

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

1 Company details

Company number 0 5 5 9 1 1 2 8
Company name in full ACORN BESPOKE ROOFING LIMITED

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

2 Liquidator's name

Full forename(s) DAVID NORMAN
Surname KAYE

3 Liquidator's address

Building name/number THE COPPER ROOM
Street DEVA CITY OFFICE PARK
TRINITY WAY
Post town SALFORD
County/Region MANCHESTER
Postcode M 3 7 B G
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.

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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

[Handwritten signature]

X

Signature date

d

1

d

6

m

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m

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y

2

y

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y

2

y

2

LIQ14

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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	DAVID NORMAN KAYE					
Company name	ROYCE PEELING GREEN LIMITED					
	THE COPPER ROOM					
Address	DEVA CITY OFFICE PARK					
	TRINITY WAY					
Post town	SALFORD					
County/Region	MANCHESTER					
Postcode	M	3		7	B	G
Country						
DX						
Telephone	0161 608 0000					



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

ACORN BESPOKE ROOFING LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

LIQUIDATOR'S FINAL ACCOUNT

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17 March 2022

1. INTRODUCTION

The purpose of this report is to detail my acts and dealing as Liquidator and it should be read in conjunction with my previous correspondence to creditors.

On 31 March 2021, Crawfords Accountants LLP joined Royce Peeling Green Chartered Accountants. The combined firm is known as Royce Peeling Green incorporating Crawfords. I am remaining in office as Liquidator of the company and am now issuing this final report to conclude the liquidation.

2. BACKGROUND

The members' and creditors' meetings were held on 22 March 2017, when I was appointed Liquidator of the company.

The company's current registered office is at The Copper Room, Deva City Office Park, Trinity Way, Manchester, M3 7BG, having been changed from 50 Trinity Way, Salford M3 7FX and Units 13-15 Brewery Yard, Deva City Office Park, Trinity Way, Salford, M3 7BB. Prior to this, the company's former registered office was 69 Windsor Road, Prestwich, Manchester, M25 0DB.

The company's former trading address was Walton Mill, Millstream Lane, Newton Heath, Manchester, M40 1GT.

The company operated as a roofing contractor and secured its works from Interserve, an intermediary, who outsourced contracts on all manner of buildings for the Government.

The company's statutory information is appended at Appendix 1.

3. ASSET REALISATIONS

According to the Directors' Statement of Affairs verified by a Statement of Truth lodged in these proceedings, the estimated values of the company's assets were uncertain and therefore no estimates were reported in the Directors' Report to creditors.

I comment on these assets as follows: -

Factored Book Debts

The Company's book debts were factored with Lloyds TSB Commercial Finance Limited (Lloyds Commercial"). The sales ledger was reported to have a balance of £89,801 at the date of the liquidation, which related entirely to the debt due from Interserve plc. I understood that there was a disapproved balance of £86,297 and that the balance owed to Lloyds Commercial was £36,350. The Director believed that approximately half of this sum was withheld due to the Company's refusal to comply with the "rebate" demanded by Interserve plc, whereas the remaining undisputed balance ought to have been fully recoverable.

Following my appointment, Lloyds Commercial told me that the balance had been collected in full and that there was no further debt. The sales ledger was then re-assigned back to the company and I took over the debt collection exercise with a view to realising further funds into the liquidation for the benefit of the insolvent estate. However, due to the age and nature of the reassigned debts, no further realisation was achieved and the collection was concluded.

Motor Vehicles

The company's physical assets comprised two motor vehicles which were independently valued by JPS Chartered Surveyors in the sum of £6,000 on a current market value basis. The directors expressed an interest in acquiring the two motor vehicles from the Liquidator for £6,000, which exceeded their book value, and their offer was considered at the first meeting of creditors. With no objection raised at the meeting of creditors, the Agent recommended the sale of the company's two motor vehicles to Adrian Curran and Richard Dunn, directors of the company and connected parties. I am satisfied that the sale was at arm's length, for full value, and was the best price obtainable in the circumstance.

Plant & Machinery and Motor Vehicles

It was originally reported to creditors that the directors were not entirely certain on the value of the company's assets as access to the storage premises was denied by the landlord. The director did point out that few if any of those assets remained the property of the company, as the majority of the vehicles and a quantity of plant and machinery had been either lost, scrapped or written off whilst other assets which were of a nature of intangibles had no realisable value.

Following my appointment, I contacted the landlord to ascertain whether or not assets owned by the company were held at the storage premises. After further investigation, I formed the opinion that the few assets at the premises were of low value and that the costs of removing and selling these items would greatly exceed any potential realisable value, if any. Accordingly, I made the decision to abandon these items at the storage premises.

