

Liquidator's Progress Report**S.192****Pursuant to Sections 92A, 104A and 192 of the
Insolvency Act 1986**

To the Registrar of Companies

Company Number

04257344

Name of Company

(a) Insert full name of
company

(a) PROFILE SUPPORT SERVICES LTD

Limited

(b) Insert full name(s) and
address(es)

I/We (b)

Robert Cundy of RJC Financial Management Limited, Hayes House, 6 Hayes Road, Bromley,
Kent, BR2 9AAthe 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 16 April 2012 to 15 April 2013

Signed

Date

Presenter's name,
address and reference (if
any)Robert Cundy
RJC Financial Management Limited
Hayes House
6 Hayes Road
Bromley
Kent
BR2 9AA

PROFILE SUPPORT SERVICES LTD - IN CREDITORS' VOLUNTARY LIQUIDATION

ANNUAL REPORT

13 June 2013

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1 INTRODUCTION

The purpose of this report is to detail my acts and dealings as Liquidator for the year ended 15 April 2013 and it should be read in conjunction with my previous correspondence to creditors

2. BACKGROUND

REGISTERED NAME, ADDRESS AND NUMBER

Profile Support Services Ltd (In Liquidation), ("the Company")

Registered office	Hayes House 6 Hayes Road Bromley Kent BR2 9AA
Former Registered Office	4 Horsley House Red Lion Lane London SE18 4JG
Registered Number	04257344
Other trading names	None

APPOINTMENT DETAILS

Name of Liquidators	Robert Cundy
Address of Liquidators	Hayes House 6 Hayes Road Bromley Kent BR2 9AA
Date of Appointment of Liquidators	16 April 2012

The company's principal activity was cleaning and maintenance support services

The main causes of failure were due to cash flow difficulties when the company's main contractor ceased to trade

3. ASSET REALISATIONS

The Liquidator's first Annual Receipts and Payment account for the period ending 15 April 2013 is attached at appendix 1

Book debts

The company had outstanding debtors with an estimated to realise value of £7,962. However, these were charged to the factoring company under the terms of a fixed and floating charge debenture. The factoring company also had a personal guarantee from the director.

Accordingly, the director settled the amount due to the factoring company and took subrogated rights over the security, thus becoming the secured creditor in the proceedings. Only £1,776 was collected in respect of the debtors. However, it was decided to pass the remaining collection of the debtors to the director as any realisations would ultimately be due to him.

The total book value of the debtors was less than the amount due under the security. Accordingly, there is no prospect of surplus money becoming available for unsecured creditors.

Cash from sale of business

The only other asset that existed at the date of liquidation was a cash at bank balance in respect of the sale of part of the business to a connected company. This has been realised in full at £7,200.

On appointment, I also considered whether there was a further part of the business that had not been purchased by the connected company. Accordingly, this was also sold and a further realisation of £1,500 was obtained.

4. LIQUIDATOR'S ACTIONS

Prior to my appointment, the director had paid a total of £15,290 under his personal guarantee to the secured creditor. Therefore, the director took over the security under subrogated rights.

In addition to the amount paid to the secured creditor, the director, through a connected company, also paid £7,200 for the business and a further £1,500 for the goodwill, after my appointment. I considered the sale that took place and I understand that this consisted of the fixed assets for the business and any right to future work from existing customers.

I am continuing to review this matter. However, I am conscious that, unless the value obtained from existing assets or from any increase in value in the business was significantly greater, all proceeds from the liquidation will ultimately be paid back to the director under his security.

Accordingly, although I have not concluded my investigations, I do not expect that there will be any recovery from this source.

SALE OF ASSETS

Subsequent to the liquidation, it was evident that the director had only purchased one side of the business activities. The other side of the business did not appear to be profit making, although the director was interested in purchasing the goodwill and the opportunity to reuse the "Profile" brand. Accordingly, with no restrictions on any other person to use the name, the only person who would pay value for this was the director and I agreed to sell this to a newly formed connected company, Profile Services Limited, for £1,500.

5 INVESTIGATION

An initial investigation into the company's affairs was undertaken to establish whether there were any potential asset recoveries or conduct matters that justified further investigation

On review of previous accounts, it appeared that there might have been a director's loan account balance due. On further enquiry, it was established that this amount had arisen in respect of instructions from the shareholder of the company and there were significant sums already due to that shareholder as well as amounts due to the director as per the statement of affairs, so it is likely that set off would apply and the prospect of any recovery was not good. I was still mindful that any recovery that may be achieved would be paid to the director under his security and therefore, I have not incurred significant costs reviewing this point.

I am not aware of any reason why the security due to the director would be challenged. However, there are still some points that I wish to consider further and I am conscious of the amount of actual and prospective realisations that may be achieved as compared to the amount due to the director.

A report/return on the conduct of any individuals, who have been directors of the Company in the three years prior to the insolvency, is required to be submitted to the Secretary of State within six months of our appointment. I would confirm that our report/return has been submitted.

6 CREDITORS' CLAIMS & DIVIDEND PROSPECTS

Secured Creditor

As stated above, the Company granted a debenture dated 12 August 2008 to the company's invoice factor provider, giving a fixed and floating charge over the assets of the company. The amount outstanding at the date of the appointment was £15,290. The director had also personally guaranteed this amount and on payment by him, the director adopted the security.

