

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

MONDAY



A08 *A79T6ETC* 09/07/2018 #17
COMPANIES HOUSE

1 Company details

Company number 0 6 8 7 3 0 6 3

Company name in full Advanced Training and Recruitment Limited

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

2 Liquidator's name

Full forename(s) Lisa Marie

Surname Moxon

3 Liquidator's address

Building name/number 7400 Daresbury Park

Street Daresbury

Post town Cheshire

County/Region

Postcode W A 4 4 B S

Country

4 Liquidator's name

Full forename(s) Christopher Benjamin

Surname Barrett

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

5 Liquidator's address

Building name/number 7400 Daresbury Park

Street

Post town Daresbury

County/Region Cheshire

Postcode W A 4 4 B S

Country

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

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6 Period of progress report

From date	^d 1	^d 4	^m 0	^m 5	^y 2	^y 0	^y 1	^y 7
To date	^d 1	^d 3	^m 0	^m 5	^y 2	^y 0	^y 1	^y 8

7 Progress report

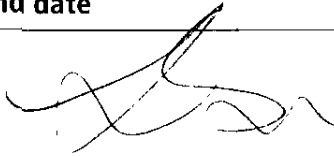
The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 0	^d 2	^m 0	^m 7	^y 2	^y 0	^y 1	^y 8
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Advanced Training and Recruitment Limited (“the Company”)
– In Creditors’ Voluntary Liquidation
Company number: 06873063

Joint Liquidators’ third Annual Progress Report

In accordance with S104A of the Insolvency Act 1986 and Rule 18.3
of the Insolvency (England and Wales) Rules 2016

Reporting period: 14 May 2017 to 13 May 2018

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C	Information Regarding Liquidators’ Remuneration & Expenses

Advanced Training and Recruitment Limited (“the Company”) – in Creditors’ Voluntary Liquidation

1 Introduction

Lisa Marie Moxon and Christopher Benjamin Barrett were appointed as Joint Liquidators of the Company on 14 May 2015 and this is the Joint Liquidators’ third progress report to the members and creditors of the Company, showing how the liquidation has been conducted. The report covers the period from 14 May 2017 to 13 May 2018.

2 Liquidators’ Actions During the Period

2.1 Receipts and Payments Account

A summary of the Joint Liquidators’ receipts and payments account is attached at **Appendix B** which shows all asset realisations and payments in respect of the costs of liquidation and distributions for the period from 14 May 2017 to 13 May 2018 as well as cumulatively from the commencement of the liquidation.

The liquidation estate funds are held in an interest bearing account in the name of the Company and controlled by the Joint Liquidators.

2.2 Asset Realisations

At the date of my previous report, all assets had been realised apart from the potential recovery of the director’s loan account.

Director’s Loan Account

As previously reported, the Company’s draft management accounts to 31 August 2014 reported that there was an overdrawn director’s loan account of £145,814 owed to the Company by Mr Davies. During the administration period Mr Davies signed a Statement of Affairs which reported that the overdrawn director’s loan account was £34,911 at the date of administration. Our investigations identified certain transactions that suggested that the overdrawn balance may be significantly higher than the amount in the Statement of Affairs. We have been in correspondence with the director in this regard and have written to him for repayment.

Despite further correspondence during this period, the director has not provided a settlement proposal and has disputed the amount owed. Therefore, the Joint Liquidators instructed solicitors to pursue the full balance owed.

Outside of this reporting period, the solicitors have issued a statutory demand against Mr Davies for the Statement of Affairs balance of £34,911. The Joint Liquidators have reserved their rights to pursue the full balance outstanding.

Bank interest

Bank interest totalling £4 has been received during the period, bringing total interest received to £24.

Asset realisations are considered to be completed, excluding the potential recovery of the director’s loan account.

2.3 Costs of the Liquidation

The Joint Liquidators have not paid any costs of the liquidation since the date of the previous progress report, the total costs paid to date is £23,054, as detailed in the receipts and payments account at **Appendix B**. These are discussed in more detail in section 3 below.

2.4 Distributions

No further distributions have been paid to creditors since the date of the previous progress report. Distributions since the commencement of the liquidation total £14,477. These are discussed in more detail in section 4 below.

2.5 Investigations

The Joint Liquidators have a duty to consider the conduct of those who have been directors of the Company at any time in the three years preceding the date of liquidation and submit a confidential report or return to the Insolvency Service Disqualification Unit. The confidential report or return on the conduct of the directors of the Company has been submitted to the Insolvency Service.

The Joint Liquidators are also required to investigate the affairs of the Company in general in order to consider whether any civil proceedings should be taken on its behalf.

Appropriate investigations have been carried out and have revealed that the overdrawn director's loan account owed by Mr Davies is substantially higher than that disclosed in his Statement of Affairs.

