

Liquidator's Progress Report

S.192

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

To the Registrar of Companies

Company Number

00877614

Name of Company

Southwark & Boon Limited

I / We

Lloyd Biscoe, The Old Exchange, 234 Southchurch Road, Southend on Sea, Essex, SS1 2EG

Louise Donna Baxter, The Old Exchange, 234 Southchurch Road, Southend on Sea, Essex, SS1 2EG

the liquidator(s) of the company attach a copy of my/our Progress Report
under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 18/07/2014 to 17/07/2015

Signed

Date

Begbies Traynor (Central) LLP
The Old Exchange
234 Southchurch Road
Southend on Sea
SS1 2EG

Ref SO098CVL/LCB/LDB/JXH/GNL

WEDNESDAY



A13 *A410TSG0* 14/10/2015 #193
COMPANIES HOUSE

Southwark & Boon Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments

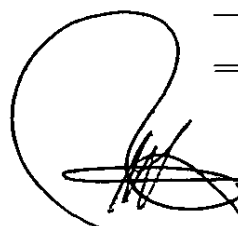
Statement of Affairs		From 18/07/2014 To 17/07/2015	From 18/07/2013 To 17/07/2015
	ASSET REALISATIONS		
NIL	Leasehold Property Improvements	NIL	NIL
NIL	Fixtures & Fittings	NIL	NIL
Uncertain	Stock	NIL	NIL
6,399 00	Book Debts	NIL	840 00
NIL	Shares & Investments	NIL	NIL
	Rates Refund	NIL	23 39
2,425 00	Cash at Bank	NIL	NIL
2,400 00	Cash in Hand	NIL	2,400 00
	Sundry Refund	8 28	8 28
	Bank Interest Gross	0 56	1 00
		<u>8 84</u>	<u>3,272 67</u>
	COST OF REALISATIONS		
	Statement of Affairs Fee	NIL	2,000 00
	Storage Costs	267 59	267 59
		<u>(267 59)</u>	<u>(2,267 59)</u>
	PREFERENTIAL CREDITORS		
(399 00)	RPO - Holiday Pay	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
	UNSECURED CREDITORS		
(57,211 00)	Trade Creditors	NIL	NIL
(33,871 00)	RPO - CNP/Redundancy	NIL	NIL
(200 00)	Adrian Boon	NIL	NIL
(3,835 00)	H M Revenue & Customs - PAYE/NIC	NIL	NIL
(18,393 00)	H M Revenue & Customs - VAT	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
	DISTRIBUTIONS		
(2,900 00)	Ordinary Shareholders	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
<u>(105,585.00)</u>		<u>(258.75)</u>	<u>1,005.08</u>

REPRESENTED BY

Vat Receivable
Bank 1 Clients Premium Account

53 51
951 57

1,005.08



Lloyd Biscoe
Joint Liquidator

Southwark & Boon Limited (In Creditors' Voluntary Liquidation)

Progress report pursuant to Section 104A of the
Insolvency Act 1986 and Rule 4.49C of the
Insolvency Rules 1986

Period: 18 July 2014 to 17 July 2015

Important Notice

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Southwark & Boon Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators pursuant to Section 98 of the Act on 18 July 2013
"the liquidators", "we", "our" and "us"	Lloyd Biscoe and Louise Donna Baxter of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency Rules 1986 (as amended)
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	<ul style="list-style-type: none">(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act), and(ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

2. COMPANY INFORMATION

Trading name(s)	Southwark & Boon Limited
Company registered number	00877614
Company registered office	The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
Former trading address	23 Tallon Road, Hutton, Brentwood, Essex, CM13 1TE

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced	18 July 2013
Date of liquidators' appointment	18 July 2013
Changes in liquidator (if any)	None

4. PROGRESS DURING THE PERIOD

Attached at Appendix 1 is our abstract of receipts and payments for the period from 18 July 2014 to 17 July 2015

Leasehold Property Improvements

The company's accounts for the year ended 31 March 2013 included improvements to the leasehold property with a net book value of £12,996. Owing to the integral nature of this asset, no realisations will be made.

Fixtures & Fittings

The accounts also included fixtures & fittings with a net book value of £32,012. These consisted of some racking, partitions and an air conditioning unit which were all integral to the building. It was therefore considered that the costs of removing and disposing of any of these items would outweigh any potential benefit and therefore no realisations have been made.

