

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 2 4 8 5 8 8 2

Company name in full Business Installations Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Steven

Surname Elliott

### 3 Liquidator's address

Building name/number Hermes House

Street Fire Fly Avenue

Post town Swindon

County/Region

Postcode S N 2 2 G A

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.

# LIQ14

## Notice of final account prior to dissolution in CVL

### 6 Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

### 7 Final account

☒ I attach a copy of the final account.

### 8 Sign and date

Liquidator's signature

Signature

X

*John Smith*

X

Signature date

<sup>d</sup>0

<sup>d</sup>4

<sup>m</sup>1

<sup>m</sup>1

<sup>y</sup>2

<sup>y</sup>0

<sup>y</sup>2

<sup>y</sup>2

**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

Company name **Monahans**

Address

**Hermes House****Fire Fly Avenue**

Post town

**Swindon**

County/Region

Postcode

S	N	2		2	G	A
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Country

DX

Telephone

**01793 818300****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)**

**Business Installations Limited**  
**(In Liquidation)**  
**Liquidator's Abstract of Receipts & Payments**  
**From 1 September 2021 To 4 November 2022**

Statement of Affairs		£	£
	ASSET REALISATIONS		
7,500.00	Assets sold at auction	NIL	
1,500.00	Plant & Machinery	3,426.00	
1,000.00	Furniture & Equipment	4,598.00	
500.00	Motor Vehicles	810.00	
1,000.00	Stock	NIL	
19,000.00	Cash at Bank	22,715.23	
			31,549.23
	COST OF REALISATIONS		
	Premium on Indemnity Bond	108.00	
	Preparing S.o.A & Convening Decision	5,000.00	
	Liquidator's Remuneration	19,000.00	
	Agents/Valuers' Costs	2,751.00	
	Agents/Valuers Fees	883.40	
	Mileage	31.50	
	Storage Costs Provision	13.35	
	Postage	5.88	
	Statutory Advertising	270.00	
			(28,063.13)
	PREFERENTIAL CREDITORS		
(4,793.20)	Employee Hol Pay	3,235.10	
(4,269.58)	HMRC - PAYE	251.00	
			(3,486.10)
	UNSECURED CREDITORS		
(16,180.77)	Trade & Expense Creditors	NIL	
(61,576.28)	Employees	NIL	
			NIL
	DISTRIBUTIONS		
(48.00)	Ordinary Shareholders	NIL	
			NIL
(56,367.83)			(0.00)
	REPRESENTED BY		
			NIL

Steven Elliott  
Liquidator

## Business Installations Limited – In Creditors' **Voluntary Liquidation**

### **Liquidator's** Progress Report for the year to 31<sup>st</sup> August 2022 and Final Account to 04<sup>th</sup> November 2022

Company Number	02485882
Registered Office	Hermes House, Fire Fly Avenue, Swindon, SN2 2GA
Principal Trading Address	Unit 10, Euroway Industrial Park, Swindon, SN5 8YW
Nature of Business	Office furnishers, installers & relocators
Liquidator	Steve Elliott (IP No. 11110)
Date of Appointment	1 <sup>st</sup> September 2021
Contact Details	Monahans, Hermes House, Fire Fly Avenue, Swindon, SN2 2GA; Tel: 01793 818300

This report should be read in conjunction with the following Appendices:

1. Liquidator's Receipts and Payments Account.
2. Summary of work done
3. Summary of Insolvency Rules 18.9 and 18.34: the information and challenge provisions.

#### 1. Introduction

I, Steve Elliott, was appointed Liquidator of Business Installations Limited on 1<sup>st</sup> September 2022 at a meeting of the company's members, a decision which was ratified by creditors on the same day by Deemed Consent. This is my report explaining how the liquidation has been conducted.