The secured creditor has received £2,279 under his security and also any realisations from the outstanding debtors.

Dividend in Relation to the Prescribed Part

I must state the amount of funds available to unsecured creditors in respect of the prescribed part. This provision only applies where the company has granted a floating charge to a creditor after 15 September 2003. The charge detailed above will not give rise to a prescribed part as insufficient funds exist under the floating charge.

Preferential creditors

Any preferential creditors' claims would be in relation to ex-employees of the business. When the business was transferred to the connected company, the employees also transferred and therefore, there are no known preferential creditors.

Unsecured creditors

The statement of affairs included 25 unsecured creditors with an estimated total liability of £142,793. I have not agreed claims from creditors. Unfortunately, there are insufficient funds to pay a dividend to unsecured creditors.

7 COSTS AND EXPENSES

The payments shown on the summary of the Receipts and Payments at Appendix I are in the main self-explanatory

Pre-Appointment Costs

The creditors authorised the fee of £3,500 plus VAT and disbursements for assisting the directors in calling the relevant meeting and with preparing the statement of affairs. The fee for the statement of affairs and meetings was paid from first realisations on appointment and is shown in the enclosed receipts and payments account

Liquidator's Remuneration

The Liquidator's remuneration was approved on a time cost basis in relation to this assignment, as authorised by creditors at the initial meeting on 16 April 2012 in accordance with the following resolution

"That the Liquidator be authorised to draw his remuneration on the basis of time properly spent by him and his staff, such time costs to be drawn on account from time to time as funds permit "

Summary of Costs

The Liquidator's time costs for the period 16 April 2012 to 15 April 2013 totals £4,256 representing 28.7 hours at an average hourly rate of £148.29. No remuneration has been drawn to date. The time costs are detailed at appendix 2

Liquidator's Disbursements

The Liquidator's category 1 disbursements paid for the period 16 April 2012 to 15 April 2013 total £581.00, are detailed at appendix 2 and represent the simple reimbursement of actual out of pocket payments made on behalf of the assignment

A copy of 'A Creditors Guide to Liquidators' Fees' together with the firm's charge-out rate and disbursement policy may be found at www.rjcfm.co.uk. A hard copy of both the Creditors Guide and the firm's charge-out rate and disbursement policy may be obtained on request

8 FURTHER INFORMATION

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit

9. CONCLUSION

The administration of the liquidation will be continuing to finalise the investigations into the total assets realisations, value paid for the business and security documentation

If you require any further information please contact my office

A handwritten signature in black ink, appearing to read 'Robert Cundy', with a long horizontal flourish extending to the right.

Robert Cundy
Liquidator

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**Profile Support Services Ltd - In Creditors Voluntary Liquidation
Liquidator's Abstract of Receipts & Payments**

From 16 April 2012 to 15 April 2013

RECEIPTS

	FIXED	FLOATING	TOTAL
	£	£	£
Goodwill	1,500 00	0 00	1,500 00
Bank Interest	4 25	0 00	4 25
Book Debts	1,775 95	0 00	1,775 95
Cash at Bank	0 00	7,200 00	7,200 00
Bank Interest Gross	0 00	3 57	3 57
	<u>3,280 20</u>	<u>7,203 57</u>	<u>10,483 77</u>

PAYMENTS

Secured Creditors	2,279 40	0 00	2,279 40
Statement of Affairs Fee	0 00	3,500 00	3,500 00
Office Holders Expenses	0 00	581 00	581 00
Vat Receivable	0 00	761 20	761 20
	<u>2,279 40</u>	<u>4,842 20</u>	<u>7,121 60</u>

BALANCES IN HAND

	<u>1,000 80</u>	<u>2,361 37</u>	<u>3,362 17</u>
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Post Appointment Remuneration Schedule
Profile Support Services Ltd
Between 16 April 2012 and 15 April 2013

Classification of work function	Partner/Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	2 80	0 70	0 40	0 30	4 20	901 00	214 52
Investigations	0 00	0 40	5 20	1 00	6 60	786 00	119 09
Realisation of Assets	0 20	0 20	3 70	0 00	4 10	550 50	134 27
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Creditors	0 00	0 00	2 90	0 00	2 90	362 50	125 00
Case Specific Matters	0 20	0 00	0 40	2 60	3 20	256 00	80 00
Statutory and compliance	3 50	0 00	4 20	0 00	7 70	1,400 00	181 82
Total hours	6 70	1 30	16 80	3 90	28 70		
Time costs	1,675 00	247 00	2,100 00	234 00	4,256 00		
Average hourly rate	250 00	190 00	125 00	60 00	148 29		

Description	Total Incurred £	Total Recovered £
Statutory Advertising	306 00	306 00
Bordereaux	165 00	165 00
Insolv System Set Up	110 00	110 00
Totals	581 00	581.00

Summary of Fees

Time spent in administering the Assignment	Hours	28 70
Total value of time spent to 15 April 2013	£	4,256 00
Total Post Appointment fees charged to 15 April 2013	£	0 00