Stock

The company held a quantity of stock with an estimated cost value of £6,000. However these items were shown to have an uncertain realisable value. It has since been established that it would prove uneconomical to pursue these assets and therefore no realisations have been made.

Book Debts

The company's book debts were anticipated to realise the sum of £6,399 however to date, the sum of £840 has been realised. We are continuing to review this situation although it is uncertain whether any further recoveries will ultimately be made.

Shares & Investments

The company owns 100% of the share capital of Southwark Office Supplies Limited although this is a dormant company and therefore no realisations have been achieved

Rates Refund

The sum of £23 39 has been realised in regards to a rates refund

Cash at Bank

The company's bank account is in credit in the sum of £2,425 Despite numerous requests we are still yet to receive any funds however we are now in contact with the respective Bank and funds should be received shortly

Cash in Hand

The sum of £2,400 has been realised in respect of monies received from the director prior to our appointment

Sundry Refund

The sum of £8 28 has been realised in regards to a sundry refund

Bank Interest Gross

The sum of £0 56 has been realised in respect of gross interest received on monies held in the Liquidation account

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the director's statement of affairs included within the report sent to creditors further to our appointment as liquidators

On the basis of realisations to date and estimated future realisations we estimate an outcome for each class of the Company's creditors as follows

Secured creditor

There are no secured creditors

Preferential creditors

There will be no dividend made to preferential creditors

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the liquidator must make a prescribed part of the Company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts 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 realising the floating charge assets) The prescribed part of the Company's net property is calculated by reference to a sliding scale as follows

- ☐ 50% of the first £10,000 of net property,
- ☐ 20% of net property thereafter,
- ☐ Up to a maximum amount to be made available of £600,000

A liquidator will not be required to set aside the prescribed part of net property if

- ☐ the net property is less than £10,000 and the liquidator thinks that the cost of distributing the prescribed part would be disproportionate to the benefit, (Section 176A(3)) or
- ☐ the liquidator applies to the court for an order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the court orders that the provision shall not apply (Section 176A(5))

To the best of our knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors

Unsecured creditors

Based upon realisations to date and estimated future realisations it is anticipated there will be insufficient funds available to enable a dividend to be paid to the unsecured creditors

6. REMUNERATION & DISBURSEMENTS

Begbies Traynor (Central) LLP's professional fees for assisting the Company and its directors in fulfilling the statutory requirements for placing the Company into creditor's voluntary liquidation was fixed at £5,000 plus VAT. To date the sum of £2,000 has been paid from the realisations of the company's assets

Our remuneration has been fixed by a resolution of creditors at the meeting held pursuant to Section 98 of the Act by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the liquidation and we are authorised to draw disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9) in accordance with our firm's policy, details of which accompanied the Statement of Affairs and other information presented to the meeting of creditors convened pursuant to Section 98 of the Act and which is attached at Appendix 2 of this report

Our time costs for the period from 18 July 2014 to 17 July 2015 amount to £7,709.44 which represents 33.20 hours at an average rate of £249.68 per hour. These costs remain outstanding

The following further information in relation to our time costs and disbursements is set out at Appendix 2

- ☐ Table of time spent and charge-out value for the period 18 July 2014 to 17 July 2015
- ☐ Begbies Traynor (Central) LLP's policy for re-charging disbursements
- ☐ Begbies Traynor (Central) LLP's charge-out rates

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2011' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at www.begbies-traynor.com/creditorsguides. Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy

Storage Costs

The sum of 267 59 has been paid to Archive Facilities Limited for storage of the company's books and records. Archive Facilities Limited is associated to partners of Begbies Traynor (Central) LLP and therefore in accordance with Statement of Insolvency Practice 9, as issued by R3, this expense is deemed as a Category 2 disbursement which requires creditor approval. Approval was obtained on the 18 July 2013.

7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. These costs remain outstanding.

8. ASSETS THAT REMAIN TO BE REALISED

As detailed above, we are awaiting payment of requested funds from the company bank account. Once received we will commence taking steps to conclude the liquidation.

9. OTHER RELEVANT INFORMATION

Investigations and reporting on directors conduct

You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. In addition, as explained in the report circulated at the meeting of creditors convened pursuant to Section 98 of the Act, such report having also been sent to creditors following the meeting, a liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business Innovation and Skills. We can confirm that we have discharged our duties in these respects.