#### 2. Background

The following background information was provided by the managing director, George IP, regarding the company's history and the events leading to liquidation:

Business Installations Limited was acquired via a management buyout on 3<sup>rd</sup> November 2000 by two employees of Dovetails Contract Ltd, who teamed up with an accountant from outside the BDG Group.

The two Dovetail employees left the company in the earlier years due to inadequate business and management skills. An employee of Business Installations Ltd then took over the shares and joint management with the original accountant, which is the position to date.

The main activities of the company were office furniture installations and storage of furniture. However, due to the change of business climate and the reduction of high-end office furniture demand the company struggled to survive. The recent pandemic put extra burden on the company as the installation works almost ceased for many months, coupled with rent increases on our rented commercial premises, which proved to be difficult to meet.

The trading address for the company is Unit 10, Euroway Industrial Park, Blagrove, Swindon, Wiltshire SN5 8YW. The premises are rented from Dorset County Council, managed by their agents, Workman LLP. The rental agreement is for a 10-year lease starting from 22 March 2020 for £39,455 for first year; £52,607 second year; £65,758 third year; £72,334 fourth year; £78,910 fifth year with the remainder years reviewed annually.

The company does not have any borrowings or loans from the directors or other sources. There is no bank debenture or loan liability.

The company was latterly run by the two working directors and one employee.

### 3. Statement of Affairs

The assets and liabilities of the liquidation estate as disclosed in the Director's Estimated Statement of Affairs were as follows:

<u>Assets</u>	Book Value £	Estimated to Realise £
Assets sold at auction pre-liquidation	5,288.00	7,500.00
Plant & Machinery	-	1,500.00
Furniture & Equipment	-	1,000.00
Motor Vehicles	-	500.00
Stock	-	1,000.00
Cash at Bank	19,000.00	19,000.00
	<u>£24,288.00</u>	<u>£30,500.00</u>
<u>Liabilities</u>		
<u>Preferential</u>		
Employees – Holiday Pay		4,793.20
<u>2<sup>nd</sup> Preferential</u>		
HMRC – PAYE		<u>4,269.58</u>
		<u>£21,437.22</u>
Trade & Expense Creditors		16,180.77
Employee claims		61,576.28
		<u>£77,757.48</u>
<u>Deficiency</u>		<u>£(56,319.83)</u>

### 4. Receipts & Payments Account

My receipts and payments account for the liquidation is attached. All figures on the account are shown net of VAT.

### 5. Assets and Realisations

#### 5.1 Cash at Bank

The directors transferred £19,000.00 in respect of the balance held in the company's bank account with HSBC Bank Plc ('HSBC') to my firm's client account, pending the appointment of a Liquidator. Those funds were then transferred to the new liquidation bank account opened at Handelsbanken.

I then wrote to HSBC, requesting copy bank statements and any further balances held. That realised a further £3,715.23 from the bank in respect of debtor payments received and held to my order, giving a total of £22,715.23 in respect of cash at bank.

#### 5.2 Tangible assets

The directors had previously instructed Asset Management Services (UK) Limited ('AMS'), who are auctioneers and valuers with considerable experience of the insolvency industry.

AMS were instructed to advise, value and sell the company's tangible assets and to remove them from the company's trading premises, if required.

The agents were ideally suited to assist with the company's tangible assets, and worked to their usual commission of 10%, with additional charges to be agreed for clearance, and the uplift and transport of items for sale.

AMS valued the company's assets on an ex-situ basis as follows:

Warehouse racking & equipment	£9,000.00
Office furniture (Stock)	£2,800.00
Office furniture & IT equipment	£1,500.00
Motor Vehicles (3 vans)	£1,200.00
Total	<u>£14,500.00</u>

A sale was conducted from the company's premises to dispose of the larger assets, being the warehouse racking and equipment, the proceeds from which were held to the order of the appointed Liquidator. This initial pre-liquidation sale generated approximately £5,288.00, which is included in the totals disclosed under 5.3 and 5.4 below.