Bank Interest

Bank interest in the sum of £126.81 was earned in the liquidation from funds held in the Liquidator's bank account.

Bank Refund

The sum of £2,353.99 was received in respect of bank charges refund.

Deposit for Costs

The sum of £8,200 was received from the directors personally to contribute towards the costs of the liquidation.

Preference claim against director

Following my appointment, I carried out a review of the company's books and records and it became apparent that a number of payments were made by the Company to the Director which although described as bonuses, served to clear an overdrawn director's loan account over a period of time.

I calculated that the overdrawn directors' loan account would have been circa £486,312 if the excessive payments described as bonuses had been written back. I instructed Freeths LLP, a firm of solicitors to assist with the claims against the directors and soon thereafter entered into communications with his legal representative with a view to reaching an agreement over settlement.

I can confirm that an offer of £50,000 was received in settlement of Mr and Mrs Merriman with £20,000 to be paid on execution of the agreement and the balance of £30,000 to be paid over a seven month period by way of £5,000 monthly instalments. Whilst that may appear a high discount, we had to take into account the value of the evidence, the director's ability to pay and the delay and costs involved in litigation. Balancing those factors we determined that this was a reasonable settlement. Litigation is by its nature uncertain and that would be no guarantee of success, notwithstanding the costs which would have had to be incurred.

4. INVESTIGATION

The appropriate investigation into the company's affairs has been conducted and the relevant form submitted to the Department for Business, Innovation and Skills in accordance with the Company Directors Disqualification Act 1986. The contents of this report are confidential.

The directors, Walter John Merriman and Stephanie Teresa Merriman, both accepted Disqualification Undertakings on 27 March 2018 which started from 17 April 2018 to 16 April 2025.

As explained above, I conducted a detailed review of the company's books and records which resulted in a claim against the directors in respect of their overdrawn directors' loan account and successfully reached a full and final settlement of £50,000 with the directors.

I therefore concluded my investigations into the affairs of the company and did not come across any further transactions which would warrant further detailed investigations and/or might enable recoveries to be made into the estate for the benefit of creditors. I can confirm that the investigative work resulted in a financial benefit to preferential creditors in the liquidation.

In accordance with Statement of Insolvency Practice 13, I can confirm that the company's two motor vehicles were sold to Adrian Curran and Richard Dunn, directors of the company and connected parties. I am satisfied that the sale was at arm's length, for full value, and was the best price obtainable in the circumstance.

5. CREDITORS' CLAIMS

Secured Creditor

Lloyds TSB Commercial Finance Limited collected the balance due on their current account in full and was no longer a creditor in the liquidation.

Preferential Creditors

As part of the Deed of Settlement and Release signed by Mr Walter John Merriman and Mrs Stephanie Teresa Merriman, they each agreed to waive their claims in the liquidation and therefore their preferential claims had been excluded in the liquidation.

I can confirm that preferential claims have been agreed in the sum of £17,451.90 in the liquidation, excluding the claims from by Mr Walter John Merriman and Mrs Stephanie Teresa Merriman. This is made up of a preferential claim from The Redundancy Payments Office of £14,326.26 and the remaining balance of £3,125.64 relates to former employees' preferential claims over and above the statutory limits paid by the Redundancy Payments Office.

Unsecured Creditors

The unsecured creditors, as per the Statement of Affairs totalled £665,666.

The unsecured claims were not agreed into the liquidation as there was no prospect of a dividend to unsecured creditors in the liquidation.

6. DIVIDEND PROSPECTS

Section 176A of the Insolvency Act 1986 (as amended) requires the Liquidator to set aside a percentage of a company's assets for the benefit of the unsecured creditors in cases where the company gave a "qualifying floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property." A company's net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge.

A Liquidator has to set aside: -

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property up to a maximum of £800,000 for qualifying floating charges created on or after 6 April 2020.

For qualifying floating charges created pre 6 April 2020, the limit remained at £600,000, except where a deed of priority was entered into such that a post 6 April 2020 charge took precedence.

The register of mortgages and charges records an all assets debenture created on 2 January 2008 in favour of Lloyds TSB Commercial Finance Limited being a fixed and floating charge over the undertaking and all property and assets present and future including goodwill book debts uncalled capital buildings fixtures fixed plant and machinery. Lloyds TSB Commercial Finance confirmed that their debts were discharged in full and therefore no longer a creditor of the company in the liquidation. Accordingly, the prescribed part provisions did not apply in this case.

