

The Insolvency Act 1986

Liquidator's Progress
Report

S. 192

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

To the Registrar of Companies

For official use

Company Number

04355170

Name of Company

(a) Insert full
name of company

(a) CONNEXIONS STAFFORDSHIRE

Limited

(b) Insert full
name(s) and
address(es)I/We (b) Lindsey Cooper & Ben Woolrych
Baker Tilly Restructuring & Recovery LLP
3 Heddon Street
Manchester
M3 3HPthe liquidator(s) of the company attach a copy of my/our Progress Report
under section 192 of the Insolvency Act 1986

Signed

Date

23/10/12

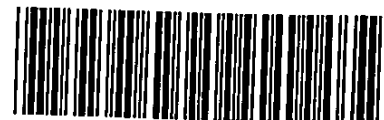
Presenter's name,
address and
reference
(if any)

For Official Use

Liquidation Section

Post Room

THURSDAY



A1KA2N6R

A38

25/10/2012

#293

COMPANIES HOUSE

IN THE MATTER OF
CONNEXIONS STAFFORDSHIRE LIMITED -
IN MEMBERS' VOLUNTARY LIQUIDATION

JOINT LIQUIDATORS' PROGRESS REPORT

23 OCTOBER 2012

LINDSEY COOPER AND BEN WOOLRYCH
JOINT LIQUIDATORS

APPOINTED 16 SEPTEMBER 2011

BAKER TILLY RESTRUCTURING AND RECOVERY LLP
3 HARDMAN STREET
MANCHESTER
M3 3HF

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#294

**IN THE MATTER OF
CONNEXIONS STAFFORDSHIRE LIMITED -
IN MEMBERS' VOLUNTARY LIQUIDATION**

JOINT LIQUIDATORS' PROGRESS REPORT

26 OCTOBER 2012

**LINDSEY COOPER AND BEN WOOLRYCH
JOINT LIQUIDATORS**

APPOINTED 16 SEPTEMBER 2011

**BAKER TILLY RESTRUCTURING AND RECOVERY LLP
3 HARDMAN STREET
MANCHESTER
M3 3HF**

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1. PURPOSE OF REPORT

This report has been prepared in accordance with insolvency legislation to provide members and the Registrar of Companies with information relating to the progress of the Liquidation in the period from 16 September 2011 to 15 September 2012

This report has been prepared solely to comply with the statutory requirements of Section 92A of the Insolvency Act 1986 and Rule 4.49C of the Insolvency Rules 1986 (as amended). It has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the Company. Neither the Liquidators nor Baker Tilly Restructuring and Recovery LLP accept any liability whatsoever arising as a result of any decision or action taken or refrained from as a result of information contained in this report

2. PROGRESS OF THE LIQUIDATION

2.1. Realisation of Assets

Cash at Bank

At the date of appointment the Joint Liquidators were advised that the Company had cash at bank of £338,432. Subsequent to our appointment the total sum of £337,591.87 was transferred to the Liquidation account.

There will be no further realisations in this regard

Skills Funding Agency

At the date of Liquidation the Company had outstanding funding due from the Skills Funding Agency which was estimated to be £78,753. The sum of £98,829.46 has been received from this source.

There will be no further realisations in this regard.

VAT Refund

Prior to Liquidation the Company had submitted a VAT return which showed a VAT refund due to the Company in the sum of £9,926

HM Revenue and Customs have utilised their right to set off in this regard and as such no realisations will be made. However in turn this will reduce any claim HM Revenue and Customs will have in the Liquidation.

Sundry Refund

The Company has received various refunds from utility suppliers and other sources. To date these refunds total £2,284.09

Bank Interest Gross

Bank interest of £4,815 23 has been received since the date of appointment.

2.2. Case Specific Matters

There have been various enquiries in relation to former employees from reference agencies which have required a formal response from the Liquidators.

3. DISTRIBUTIONS TO SHAREHOLDERS

No distribution has been made to shareholders to date.

4. MATTERS PREVENTING CLOSURE

The Company had several leases which were disclaimed upon appointment. The Joint Liquidators have instructed the Company's former surveyor to negotiate any dilapidation claims which may occur as a result of the disclaiming of the leases. At present the surveyor is continuing with negotiations in respect of a former lease and once this claim has been finalised we will be in a position to make a distribution to all creditors and close the liquidation.

5. RECEIPTS AND PAYMENTS SUMMARY

We attach as Appendix B a summary of our receipts and payments for the period from 16 September 2011 to 15 September 2012.

VAT Basis

Receipts and payments are shown net of VAT, with any amount due to or from HM Revenue and Customs shown separately.