The unsold remaining assets were removed by AMS and stored by them, to be sold by auction post liquidation, as discussed in the following paragraphs

### 5.3 Warehouse Racking & Equipment (Plant & Machinery)

I continued to instruct AMS and they have held monthly auctions to dispose of the remaining assets.

The auctions have generated total sales of £3,426.00, which is less than the agent's original valuation of £9,000.00, due to a downturn in the current market for these type of assets.

### 5.4 Office Furniture (Stock), Furniture & Equipment

The company had a large quantity of office furniture, which was described as stock, together with its own items of furniture and equipment. These assets were originally valued by AMS at £2,800.00 and £1,500.00 respectively and have been sold at monthly online auctions. The total combined realisations were £4,598.00, which was £298.00 over AMS' estimated value.

### 5.5 Motor Vehicles

The company owned three vehicles, two Volkswagen LT35 Panel vans, and one Ford Transit T200, which had been previously valued at £400.00 each, £1,200.00 in total. None of the vehicles were subject to finance, however, they were not in particularly good condition. The vehicles were removed from the company's premises prior to liquidation by AMS, who arranged to sell the vehicles by auction.

The vehicles sold for £810.00, which was £390.00 under their estimated value.

## 6. Payments to Date

As you can see from the enclosed account, the following payments have been made in the liquidation:

### 6.1 Liquidator's disbursements

The sum of £108.00 was paid to AUA Insolvency Risk Services Limited for the Liquidator's Bond of Specific Penalty, the cost of which is based on the value of the assets under the Liquidator's control.

£270.00 has been paid for advertising in the London Gazette to conform with the statutory requirements of the insolvency legislation.

A provision of £13.35 was drawn in respect of storage and destruction costs for the company's books and records.

Postage charges totalling £5.88 were incurred in respect of circulars to creditors, and other letters, sent through the online mailing service Postworks Limited;

Mileage of £31.50 was paid as a recharged Category 2 disbursement.

Necessary expenses of the liquidation such as these that are recharged to the case at cost are classed as 'Category 1' disbursements and do not require approval. However, costs recharged to the case that are capable of including an element of profit or a share of overhead cost are classed as 'Category 2' disbursements and require creditors' approval.

## 6.2 Preparation of Statement of Affairs, the Deemed Consent Procedure and General Advice

I wrote to creditors on 7<sup>th</sup> September 2021 to seek approval of my firm's pre-appointment fees of £5,000.00, inviting them to vote on the following resolution by 23.59 on 23<sup>rd</sup> September 2021:

'That Monahans be paid the sum of £5,000.00 plus VAT for their assistance in preparing the estimated Statement of Affairs and convening the Deemed Consent procedure'.

The following vote(s) were received from creditors and the resolution was passed:

	Value of claim	Percentage of those voting
For	£24,210.23	100%
Against	Nil	Nil

The £5,000.00 has been drawn in respect of these fees.

## 6.3 Liquidator's Remuneration

On 31<sup>st</sup> December 2021, my remuneration was approved by creditors on a fixed fee basis of £19,000.00.

The following votes were received in support of my fees as follows:

	Value of claim	Percentage of those voting
For	£24,210.23	100%
Against	Nil	Nil

The approved fee of £19,000.00 has been drawn.

For completeness, I should add that the total time costs in the liquidation to date are £22,541.81 representing 78.9 hours, at an average hourly rate of £285.70. I estimate further time costs to closure of approximately £1,000.00, representing 4.0 hours, at an average hourly rate of £250.00.

## 6.4 Agents'/ Valuers' Fees

I continued to instruct Asset Management Services (UK) Limited ('AMS') as auctioneers and valuers, as they had previously been instructed by the directors and had also removed unsold assets which were placed into storage. These assets included office furniture, stock and motor vehicles, which were sold by AMS in their monthly auctions.

I agreed the agent's charges for their valuation reports, uplift and transportation costs, as well as their usual commission of 10% of realisations plus VAT. The agents have been paid £2,751.00 and £883.40 in respect of these costs.