3 Joint Liquidators' remuneration, disbursements and expenses

Approval of remuneration and disbursements

A resolution was passed at the meeting of creditors held on 9 February 2015 that the Joint Administrators would be remunerated by reference to the time properly spent in dealing with matters in the administration and that they would be permitted to charge Category 2 disbursements at the rates set out in **Appendix C**.

Under rule 18.20(4) of the Insolvency (England and Wales) Rules 2016, the basis of remuneration fixed during the administration continues to apply to the Joint Liquidators' remuneration.

Remuneration, disbursements and expenses charged and paid in the liquidation

The Joint Liquidators' time costs and disbursements have been charged and paid during the period of liquidation as follows:

Remuneration	Incurred (£)	Paid (£)
From appointment on 14 May 2015 to 13 May 2017	22,868.50	0.00
From 14 May 2017 to 13 May 2018	2,804.50	0.00
	<u>25,673.00</u>	<u>0.00</u>
Disbursements	Incurred (£)	Paid (£)
Category 1 disbursements from 14 May 2015 to 13 May 2017	381.99	0.00
Category 1 disbursements from 14 May 2017 to 13 May 2018	35.17	0.00
Category 2 disbursements from 14 May 2015 to 13 May 2017	54.90	0.00
Category 2 disbursements from 14 May 2017 to 13 May 2018	0.00	0.00
	<u>472.06</u>	<u>0.00</u>

The above costs exclude VAT. I have attached at **Appendix C** a breakdown of the above time costs and further details of the above disbursements.

Professional advisers and other expenses

Expenses have been incurred by the Joint Liquidators in the instruction of solicitors, Brabners LLP during this period. Brabners LLP have corresponded with the director of the Company in regards to his director's loan account and have now issued a statutory demand in respect of the agreed sum.

The choice of professional advisers and the Joint Liquidators' fee arrangement with them was based on an assessment of the work required and the suitability of those professionals to carry out that work.

Details of the professional fees and disbursements incurred and paid since the commencement of the liquidation are set out at **Appendix C**.

No additional expenses have been made during this review period.

Administrators' remuneration paid during the period

The Joint Administrators' final progress report stated that the Administrators had unbilled time costs of £13,837 that would be paid during the liquidation. These costs were paid in full during the first reporting period.

Creditors' guide to fees and creditors' rights regarding fees

Further information relating to liquidators' fees can be found in "A creditors' guide to liquidators' fees" which can be accessed at the website of the Insolvency Practitioners' Association (www.insolvency-practitioners.org.uk > Regulation and Guidance > Creditors Guides to Fees), or the Institute of Chartered Accountants in England & Wales (www.icaew.com > Technical Resources > Insolvency > Creditors' Guides). The guide includes details of creditors' right to request information under Rule 18.9 of the Insolvency (England and Wales) Rules 2016 and their right to challenge liquidators' remuneration and expenses under Rule 18.34. A summary of these rights is also set out in **Appendix C**. A copy of the guide will be provided free of charge upon request to Dow Schofield Watts Business Recovery LLP.

4 Outcome for creditors

Creditors

Secured Creditors and Prescribed Part

Bibby Financial Services Limited was repaid in full during the administration.

Lloyds TSB Bank plc ("Lloyds") holds fixed and floating charges created on 19 January 2012 over the assets of the Company and was owed £13,366 at the date of the administration according to the Statement of Affairs. During the previous reporting period, Lloyds were paid £14,477 from fixed charge realisations to discharge the Company's liability in full.

In cases where a company gave a floating charge over its assets to a creditor on or after 15 September 2003, the prescribed part provisions set aside a proportion (the "prescribed part") of the funds that would otherwise have been available for distribution to floating charge creditors (the "net property") so that the prescribed part can be distributed to unsecured creditors.

As Bibby and Lloyds have been repaid in full from assigned book debts and fixed charge realisations and will not be relying on their floating charges, the prescribed part provisions will not apply

Preferential creditors

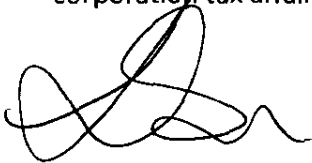
There are no known preferential creditor claims in this matter.

Unsecured creditors

A distribution to unsecured creditors is dependent upon future realisations in regards to the director's loan account. I will write to unsecured creditors if I am in a position to make a distribution.

5 Conclusion of the Liquidation

The liquidation will remain open whilst asset realisations are concluded, it is determined whether a distribution to creditors can be made, the expenses of liquidation are paid and the Company's VAT and corporation tax affairs are concluded.