6. COSTS AND JOINT LIQUIDATORS' REMUNERATION

6.1. Joint Liquidators' Remuneration and Disbursements

The Joint Liquidators' remuneration was approved on a time cost basis by the shareholders on 16 September 2011. We have incurred time costs of £13,659.50 since the date of our appointment. Of this, a total of £12,171 plus VAT has been paid and £1,488 50 remains outstanding. An analysis of time incurred in the period is attached at Appendix G.

Approval was also given to the drawing of disbursements, including category 2 disbursements. Details of the current rates are attached at Appendix D.

Category 2 disbursements incurred in the period are detailed in Appendix E

7. JOINT LIQUIDATORS' STATEMENT OF EXPENSES

A statement of the expenses incurred during the period, is attached at Appendix F. This includes all expenses incurred by the Joint Liquidators in the period of the report irrespective of whether they have been paid or not and may include estimated amounts where actual invoices have not been received. The receipts and payments abstract at Appendix B sets out the expenses actually paid in the period.

Detailed cost breakdown

Attached to this report are three Appendices relating to my costs on this assignment.

- Appendix G Joint Liquidators' time cost analysis;
- Appendix D Joint Liquidators' charge out and disbursement rates, and
- Appendix C A copy of Baker Tilly Restructuring and Recovery LLP's charging, expenses and disbursements policy statement

Other professional costs

Barry Davenport has been retained as a surveyor to negotiate dilapidation claims which have arisen on the Company's leases. I have agreed that he be remunerated on a percentage basis with his fees being 10% of the total sum saved through negotiations.

8. MEMBERS' RIGHT TO INFORMATION AND ABILITY TO CHALLENGE REMUNERATION AND EXPENSES

In accordance with the provisions of Rules 4.49E and 4.148C of the Insolvency Rules 1986 members have a right to request further information about remuneration or expenses and to challenge such remuneration or expenses.

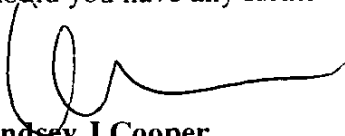
A request for further information must be made in writing within 21 days of receipt of this report.

Members of the Company with at least 10% of the total voting rights of all members having the right to vote at general meetings of the Company, or any members with the permission of the court, may apply to court that the remuneration charged, the basis fixed or expenses incurred by the liquidator are in all the circumstances excessive.

Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of remuneration or incurring of the expenses in question.

If you would like a copy of A Shareholders Guide to Liquidator's Fees, please let me know.

Should you have any further queries please do not hesitate to contact me



Lindsey J Cooper
Baker Tilly Restructuring and Recovery LLP
Joint Liquidator

Lindsey Cooper and Ben Woolrych are licensed to act as Insolvency Practitioners in the UK by the Institute of Chartered Accountants in England and Wales

Appendix A

COMPANY INFORMATION

Company Name	Connexions Staffordshire Limited
Functions	<p>The Joint Liquidators' appointment specified that they would have power to act jointly and severally</p> <p>The Joint Liquidators' have exercised, and will continue to exercise, all of their functions jointly and severally as stated in the notice of appointment</p>
Previous Company Names	None
Company Number	04355170
Date of Incorporation	17/01/2002
Trading Name	Connexions Staffordshire Limited
Trading Address	Foregate House 69-70 Foregate Street Stafford ST16 2PX
Principal Activity	Training
Registered Office	c/o Baker Tilly Restructuring and Recovery LLP, 3 Hardman Street, Manchester M3 3HF

Connexions Staffordshire Limited - In Members' Voluntary

Receipts and Payments from 16 September 2011 to 15 September 2012

SOA Value £		£	£
ASSET REALISATIONS			
0 00	Bank Interest Gross	4,815 23	
338,432 00	Cash at Bank	337,591 87	
78,753 00	Skills Funding Agency	98,829 46	
0 00	Sundry Refund	2,284 09	
9,926 00	VAT Refund	0 00	
			443,520 65
COST OF REALISATIONS			
0 00	Advertisements	(209 25)	
0 00	Appointee Fees	(12,171 00)	
0 00	Company Search Fees	(3 00)	
0 00	Courier	(38 80)	
0 00	Mileage	(38 25)	
0 00	Pre Appointment Fees	(7,639 50)	
0 00	Specific Bond	(315 00)	
0 00	Storage Costs	(20 30)	
0 00	Travel Expenses	(6 00)	
			(20,441 10)
UNSECURED CREDITORS			
(289,737 00)	Trade and Expense Creditors	0 00	
			0 00
EQUITY			
(2 00)	Ordinary	0 00	
			0 00
137,372 00			<u>423,079.55</u>
REPRESENTED BY			
	Allied Irish Bank - Current Account	67,402 57	
	Allied Irish Bank - Fixed Term Deposit	354,673 73	
	VAT Receivable (Payable)	1,003 25	
			<u>423,079 55</u>
			<u>423,079.55</u>