## 7. Company Premises

The company's trading premises known as Unit 10, Euroway Industrial Park, Swindon, SN5 8YW, were rented from Dorset County Council, under a lease dated 2 May 2019. The lease had no value and it was disclaimed on 24 September 2021.

The landlord's solicitors issued notice of a schedule of dilapidations claim for £100,658.04 but no formal claim has been received in the liquidation.

## 8. Books and Records

The directors have provided the company's books and records which were retained to carry out my investigations. The records will need to be held for 12 months after the date of dissolution before they can be destroyed.

A cost for collection, storage and eventual destruction of the company records has been calculated and billed at £13.35.



## 9. Investigation

One of my duties as Liquidator is to investigate the causes of the company's failure, and to examine the company's records for any antecedent transactions that could possibly be reversed to increase realisations for creditors, such as preferences or transactions at an undervalue as described in Sections 238 and 239 of the Insolvency Act 1986.

Whilst my investigation may produce additional funds for creditors, this is in no way guaranteed.

One of the purposes of the investigation is to assist me in reporting to the Insolvency Service on the conduct of those who acted as a director of the company during the three years prior to liquidation, as required under the Company Directors Disqualification Act 1986.

This does not have any direct benefit for creditors but is important for the regulation of those who hold the office of director and is ultimately in the public interest.

My investigations have included the following:

- Listing the Company's books and records, and reviewing those records for the last six months of trading;
- Reviewing the Company's bank statements for the last six months prior to liquidation;
- Comparing the Company's last filed accounts to the Statement of Affairs to establish any material changes that require further explanation.

I have now concluded my investigations and submitted my report to the Insolvency Service.

There were no material transactions found that required further investigation or action.

## 10. Creditors

### 10.1 Preferential Creditors

Employee claims for arrears of wages, up to the first £800.00, and holiday pay rank preferentially. All other employee claims rank as unsecured.

The Redundancy Payments Service ("RPS") will make payment to employees for holiday pay, wage arrears, redundancy pay, and payment in lieu of notice up to a statutory limit, set at £544.00 per week (as at the date of liquidation). The RPS will then have a subrogated claim in the liquidation for the monies they have paid to employees.

Three employees, including the two directors, were entitled to claims. I received a preferential claim from the RPS for £3,235.10.

On 5 September 2022, I declared a dividend of 100p in the £ in respect of preferential claims, and the claim submitted by the RPS was therefore paid in full.

HMRC are a secondary preferential creditor for certain specified debts, such as VAT, PAYE, employee National Insurance Contributions, student loan deductions and Construction Industry Scheme deductions. Secondary preferential debts are payable after all ordinary preferential debts have been paid in full, and before non-preferential unsecured debts.

HMRC submitted secondary preferential claim for £6,487.96.

On 5 September 2022, I declared a first and final dividend of 3.87p in the £ to secondary preferential creditors.

### 10.2 The Prescribed Part

There were no known floating charges created or registered in respect of the company on or after 15<sup>th</sup> September 2003 to which the prescribed part provisions of Section 176A of the Insolvency Act 1986 would apply.

### 10.3 Unsecured Creditors

The directors' estimated Statement of Affairs listed 6 non-preferential unsecured creditors with estimated total liabilities of £77,757.05.

I have received 8 unsecured claims of £87,448.56.

I am also aware of a potential claim of £100,658.04 from the former landlords for dilapidations in respect of the former leasehold premises.

### 11. Estimated Outcome

As mentioned above, funds were available to pay a dividend of 100p in the £ to the preferential creditor, and 3.87p in the £ to the secondary preferential creditor only.

There were insufficient funds to pay a dividend to unsecured creditors and formal notice of this has been provided.

### 12. Completion of the winding up

As all matters in relation to the liquidation have been concluded, I am delivering this, my final account, to the Registrar of Companies.

