneration

Time costs plus disbursements and VAT properly incurred by the Liquidators' and their staff

A & A WINDOWS LIMITED
(In Liquidation)
Statement of Remuneration / Expenses

For period 04/11/2011 to 3/04/2013

Account	Incurred In Period	Accrued		Total In Period
		In Period For Last Period	Accrued In Period	
Preparation of S of A	2,500 00	-	-	2,500 00
Joint Liquidators' Time Costs	14,876 25	-	20 75	14,897 00
Agents/Valuers Fees	4,025 00	-	-	4,025 00
Statutory Advertising	390 60	-	-	390 60
Postage & Photocopying	272 67	-	94 14	366 81
Fax	-	-	0 40	0 40
Box Storage	636 00	-	-	636 00
Specific Bond	180 00	-	-	180 00
	<u>22,880 52</u>	-	<u>115 29</u>	<u>22,995 81</u>

A & A WINDOWS LTD IN LIQUIDATION

ADDITIONAL INFORMATION IN RELATION TO OFFICE HOLDER'S FEES PURSUANT TO STATEMENT OF INSOLVENCY PRACTICE 9 (SIP9)

In accordance with best practice, we provide below details of the policy of MBI Coakley Ltd ["MBI"] in respect of fees and expenses for work in relation to the above insolvency. The policy covers the following:

- 1 Staff allocation and the use of subcontractors
- 2 Professional advisers
- 3 Disbursements
- 4 Charge out rates and work performed

1. Staff allocation and the use of subcontractors

The general approach to resourcing assignments is to allocate staff with the skills and experience appropriate to meet the specific requirements of the case, having regard to its nature and complexity. The case team will usually consist of a Director, Manager and Administrator.

It is not our general policy to utilise the services of subcontractors and no subcontractors have been used on this case.

2. Professional Advisers

On this assignment we have used the services of the professional advisers listed below. We have also indicated the basis of our fee arrangement with them, which is subject to periodic review.

Name of Professional Adviser	Basis of Fees
Philip Davies & Sons	Valuers - Time costs plus disbursements and VAT

When choosing professional advisers, we take into consideration their experience and ability to perform the type of work required, the complexity of the assignment, their suitability for the particular case and the basis of the fee arrangement.

3. Disbursements

It is the policy of MBI to charge and recover all actual disbursements [Category 1 Disbursements] incurred and full records of those disbursements are retained and are available, together with an explanation as to why they have been incurred, to all creditors. Category 1 disbursements do not require specific approval by creditors. This type of disbursement generally comprises of external suppliers of services identifiable to a specific case, such as postage, statutory advertising, room hire, and document collection. In addition, any properly reimbursed expenses of the Office Holders and of their staff will be recovered.

The recovery of Category 2 Disbursements requires the approval of creditors before they can be paid. It is also our policy in all insolvencies to charge the following Category 2 Disbursements at the rates shown:

Travel - Motor Vehicles are charged at 65p per mile and all other forms of travel are charged at actual cost

Company Records Storage - 40p per week per archive box, £6 per box destruction

Photocopying/Facsimiles - 10p per sheet

Room Hire - meetings held at MBI's offices £150 Meetings at any other venue at actual cost

VAT is chargeable on all disbursements at the prevailing rate

4. Charge-out Rates

The current hourly charge-out rates per staff involved in working on the insolvency are set out below, together with the rates for the previous year

Grade	Year 2013 £	Year 2012 £	Year 2011 £
Office Holder	325	325	325
Manager 1	265	265	265
Manager 2	235	235	235
Administrator 1	165	165	165
Administrator 2	145	145	145

The rates charged by MBI are reviewed in January of each year and are adjusted to take account of inflation and the firm's overheads

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. In accordance with best practice, time is charged in 6 minute units.

A description of the work performed under the main activity codes shown on the SIP9 summary attached, are as follows

Activity	Description
Administration & Planning	Includes case planning, statutory returns, maintenance of bank accounts and estate records, appointment notification, administrative set-up, maintenance of records, matters relating to tax, general correspondence, general legal advice, meetings
Investigations	Includes statutory duty of investigation into company's affairs, investigating generally, CDDA reports, legal advice
Realisation of Assets	Includes realisation of assets, identifying, securing and insuring of assets, costs associated with sale of business and assets, debt collection, legal advice
Trading	Includes time on site, ordering and supply of goods, supervision of staff, debt collection management of trading operations, accounting for trading, on-going employee issues, legal advice
Creditors	Includes correspondence and meetings with creditors, pension issues and employees, reporting to creditors, retention of title, adjudicating on creditor claims, employee matters, legal advice