Investigations carried out to date

We have undertaken an initial assessment of the manner in which the business was conducted prior to the liquidation of the Company and potential recoveries for the estate in this respect.

10. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 4.49E of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been detailed in this progress report.


Right to make an application to court

Pursuant to Rule 4.131 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the

expenses incurred as set out in this progress report are excessive or, the basis fixed for our remuneration is inappropriate

11. CONCLUSION

We will report again in approximately twelve months time or at the conclusion of the liquidation, whichever is the sooner



Lloyd Biscoe
Joint Liquidator

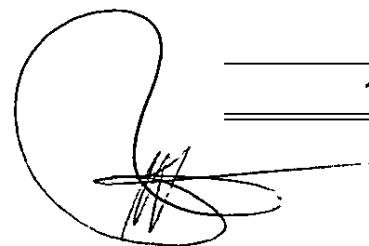
Dated 07 October 2015

ACCOUNT OF RECEIPTS AND PAYMENTS

Period 18 July 2014 to 17 July 2015

Southwark & Boon Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments

Statement of Affairs		From 18/07/2014 To 17/07/2015	From 18/07/2013 To 17/07/2015
ASSET REALISATIONS			
NIL	Leasehold Property Improvements	NIL	NIL
NIL	Fixtures & Fittings	NIL	NIL
Uncertain	Stock	NIL	NIL
6,399 00	Book Debts	NIL	840 00
NIL	Shares & Investments	NIL	NIL
	Rates Refund	NIL	23 39
2,425 00	Cash at Bank	NIL	NIL
2,400 00	Cash in Hand	NIL	2,400 00
	Sundry Refund	8 28	8 28
	Bank Interest Gross	0 56	1 00
		8 84	3,272 67
COST OF REALISATIONS			
	Statement of Affairs Fee	NIL	2,000 00
	Storage Costs	267 59	267 59
		(267 59)	(2,267 59)
PREFERENTIAL CREDITORS			
(399 00)	RPO - Holiday Pay	NIL	NIL
		NIL	NIL
UNSECURED CREDITORS			
(57,211 00)	Trade Creditors	NIL	NIL
(33,871 00)	RPO - CNP/Redundancy	NIL	NIL
(200 00)	Adrian Boon	NIL	NIL
(3,835 00)	H M Revenue & Customs - PAYE/NIC	NIL	NIL
(18,393 00)	H M Revenue & Customs - VAT	NIL	NIL
		NIL	NIL
DISTRIBUTIONS			
(2,900 00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(105,585.00)		(258.75)	1,005.08
REPRESENTED BY			
	Vat Receivable		53 51
	Bank 1 Clients Premium Account		951 57
			1,005.08



Lloyd Biscoe
Joint Liquidator

TIME COSTS AND DISBURSEMENTS

- a Begbies Traynor (Central) LLP's policy for re-charging expenses/disbursements
- b Begbies Traynor (Central) LLP's charge-out rates
- c Table of time spent and charge-out value for the period from 18 July 2014 to 17 July 2015

STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Stationary Advertising	The Stationary Office Limited	£150 00	-	£150 00
Telephone, Postage & Stationary	Begbies Traynor (Central) LLP	£57 54	-	£57 54
Photocopies & Faxes	Begbies Traynor (Central) LLP	£169 40	-	£169 40
Specific Penalty Bond	AUA Insolvency Risk Services	£30 00	-	£30 00