Appendix C

BAKER TILLY RESTRUCTURING AND RECOVERY LLP

CHARGING, EXPENSES AND DISBURSEMENTS POLICY STATEMENT

Charging policy

- Partners, directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time
- Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by partners, directors, managers and administrators
- Time spent by partners and all staff in relation to the insolvency estate is charged to the estate.
- Time is recorded in 6-minute units at the rates prevailing at the time the work is done
- The current charge rates for Baker Tilly Restructuring and Recovery LLP Manchester are attached
- Time billed is subject to Value Added Tax at the applicable rate
- It is the office holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it
- Baker Tilly Restructuring and Recovery LLP's charge out rates are reviewed periodically.

Expenses and disbursements policy

- Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate
- Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to members, but do not require members' approval prior to being drawn from the insolvency estate. These are known as "Category 1" disbursements
- Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) or payments to outside parties that the firm or any associate has an interest in, require the approval of members prior to being drawn from the insolvency estate. These are known as "Category 2" disbursements
- A resolution to consider approving "Category 2" disbursements at the rates prevailing at the time the cost is incurred to Baker Tilly Restructuring and Recovery LLP Manchester will be proposed to members' in general meeting
- General office overheads are not re-charged to the insolvency estate as a disbursement
- Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of members.
- Where applicable, expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate.

Appendix D

BAKER TILLY RESTRUCTURING AND RECOVERY LLP – MANCHESTER

JOINT LIQUIDATORS' CURRENT CHARGE OUT AND DISBURSEMENT RATES

CHARGE OUT RATES		
	Rate at commencement £	Current rate £
Partner	330 - 390	330 - 390
Manager	140-275	180 – 290
Administrator	115-175	125 - 140
Support staff	80	125

“CATEGORY 2” DISBURSEMENT RATES (TABLE A)	
Travel & Subsistence	
Motor travel	40p per mile (from 1 April 2010) 42 5p per mile (from 1 April 2011)
Subsistence	£23
Circulars to Members / Creditors	
Labels	£0 022 each
Headed paper	£0.079 per sheet
Plain paper	£0 079 per sheet
Large envelopes	£0 672 each
Small envelopes	£0.081 each
Photocopying charge	£0.005 per sheet
Stationery	
Lever arch files	£2 55 per file
Cashiering files	£1.06 per file
Chequebook boxes	N/a
A-Z dividers	£0 79 per set
1-31 dividers	£0.92 per set
Coloured dividers (5 part)	£0.18 per set
Coloured dividers (10 part)	£0.31 per set
Multi-punch pockets	£0.01 per pocket
Storage boxes	£2.50 per box
Sundry	
Faxes	N/a
Internal room hire (for meetings)	£165 per room

Appendix E**JOINT LIQUIDATORS' CATEGORY 2 DISBURSEMENTS TABLE**

Amounts paid or payable to the Office Holder's firm or to any party in which the office holder or his firm or any associate has an interest		
Recipient, Type and Purpose	Paid	Unpaid
	£	£
Mileage	38.25	
Total	38.25	Nil

Appendix F

STATEMENT OF EXPENSES INCURRED BY THE JOINT LIQUIDATORS' IN THE PERIOD FROM

Type and Purpose	Incurring Period
	\$
TMP – Statutory Advertisement	209.25
Baker Tilly Restructuring and Recovery LLP – Post Appointment Time	15,223.00
Baker Tilly Restructuring and Recovery LLP – Company search fees	3.00
Baker Tilly Restructuring and Recovery LLP – Courier	38.80
Baker Tilly Restructuring and Recovery LLP – Mileage	38.25
Baker Tilly Restructuring and Recovery LLP – Pre appointment Time	7,639.50
Baker Tilly Restructuring and Recovery LLP – Specific Bond	315.00
Baker Tilly Restructuring and Recovery LLP – Storage	24.36
Baker Tilly Restructuring and Recovery LLP – Travel Expenses	6.00
Total	23,497.16

Connexions Staffordshire Limited - In Members Voluntary Liquidation

Joint Liquidators' time costs in accordance with Statement of Insolvency Practice 9

Summary of Time Costs and Charge-out Rates from 16 September 2011 to 15 September 2012

	Partners	Managers	Administrators	Assistants	Total Hours	Total Time Costs	Average hourly rate
Administration and Planning	4.20	14.50	36.30	0.00	55.00	£9,591.50	£174.39
Investigation	0.00	0.00	0.00	0.00	0.00	£0.00	£0.00
Realisation of Assets	0.00	2.60	9.70	0.00	12.30	£1,872.00	£152.20
Trading	0.00	0.00	0.00	0.00	0.00	£0.00	£0.00
Creditors	0.00	3.60	10.00	0.00	13.60	£2,092.00	£153.82
Case Specific Matters	0.00	0.30	0.20	0.00	0.50	£104.00	£208.00
Total Hours	4.20	21.00	56.20	0.00	81.40		
Total Time Costs	1,620.00	4,788.00	7,251.50	0.00		£13,659.50	