I have today distributed a first and final dividend to preferential creditors in the sum of £12,831.80 in the liquidation at a dividend rate of 73.527 pence in the pound. A dividend cheque will be sent shortly under separate cover, where appropriate.

7. COSTS AND EXPENSES

The payments shown on the summary of the attached receipts and payments account are in the main self-explanatory.

Specific Bond

The sum of £276 was paid in respect of specific bond for the insolvent estate.

Statement of Affairs

The sum of £5,000 plus VAT was drawn by my firm in respect of the Statement of Affairs fee and the balance of £1,000 plus VAT was paid to Millers Accountants for their assistance in the preparation of the Statement of Affairs fee in accordance with the approved fee resolution.

Office Holder's Fees

The sum of £30,000 plus VAT was drawn by my firm in respect of the Liquidator's remuneration for the entire period of the liquidation in accordance with the approved fee resolution, of which £1,000 plus VAT was drawn in the final reporting period.

Legal Fees and Legal Disbursements

The sums of £6,227.10 plus VAT and a disbursement of £3 were paid to Freeths LLP for their assistance in the litigation in connection with the directors' loan account, which resulted in a successful settlement for the benefit of the insolvent estate.

Statutory Advertising

The sum of £205.50 plus VAT was paid in respect of statutory advertising.

Accountancy Fee

I made a payment of £4,000 plus VAT to the company's former accountant for their assistance in assisting with the reconciliation of the directors' loan account, which assisted with the successful settlement with the directors.

Case Management Fee

The sum of £110 was paid for the use of case management software provided by an independent external software provider.

Summary of Costs

The Liquidator's remuneration was changed from a time cost basis to a fixed fee from £23,755 plus VAT to £30,000 plus VAT at a creditors' decision process held on 8 June 2020. The results of the business correspondence was reported to creditors on 9 June 2020.

As previously reported, I reminded creditors that the extra work which I carried out had resulted in a recovery of £50,000, to the benefit of the preferential creditors, far in excess of the costs of my investigation.

The total time spent on this case amounted to 122.35 hours reflected in a total time cost of £31,441.65 plus VAT equating to an average hourly rate of £256.98. The time cost incurred in the liquidation had exceeded my revised fee estimate. I can confirm that the sum of £30,000 plus VAT was drawn in full in respect of the Liquidator's remuneration in accordance with the revised fee resolution and can confirm that I did not seek a further revision of fee estimate in the liquidation.

Royce Peeling Green Limited incorporating Crawfords' rate of hourly charges are: Partner £325, manager £204, assistant £127, cashier £105, junior assistant £88 exclusive of VAT.

In common with all professional firms, charge out rates may increase from time to time over the period of the liquidation.

A summary of time spent in accordance with SIP 9 is attached for transparency, though this information was no longer required to be provided to creditors following the change of the Liquidator's remuneration to a fixed fee.

Financial Benefit of Work to Creditors

I have today distributed a first and final dividend to preferential creditors in the sum of £12,831.80 in the liquidation at a dividend rate of 73.527 pence in the pound. A dividend cheque will be sent shortly under separate cover, where appropriate. I can confirm that all the work which had been undertaken in the liquidation was necessary in order to wind-up the affairs of the company.

Disbursements

Royce Peeling Green Limited incorporating Crawfords' disbursement policy is as follows: -

Category 1 Disbursements:

- Category 1 expenses are expenses directly attributable to the insolvent case. These include insolvency bonds, advertising, company searches, post redirection orders, postages and travelling and accommodation costs incurred by staff whilst attending to the administration of the insolvent estate.
- Postage will be charged at the first class postage rate prevailing.
- The list as stated above is not exhaustive and any other external supplies and services, specifically identifiable to the case will also be recovered as a category 1 disbursement at cost.

Category 2 Disbursements:

- Category 2 expenses are additional overheads that relate to the insolvent estate but are not directly attributable to it.
- These expenses include, inter alia, stationery, photocopying, storage costs and travel which will be charged at up to 50p per mile.
- Royce Peeling Green Limited incorporating Crawfords does not seek to recover Category 2 disbursements except for travel and business mileage directly attributable to the case.

In accordance with Statement of Insolvency Practice No.9 (SIP 9), creditors must be provided with a statement of all expenses incurred during the period irrespective of whether payment was made during the period. The expenses incurred are itemised in the enclosed receipts and payments account and represent only those expenses properly chargeable and necessarily disbursed in the course of the Liquidation.