If there are no objections from creditors during the intervening period, I will be released as Liquidator under Section 171(6) of the Insolvency Act 1986 from the date my final account is delivered to the Registrar.

If members should have any queries, please do not hesitate to contact the case manager, Paul Beecham (tel: 01793 818359 or email: paul.beecham@monahans.co.uk).

Dated: 4<sup>th</sup> November 2022



Steve Elliott MIPA  
Liquidator

## Appendix 2

### Business Installations Limited – In Creditors' Voluntary Liquidation

#### Summary of work undertaken in the liquidation

Time is recorded to a case in units and each unit comprises 6 minutes. The time cost categories usually include the following:

Activity	Examples of Work
Administration & Planning	Case review & case diary management Strategy planning & control IPS set up & maintenance Cashiering & accounting Statutory matters (meetings, reports and notices)
Asset Realisation	Identifying, securing, insuring assets Retention of title claims Property, business & asset sales
Creditors & Employees	Communication with creditors Creditors' claims Dealing with employee claims Dealing with pension
Investigations	SIP2 review CDDA report Investigations (antecedent transactions)

#### Work carried out specific to the case

##### Administration & Planning

- Notifying creditors and various HMRC offices of appointment
- Filing Notice of Appointment, Statement of Affairs and company resolutions at Companies House
- Advertising Notice of Appointment, Notice to Creditors and company resolutions in London Gazette
- Search of Pension Protection Fund website and accounts for any pension schemes in company's name
- Considering and preparing strategy
- Regular file reviews
- Preparation of fee report and circulating to creditors
- Preparation of final account, circulating to creditors and filing at Companies House

##### Asset Realisation

- Working with closely with director and agents to achieve sale of the company's assets

##### Creditors

- Dealing with creditors' enquiries by letter, telephone and via email
- Recording claims received
- Correspondence with HM Revenue & Customs regarding sums due in respect of outstanding PAYE/NIC, VAT and Corporation Tax

#### Summary of work undertaken in the liquidation (continued)

##### Statutory

- Investigation in accordance with Statement of Insolvency Practice 2
- Report under the Company Directors Disqualification Act 1986

As part of investigation:

- Considering the course the investigation should take to most benefit creditors
- Review of company's books and records
- Analysis of bank transactions, wage records etc.
- Correspondence with company's former bank
- Establishing that the sale of vehicle prior to liquidation was for value
- Investigation of specific matters following review of records and requests from creditors
- Correspondence by letter and email with directors to obtain additional information and responses to matters raised

Miscellaneous

- Completion of VAT returns, eventual deregistration and recovery of input VAT thereafter
- Submission of liquidation period corporation tax return

## Appendix 3

### Summary of Rules 18.9 & 18.34 of the Insolvency (England & Wales) Rules 1986

#### **Creditors' requests for further information about a Liquidator's remuneration or expenses**

Under Rule 18.9, within 21 days of receipt of a progress report or a final account a creditor may request that the Liquidator provides further information about the remuneration and expenses set out in the report. A request must be in writing, and may be made by:

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

If the Liquidator refuses to provide the information requested within 14 days, any creditor has a further 21 days to apply to the court for an order requiring the Liquidator to comply.

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#### **Creditors' claims that remuneration is or other expenses are excessive**

Under Rule 18.34, where

- a secured creditor, or
- an unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
- any unsecured creditor with the permission of the court

believes that the remuneration and/or expenses of the Liquidator are excessive or that the basis of the Liquidator's remuneration is inappropriate, they may apply to the court provided certain conditions are met.

Any application must be made within 8 weeks of the applicant receiving the progress report or final account which first reports the charging of the remuneration or the incurring of the expenses in question.

The court may dismiss the application if it considers that insufficient grounds are shown for a reduction. If the court considers the application is justified it must make one of the orders set out in Rule 18.36(4).

The costs of the application must be paid by the applicant unless the court orders otherwise.

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