Time and Expenses Report - Summary

03S0098.CVL | CVL - Southwark and Boon Limited | From 18/07/2013 To 17/07/2015

	Action Code	Partner	Director	Senior Manager	Manager	Senior Case Administrator	Case Administrator	Support/Cashiering	Other	Total Hours	Total Cost	Avg Rate
Administration	1ADMIN	0.7000	0.00	0.00	0.00	0.10	1.50	4.70	0.00	7.00	1,329.50	189.93
Appointment/activity	1APOI	0.0000	0.00	0.00	0.00	0.00	0.00	4.00	0.00	4.00	640.00	160.00
Banking	1BANK	0.5000	0.00	0.00	0.00	0.00	4.00	2.00	0.00	6.50	1,268.50	195.15
Claims, proofs and distributions	1CLAM	0.0000	0.00	0.00	0.00	0.00	0.00	6.10	0.00	6.10	976.00	160.00
Employees	1EMPEE	0.0000	0.00	0.00	0.00	0.00	0.30	0.00	0.00	0.30	55.50	185.00
Floating Charge Assets	1FLCHG	0.0000	0.00	0.00	0.30	0.00	0.00	0.00	0.00	0.30	94.50	315.00
Investigations	1INVG	2.5000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.50	987.50	395.00
Case strategy and planning	1PLAN	0.0000	0.50	0.00	1.40	0.00	0.00	0.00	0.00	1.90	636.50	336.05
Statutory reports and returns	1STAT	1.7000	0.70	0.00	0.00	0.00	0.00	0.00	0.00	2.40	948.00	395.00
VAT and TAX	1VATTX	0.0000	0.00	0.00	0.00	0.00	0.50	1.70	0.00	2.20	364.50	165.68
Total Hours		5.40	1.20	0.00	1.70	0.10	6.30	18.50	0.00	33.20		
Total Cost		2,144.00	474.00	0.00	535.50	23.50	1,165.50	2,960.00	0.00		7,302.50	

Employee / Disb Costs	406.94
Disb Fees Drawn	0.00
Time Fees Drawn	0.00
Outstanding Costs	7,709.44

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance¹ requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm and also where payments are to be made to outside parties in which the office holder or his firm or any associate has an interest. Best practice guidance² requires that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

OFFICE HOLDERS EXPENSES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- *Category 1 expenses (approval not required)* - specific expenditure that is directly related to the case usually referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- *Category 2 expenses (approval required)* - items of incidental expenditure directly incurred on the case which include an element of shared or allocated cost and which are based on a reasonable method of calculation.

(A) The following items of expenditure are charged to the case (subject to approval)

- Internal meeting room usage for the purpose of statutory meetings of creditors may be charged by some offices and is charged at the rate of £100 (London £150) per meeting. External meeting room usage is charged at cost.
- Car mileage is charged at the rate of 45 pence per mile.

- *Expenses which should be treated as Category 2 disbursements (approval required)* – in addition to the 2 categories referred to above, best practice guidance indicates that where payments are made to outside parties in which the office holder or his firm or any associate has an interest these should be treated as Category 2 disbursements. The

following items of expenditure which relate to services provided by entities within the Begbies Traynor Group are to be charged to the case (subject to approval)

- Storage of books and records (when not rechargeable as a *Category 1 expense*) is charged by Archive Facilities (Southend) Limited, an associated company. The rates applying as at the date of this report are: Minimum charge of £40 per quarter for up to three boxes, Four to Two Hundred Boxes charged at £11 per quarter per box, over two hundred boxes are charged at half the aforementioned price, (£5.50 per box per quarter). Mileage for collection of books and records is charged at 55p per mile. Provision of cardboard box charged at £2.75 per box. Where Archive Facilities (Southend) Limited are required to physically pack the books and records, there is a minimum charge of 2 hours at £15 per hour per person required, and at £15 per hour for each hour thereafter. All figures stated are net.
- BTG Asset Consulting may be engaged to undertake valuations and/or disposal of assets. BTG Asset Consulting is a part of Begbies Traynor Group plc and is therefore an associated company. Their charges are based on 15% of realisations or time costs at a Partner rate of £125 per hour and Manager rate of £100 per hour. A separate charge will be levied for any valuations to be provided at a fixed fee of £500 + VAT. Disbursements are charged at cost and mileage is recovered at 40p per mile. All figures stated are net of VAT.

(B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 expense*:

- Telephone and facsimile
- Printing and photocopying
- Stationery

BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the Southend-on-Sea office are as follows:

	Charge-out Rate (£ per hour)	
Grade of staff	From 01 May 2011	01 July 2008 to 01 May 2011
Partner	495	450
Partner 2	N/A	395
Director	395	375
Senior Manager	365	350
Manager	315	300
Assistant Manager	270	250
Senior Administrator	235	220
Administrator	185	180
Junior Administrator	160	150
Support	160	150

Time spent by support staff for carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried as an overhead. Only where a significant amount of time is spent at one time on a case is a charge made for support staff. Time is recorded in units of 0.10 of an hour (i.e. 6 minute units).

¹ Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales (Effective 1 April 2007)