

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

# LIQ13

## Notice of final account prior to dissolution in MVL



Companies House

TUESDAY



A20 \*A6FSLJEJ\* 26/09/2017 #248  
COMPANIES HOUSE

### 1 Company details

Company number 6 2 8 1 1 9 8

Company name in full AA LEADERSHIP LIMITED

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

### 2 Liquidator's name

Full forename(s) Lynn

Surname Gibson

### 3 Liquidator's address

Building name/number 5 Park Court

Street Pyrford Road

Post town West Byfleet

County/Region Surrey

Postcode K T 1 4 6 S D

Country United Kingdom

### 4 Liquidator's name

Full forename(s)

Surname

① Other liquidator  
Use this section to tell us about another liquidator.

### 5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

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

# LIQ13

## Notice of final account prior to dissolution in MVL

### 6 Final account

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

### 7 Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup>

<sup>d</sup>

2

5

<sup>m</sup>

<sup>m</sup>

0

9

<sup>y</sup>

<sup>y</sup>

2

0

<sup>y</sup>

<sup>y</sup>

1

<sup>y</sup>

7

# LIQ13

## Notice of final account prior to dissolution in MVL



### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Jana Suresh**

Company name **Gibson Hewitt Limited**

Address **5 Park Court**

**Pyrford Road**

Post town **West Byfleet**

County/Region **Surrey**

Postcode 

	K	T	1	4		6	S	D
--	---	---	---	---	--	---	---	---

Country **United Kingdom**

DX

Telephone **01932 336 149**



### 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)**



chartered accountants  
licensed insolvency practitioners

**AA Leadership Limited  
(In Members' Voluntary Liquidation)**

**Final Account**

**25 September 2017**

Gibson Hewitt Limited t/a **gibson**Hewitt

Registered in England and Wales company number 8904412  
A list of directors is available at registered office

tel 01932 336149 fax 01932 336150  
e-mail [accs@gibsonhewitt.co.uk](mailto:accs@gibsonhewitt.co.uk)  
[www.gibsonhewitt.co.uk](http://www.gibsonhewitt.co.uk)  
vat no 492 7555 07

**registered office**  
5 park court, pyrford road  
west byfleet surrey KT14 6SD

## **Final Account**

### **AA Leadership Limited (In Liquidation)**

**25 September 2017**

#### **AA Leadership Limited (IN LIQUIDATION)**

#### **FINAL ACCOUNT**

#### **CONTENTS**

1. Executive Summary
2. Introduction
3. Administration and Planning (including statutory reporting)
4. Asset Realisations
5. Creditors' Claims
6. Distributions to Shareholders
7. Costs and Expenses
8. Conclusion

#### **APPENDICES**

1. Receipts and Payments Account for the period for the period from 16 December 2015 to 25 September 2017
2. Analysis of Time Costs, Charge-out Rates and Category 2 Disbursements
3. Narrative detail of work undertaken

## Final Account

### AA Leadership Limited (In Liquidation)

25 September 2017

#### 1. EXECUTIVE SUMMARY

This Final Account summarises the winding-up as a whole ("the Review Period").

A summary of key information in this report is detailed below.

##### Realisations

Realisation	Estimated to realise per Declaration of Solvency (£)	Total realisations (£)
Refunds: Tax/ VAT (pre appt)	0	230
Other Debtors	4,800	0
Directors loans	222,285	222,285
Cash at bank	250,237	255,376
Interest Gross	0	201

##### Expenses

Expense	Total expense incurred (£)	Total payments made (£)
Liquidators' fees	3,500	3,500
Liquidators' Disbursements	87	87
Adverts/ Notices	376	376
Insurance- Bonds	330	330
Pre Appt. Costs	500	500
All other expenses	147	147

##### Distributions

Class	Distribution	Total paid
Unsecured creditors	100p	£1,379
Ordinary shareholders	£4,718.58 per share	£471,858

#### 2. INTRODUCTION

Lynn Gibson of Gibson Hewitt Limited, 5 Park Court, Pyrford Road, West Byfleet, Surrey KT14 6SD was appointed Liquidator of AA Leadership Limited ("the Company") on 16 December 2015.

The purpose of this Final Account is to summarise the winding-up as a whole and to put members on notice of the Liquidator's intention to seek release from office. The Final

## **Final Account**

### **AA Leadership Limited (In Liquidation)**

**25 September 2017**

Account details the acts and dealing of the Liquidator and it should be read in conjunction with previous correspondence to members.

#### **3. ADMINISTRATION AND PLANNING (INCLUDING STATUTORY REPORTING)**

As Liquidator, I am required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit, they assist in the efficient and compliant progressing of the liquidation, which ensures that I and my staff carry out our work to high professional standards. The narrative detail in respect of these tasks may be found in Appendix 3.