Charge-out Rates

As at 15 September 2012	330-390	180-290	125-140	£125
As at 16 September 2011	£330-390	140-275	115-175	£80

Connexions Staffordshire Limited - In Members Voluntary Liquidation

Joint Liquidators' time costs in accordance with Statement of Insolvency Practice 9

HOURS SPENT	Partners	Managers	Administrators	Assistants	Total Hours	Total Time Costs
Administration and Planning						
Appointment	0 5	1 2	3 4	0 0	5 1	£901 00
Background information	0 0	0 0	0 2	0 0	0 2	£26 00
Case Management	3 5	6 7	6 8	0 0	17 0	£3,806 00
Pension Scheme	0 0	0 5	4 1	0 0	4 6	£643 00
Post-appointment taxation	0 0	0 2	1 8	0 0	2 0	£275 00
Pre-appointment matters	0 0	1 0	0 2	0 0	1 2	£254 00
Receipts and Payments	0 2	3 5	18 8	0 0	22 5	£3,234 50
Shareholders/Director/Debtor/ Bkpt	0 0	1 0	0 0	0 0	1 0	£220 00
Tax Matters	0 0	0 4	1 0	0 0	1 4	£232 00
Totals	4 2	14 5	36 3	0 0	55 0	£9,591 50
Realisation of Assets						
Assets - general/other	0 0	0 0	3 3	0 0	3 3	£429 00
Debtors & sales finance	0 0	0 0	0 7	0 0	0 7	£91 00
Land and Property	0 0	2 6	5 7	0 0	8 3	£1 352 00
Totals	0 0	2 6	9 7	0 0	12 3	£1,872 00
Creditors						
Unsecured Creditors	0 0	3 6	10 0	0 0	13 6	£2,092 00
Totals	0 0	3 6	10 0	0 0	13 6	£2,092 00
Case Specific Matters - Legal Matters						
Major Issues - Employees	0 0	0 0	0 2	0 0	0 2	£26 00
Shareholders / Members	0 0	0 3	0 0	0 0	0 3	£78 00
Totals	0 0	0 3	0 2	0 0	0 5	£104 00

NOTES TO APPENDIX G

JOINT LIQUIDATORS' TIME COST ANALYSIS

a) Administration and Planning

This includes dealing with the commencement of the case administration, together with day-to-day case *administration duties*, *maintenance* of records and ongoing statutory obligations. These include but are not limited to handling receipts and payments, VAT and Income tax issues, pension queries and general correspondence. Other matters which are required to be dealt with as part of the appointment and which will fall under this heading include case planning and strategy, case reviews, bonding, maintenance and obtaining books and records, general meetings / correspondence, statutory and other advertising, insurance, re-directed mail, and statutory reports.

b) Investigations

Where appropriate this will include such matters as investigation of pre-appointment transactions in accordance with the relevant Statement of Insolvency Practice (SIP 2), and the investigation of any potential antecedent transactions such as transactions at under value and preferences which may result in legal action resulting in a recoverable asset.

c) Realisation of Assets

This includes dealing with all aspects of the realisation of assets including identifying, securing and insuring assets, and (where applicable), property, business and asset sales, retention of title claims and debt collection. Other matters dealt with during the case administration which will relate to asset realisation may commonly include effecting disclaimers, dealing with landlords, liaising with agents, undertaking inventories, meetings with purchasers / directors, arranging collection of leased assets, obtaining insurance, pursuing antecedent claims identified as part of the investigation work set out above. Details of the specific asset realisation work undertaken on this case are set out in the main body of the report. Asset realisation is considered to be a key aspect of the case administration.

d) Trading

Where the business of the company has been traded (by the liquidator(s)) following the appointment our staff will have had to set up accounts with suppliers in order to trade on an ongoing basis. Payments to suppliers and general correspondence with these have been undertaken. Where trading has ceased, accounts will have been closed and final bills paid. Other matters will also have been dealt with in accordance with the usual trading obligations such as dealing with employees and payroll.

e) Creditors

Queries from and correspondence with creditors and employees have been necessary aspects of the case administration process. Reports to creditors are also an important part of ongoing matters relating to this aspect of the case.

f) Case Specific Matters

Any case specific matters will generally be set out in the body of the report but will commonly include meetings, correspondence and telephone calls relating to specific issues in the case which do not fall into any the categories set out above and are specific to the case in question. This may include work done in relation to litigation, general advice or other major issues.