Lisa Marie Moxon
Joint Liquidator

Licensed in the United Kingdom to act as an insolvency practitioner by the Insolvency Practitioners Association

Appendix A: Statutory Information

Company Information

Company Name:	Advanced Training and Recruitment Limited
Trading Name:	N/a
Previous Name:	Aaliyah Training & Recruitment Limited (changed on 21 May 2013)
Company Number:	06873063
Date of Incorporation:	26 June 2003
Former Trading Address:	Brunswick House, 499 Etruria Rd, Stoke-On-Trent, Staffordshire, ST4 6JR
Current Registered Office:	c/o Dow Schofield Watts Business Recovery LLP, 7400 Daresbury Park, Daresbury, Warrington, WA4 4BS
Former Registered Office:	Hewitt House, Winstanley Road, Orrell, Wigan, Lancashire, WN5 7XA
Principal Trading Activity:	Temporary Employment Agency

Appointment details

Joint Liquidators' names and address:	Lisa Marie Moxon (IP number 16370) and Christopher Benjamin Barrett (IP number 9437) both of Dow Schofield Watts Business Recovery LLP, 7400 Daresbury Park, Daresbury, Warrington, WA4 4BS.
Commencement of liquidation:	14 May 2015
Date of appointment:	14 May 2015
Appointment made:	pursuant to Para 83(3) of Schedule B1 of the Insolvency Act 1986

The Joint Liquidators act jointly and severally.

Appendix C: Information relating to the Liquidators' Fees and Disbursements

1. Time recording policy

Work undertaken on insolvency appointments is recorded in 6 minute units on an electronic time recording system. Time properly incurred on cases is charged at the hourly charge-out rate of the grade of staff undertaking the work.

The current hourly charge-out rates are as follows:-

Staff grade	Hourly rate (£) from 4 April 2016
Partner and Insolvency Practitioner	300
Manager	230-250
Assistant Manager	180-225
Senior Case Administrator	145-175
Case Administrator	100-140
Cashier	125
Trainee Case Administrator	70-95

The hourly charge-out rates are reviewed annually and may increase during the course of the liquidation.

2. Existing Fee Arrangements

A resolution was passed at the meeting of creditors held on 9 February 2015 that the Joint Administrators would be remunerated by reference to the time properly spent in dealing with matters in the administration and that they would be permitted to charge Category 2 disbursements at the rates set out in **Appendix C**. Under rule 18.20(4) of the Insolvency (England and Wales) Rules 2016, the basis of remuneration fixed during the administration continues to apply to the Joint Liquidators' remuneration.

Time and Charge out summary

For the period of the report, from 14 May 2017 to 13 May 2018, a total of 15.6 hours have been spent at an average charge out rate of £179.78 bringing the time costs for this period to £2,804.50. A summary table is shown overleaf.

From the commencement of the liquidation to 13 May 2018 a total of 171.5 hours have been spent at an average charge out rate of £149.70 bringing the total cost to date to £25,673.00. The second table overleaf shows a summary of these costs.

Time Entry - SIP9 Time & Cost Summary

A005 - Advanced Training and Recruitment Limited
 Project Code: POST
 From: 14/05/2017 To: 13/05/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.60	0.70	3.80	0.70	5.80	1,005.50	173.36
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.50	1.50	2.30	1.10	5.40	935.50	173.24
Investigations	0.00	0.10	0.00	0.00	0.10	25.00	250.00
Realisation of Assets	0.70	0.90	2.70	0.00	4.30	836.50	195.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	1.80	3.20	6.80	1.80	15.60	2,804.50	179.78
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

A005 - Advanced Training and Recruitment Limited

Project Code: POST

From: 14/05/2015 To: 13/05/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	3.20	5.70	35.40	18.30	62.60	9,093.00	145.26
Case Specific Matters	0.00	0.10	0.20	0.00	0.30	51.00	170.00
Creditors	3.20	6.10	20.80	2.20	32.30	5,542.00	171.58
Investigations	0.70	1.90	12.70	19.40	34.70	3,778.00	108.88
Realisation of Assets	5.30	7.00	26.90	2.40	41.60	7,209.00	173.29
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	12.40	20.80	96.00	42.30	171.50	25,673.00	149.70
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

3. Description of work carried out during the period

Section 3 of this appendix outlines the time costs incurred in relation to activities undertaken during the third year of the liquidation and cumulatively.

The work carried out during the third year of the liquidation can be summarised as follows:

3.1 Administration and planning

- Processing bank receipts and payments;
- Maintaining financial records and carrying out bank reconciliations;
- Case reviews; and
- Dealing with taxation returns and correspondence.

3.2 Realisation of Assets

- Pursuing recovery of director's loan account.

3.3 Investigations

- Ongoing reconciliation of director's loan account.

3.4 Creditors and members

- Recording and maintaining the list of creditors;
- Recording creditor claims;
- Reporting to creditors and members; and
- Responding to creditor queries.