#### **4. ASSET REALISATIONS**

My Receipts and Payments Account for the whole period of the winding-up is attached at Appendix 1.

I have detailed below key information about asset realisations, however more detailed narrative about the work undertaken may be found at Appendix 3.

According to the Declaration of Solvency lodged in these proceedings, the assets of the Company had an estimated value of £477,322 which comprised principally of cash at bank and Directors loans.

##### **Cash at Bank**

The Company's bank account was closed and the closing balance of £255,376 was transferred to the Liquidation account. This figure was higher than originally anticipated due to funds received from other debtors prior to the account closing.

##### **Tax Refunds**

The sum of £230 was received from HMRC during the Liquidation in relation to tax and VAT refunds.

##### **Assets Distributed in Specie**

The Declaration of Solvency listed a director's loan, which has been distributed in specie to the shareholders, as set out below.

## Final Account

### AA Leadership Limited (In Liquidation)

25 September 2017

#### 5. CREDITORS

I have had to carry out key tasks which are detailed at Appendix 3.

I have received claims totalling £1,379 from five creditors. All creditors' claims were paid in full.

##### Unsecured creditors

A notice to creditors requiring them to submit claims was published in the Gazette. In addition, several letters were sent to HMRC seeking confirmation of their claims and that no tax liabilities remained.

The following payments were made to creditors:

Date of payment	Class of creditor / payment	Total amount paid
17/02/16	Unsecured/ Competex Limited	£360
05/05/16	Unsecured/ Gibson Hewitt Limited (re Pre Liq Tax Engagement)	£750
24/05/16	Unsecured/ HMRC (PAYE underpayment)	£9
19/07/16	Unsecured/ HMRC	£253
04/08/16	Unsecured/ HMRC	£7
<b>Total</b>		<b>£1,379</b>

#### 6. DISTRIBUTIONS TO SHAREHOLDERS

The following distributions were made to the shareholders:

Date of distribution	£ per share distributed	Total amount distributed (cash)	Total amount distributed (in specie)
16/12/15	£2,222.85	-	£222,285.00
23/12/15	£0.10	£10.00	-
09/02/16	£10.00	£1,000.00	-
09/02/16	£2,289.90	£228,990.00	-
15/03/16	£150.00	£15,000.00	-
25/7/17	£45.73	£4,573.35	-
<b>Total</b>	<b>4,718.58</b>	<b>£249,573.35</b>	<b>£222,285.00</b>

The above included a distribution in specie of the director's loan account with a total estimated value of £222,285.



## **Final Account**

### **AA Leadership Limited (In Liquidation)**

**25 September 2017**

#### **7. COSTS AND EXPENSES**

The payments shown on the Receipts and Payments Account at Appendix 1 are in the main self-explanatory.

##### **Pre-Appointment Costs**

The members authorised the fee of £500 for assisting the directors in placing the Company into Liquidation and with preparing the Declaration of Solvency on 16 December 2015.

##### **Liquidator's Remuneration**

The Liquidator's remuneration was approved by a resolution of the members to be paid as a set amount of £3,500. This fee has been paid in full.

##### **Liquidator's Disbursements**

The Liquidator's category 2 disbursements paid are detailed at Appendix 2 and represent the simple reimbursement of actual out of pocket payments made on behalf of the assignment.

The Liquidator's category 2 disbursements for the period 16 December 2015 to 25 September 2017 totals £77.40 and these have been drawn in accordance with the resolution passed by the members on 16 December 2015. The basis of calculation of this category of disbursement was disclosed to members prior to the resolution being passed and is also detailed at Appendix 2.

A copy of 'A Creditors Guide to Liquidators' Fees' may be found at:  
<https://www.icaew.com/en/technical/insolvency/creditors-guides>

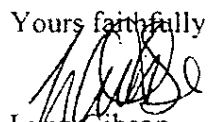
A hard copy of the Creditors' Guide may be obtained on request

#### **8. CONCLUSION**

The delivery of this final account to members and to the Registrar of Companies concludes the administration of this winding up.

Should you have any queries regarding this matter, or the contents of this report, please do not hesitate to contact myself or Matthew Hoy of this office.