Staff of different levels were involved in the activities below depending on the experience required.

4. Disbursements

Disbursements policy

Office holders' disbursements fall under two categories:

Category 1 disbursements consist of external supplies of goods or services specifically relating to the case. Where such costs are paid by Dow Schofield Watts Business Recovery LLP, creditor approval is not required for those costs to be recharged to the insolvency estate. Category 1 disbursements will typically include costs such as statutory advertising, specific bond insurance, company search fees, storage, postage, external room hire and travel expenses (excluding business mileage).

Category 2 disbursements are costs that are directly referable to the case but not to a payment to an independent third party. They include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. Such disbursements can only be charged to the insolvency estate with the approval of creditors. It is our policy to seek creditor approval for the payment of the following Category 2 disbursements:-

Disbursement type	Rate
Mileage	45p per mile

The following disbursements have been incurred and paid during the liquidation:-

	This period		Previous periods		Cumulatively	
	Incurred (£)	Paid (£)	Incurred (£)	Paid (£)	Incurred (£)	Paid (£)
Category 1 disbursements						
Bordereau	0.00	0.00	316.80	0.00	316.80	0.00
Company search fees	0.00	0.00	1.00	0.00	1.00	0.00
Postage	35.17	0.00	64.19	0.00	99.36	0.00
	35.17	0.00	381.99	0.00	417.16	0.00
Category 2 disbursements						
Mileage	0.00	0.00	54.90	0.00	54.90	0.00
Total disbursements	35.17	0.00	436.89	0.00	472.06	0.00

The above costs exclude VAT.

5. Professional advisors and expenses

The Joint Liquidators have incurred liquidation expenses in connection with the instruction of the following parties:-

Name	This period		Previous periods		Cumulatively	
	Incurred (£)	Paid (£)	Incurred (£)	Paid (£)	Incurred (£)	Paid (£)
Practical Business Solutions (NW) Limited (accountants)	0.00	0.00	2,500.00	2,500.00	2,500.00	2,500.00
Hill Dickinson LLP (solicitors)	0.00	0.00	2,205.50	2,205.50	2,205.50	2,205.50
Corporate Credit Debt Recovery (debt collection)	0.00	0.00	4,435.92	4,435.92	4,435.92	4,435.92
Brabners LLP (solicitors)	2,500.00	0.00	0.00	0.00	2,500.00	0.00
Total	2,500.00	0.00	9,141.42	9,141.42	11,641.42	9,141.42

The above costs exclude VAT.

6. Creditors' rights

Under rule 18.9 of the Insolvency (England and Wales) Rules 2016, creditors are entitled to request information from the office-holders about their remuneration or expenses set out in this report.

Any request must be made by a secured creditor, an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or by any unsecured creditor with the permission of the court. A request, or an application to the court for permission, must be made within 21 days of receipt of the report or account.

The office-holder must, within 14 days of receipt of such a request respond by: providing all of the information requested; providing some of the information requested; or declining to provide the information requested.

The office-holder may respond by providing only some of the information requested or decline to provide the information if: the time or cost of preparation of the information would be excessive; disclosure of the information would be prejudicial to the conduct of the proceedings; disclosure of the information might reasonably be expected to lead to violence against any person; or the office-holder is subject to an obligation of confidentiality in relation to the information. An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

A creditor may apply to the court within 21 days of: the office-holder giving reasons for not providing all of the information requested; or the expiry of the 14 days within which an office-holder must respond to a request. The court may make such order as it thinks just.

Under rule 18.34 of the Insolvency (England and Wales) Rules 2016, an application to court may be made on the grounds that the office-holders' remuneration is in all the circumstances excessive, the basis of remuneration is inappropriate, or the expenses incurred by the office-holders are in all the circumstances excessive.

Any application may be made by a secured creditor, an unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors (including the creditor in question), or by any unsecured creditor with the permission of the court. The application must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question.

If the court considers the application to be well-founded, it must make one or more of the following orders: an order reducing the amount of remuneration; an order reducing any fixed rate or amount; an order changing the basis of remuneration; an order that some or all of the remuneration or expenses in question is not to be treated as expenses of the winding up; an order for the payment of the amount of the excess of remuneration or expenses or such part of the excess as the court may specify by the liquidator to the company; any other order that it thinks just.

Unless the court orders otherwise, the costs of the application must be paid by the applicant and are not payable as an expense of the winding up.

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	Amy Lowden
Company name	Dow Schofield Watts Business Recovery LLP
Address	7400 Daresbury Park Daresbury
Post town	Cheshire
County/Region	
Postcode	W A 4 4 B S
Country	
DX	
Telephone	0844 7762740

 **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 or email 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