Yours faithfully

  
Lynn Gibson  
Liquidator

## APPENDIX 1

A159 AA Leadership Limited mvl

## Abstract Receipts &amp; Payments

	Estimated Statement of Affairs	16 December 2015 to 15 December 2016	16 December 2016 to 25 September 2017	Total
		£	£	£
<b>RECEIPTS</b>				
0203 Refunds Tax	0	0 00	49 54	£49 54
0207 Refunds VAT (pre appt)	0	0 00	180 00	£180 00
0226 Other Debtors	4 800	0 00	0 00	£0 00
0251 Directors loans	222 285	0 00	0 00	£0 00
0405 Cash at bank	250 237	255 375 63	0 00	£255 375 63
0423 Dividend in Specie of debt	0	222 285 00	0 00	£222 285 00
0801 Interest Gross	0	195 03	6 17	£201 20
0900 VAT	0	0 00	0 00	£0 00
Vat on Outputs and received		923 61	34 97	958 58
	<b>477,322</b>	<b>478 779 27</b>	<b>270 68</b>	<b>479,049 95</b>
<b>PAYMENTS</b>				
1402 Insurance -Bonds		330 00	0 00	£330 00
1404 Adverts/Notices		376 00	0 00	£376 00
1450 Bank Charges		20 30	0 40	£20 70
1600 Shareholders dividends		245,000 00	4,573 35	£249 573 35
1602 Unsecured Dividends		1 379 18	0 00	£1,379 18
1628 Shareholders Distribution in Specie of deb		222,285 00	0 00	£222,285 00
1801 Liquidators remuneration		3,500 00	0 00	£3,500 00
1802 Liquidators disbursements		86 94	0 00	£86 94
1825 Pre Appt Costs		500 00	0 00	£500 00
1903 Corporation Tax		0 00	40 20	£40 20
Vat suffered and payments		958 58	0 00	958 58
		<b>474,436 00</b>	<b>4,613 95</b>	<b>479,049 95</b>
<b>Net Position</b>		<b>£4,343 27</b>	<b>-£4,343 27</b>	<b>£0 00</b>
<b>Analysis of sums held:</b>				
Non Interest bearing - National Westminster Bank PLC		£0 00		
<b>Total funds held</b>		<b>£0 00</b>		
Vat Recoverable / <Payable>		£0 00		
<b>Total Funds</b>		<b>£0 00</b>		

28 July 2017

## Final Account

### AA Leadership Limited (In Liquidation)

25 September 2017

## APPENDIX 2

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

#### Policy

Detailed below is Gibson Hewitt Limited's policy in relation to:

- Staff allocation and the use of subcontractors
- Professional advisors
- Disbursements

#### *Staff allocation and the use of subcontractors*

The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment. The charge out rate schedule below provides details of all grades of staff and their experience level.

We have not utilised the services of any sub-contractors in this case.

#### *Disbursements*

Category 1 and 2 disbursements were incurred by the Liquidator as set out in the Statements of Insolvency Practice (SIP9) and detailed at: <http://www.icaew.com/en/technical/insolvency/creditors-guides>

Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

## Final Account

### AA Leadership Limited (In Liquidation)

25 September 2017

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred by Gibson Hewitt Limited for the provision of services which include an element of recharged overhead, for example, room hire or document storage. The following category 2 disbursements have been drawn since my appointment:

Type & Purpose	£
Photocopying (at 18p per copy)	5.40
Storage (at £1 per box per month)	72
<b>Total</b>	<b>77.40</b>

#### Charge-out Rates

Time is recorded in 1 minute units. A schedule of Gibson Hewitt Limited's charge-out rates for this assignment effective from 3 April 2017 is detailed below.

Category of Staff	Per hour £
Partner	400
Manager	250 – 300
Other Senior Professional	150 – 200
Administrators / Cashiers	100 - 150

## Final Account

### AA Leadership Limited (In Liquidation)

25 September 2017

Appendix 3

#### Narrative detail of work undertaken for AA Leadership Limited (in Members' Voluntary Liquidation)

<b>General Description</b>	<b>Includes</b>
<b>Administration and Planning</b>	
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Creditor reports	Issuing annual progress report to creditors
Member reports	Preparing and issuing annual progress report and general reports to members Responding to members' queries Preparing and issuing proposed final account Preparing and issuing final account
<b>Creditors</b>	
Creditor Communication	Finalising pre appointment tax position Obtaining tax clearance
Dividend procedures	Preparation of correspondence to creditors and paying unsecured distributions

**Final Account**

**AA Leadership Limited (In Liquidation)**

**25 September 2017**

<b>General Description</b>	<b>Includes</b>
	Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution
<b>Distributions to Members</b>	
Dividend procedures	Preparation of distribution calculation Preparation of correspondence to members announcing declaration of dividend Preparation of cheques/BACS to pay dividend Preparation of correspondence to members enclosing payment of dividend
Distribution in specie	Preparation and declaration of distribution in specie