Within 21 days from receipt of this report creditors may request further information about the remuneration and expenses. The request must be made in writing and made either by a secured creditor or an unsecured creditor or creditors that total at least 5% in value of unsecured creditors or with the permission of the Court. Other than

A Creditors' Guide to Liquidators' Fees" is available to download at <http://www.rpg.co.uk/rpg-Insolvency>. Alternatively, R3's Creditors' Guide to Fees can be found at <https://www.r3.org.uk/what-we-do/publications/professional/fees>. Should you require a paper copy, please send your request in writing and a copy will be provided at no cost.

The General Data Protection Regulation requires that individuals whose data is being held be contacted and provided with information about their rights. A privacy notice is available at <http://rpg.co.uk/wp-content/uploads/2019/03/rpg-ca-privacy-policy.pdf>.

Other professional Costs

Agents and debt collectors have been paid on a combination of time spent and level of realisations, where appropriate.

I engaged the services of the following professional firms in the liquidation: -

- Freeths LLP – Solicitors – Time Cost Basis
- Millers Accountants Limited – Chartered Accountants – Time Cost Basis

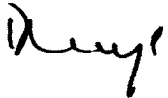
I previously reported that there was a small balance outstanding to Freeths LLP in respect of their costs but they had since confirmed that their costs had been paid in full in the liquidation. I can confirm that all professional costs had been discharged in full in the liquidation.

Having reviewed their fees and charges, I am satisfied that their fees and charges were reasonable.

8. CONCLUSION

I have now concluded my administration of this liquidation.

For and on behalf of
Acorn Bespoke Roofing Limited



David Kaye
Liquidator

Statutory Information

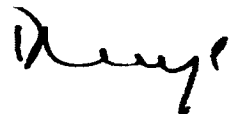
Company Name	Acorn Bespoke Roofing Limited
Company Number	05591128
Date of Incorporation	23 March 2010
Previous Name	None
Principal Activity	Roofing Contractors
Former Registered Office	69 Windsor Road, Prestwich, Manchester, M25 0DB and then changed it to Unit 13-15 Brewery Yard, Deva City Office Park, Trinity Way, Salford, Manchester, M3 7BB and then to 50 Trinity Way, Salford, Manchester, M3 7FX and subsequently to The Copper Room, Deva City Office Park, Trinity Way, Salford, Manchester, M3 7BG
Trading Address	Walton Mill, Millstream Lane, Newton Heath, Manchester, M40 1GT
Current Registered Office	The Copper Room, Deva City Office Park, Trinity Way, Salford, Manchester, M3 7BG
Officeholder	David Norman Kaye
Officeholder's address	The Copper Room, Deva City Office Park, Trinity Way, Salford, Manchester, M3 7BG
Date of appointment	22 March 2017
Changes to Officeholder	None

Acorn Bespoke Roofing Ltd - In Creditors' Voluntary Liquidation

Liquidator's Receipts & Payments Account

From 22 March 2021 To 17 March 2022

S of A £		From 22/03/21 to 17/03/22	From 22/03/17 to 7/03/22
ASSET REALISATIONS			
NIL	Bank Interest Gross	NIL	126.81
NIL	Bank Refund	NIL	2,353.99
NIL	Deposit for Costs	NIL	8,200.00
NIL	Recovery from Preference	NIL	50,000.00
NIL		NIL	60,680.80
COST OF REALISATIONS			
	Specific Bond	NIL	(276.00)
	Statement of Affairs Fee	NIL	(6,000.00)
	Office Holders Fees	(1,000.00)	(30,000.00)
	Legal Fees	NIL	(6,227.10)
	Statutory Advertising	NIL	(205.50)
	VAT Irrecoverable	(1,027.40)	(1,027.40)
	Accountancy Fees	NIL	(4,000.00)
	Case Management Fee	NIL	(110.00)
	Legal Disbursements	NIL	(3.00)
		(2,027.40)	(47,849.00)
PREFERENTIAL CREDITORS			
	First and Final Dividend to Preferential Creditors at 73.527 p/£	(12,831.80)	(12,831.80)
		(14,859.20)	(60,680.80)
		(14,859.20)	NIL
REPRESENTED BY			
	Balance at Bank		NIL
			NIL



 David N Kaye
Liquidator

ACORN BESPOKE ROOFING LIMITED - IN LIQUIDATION**LIQUIDATOR'S POST-APPOINTMENT CUMULATIVE TIME COSTS AND CHARGEOUT SUMMARY FROM 22 MARCH 2017 TO 17 MARCH 2022**

Classification of Work Function	Partner	Manager	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	17.80	20.85	2.60	41.25	10,092.20	244.66
Investigations	42.25	0.20	-	42.45	12,605.75	296.96
Realisation of Assets	15.00	0.60	-	15.60	4,865.40	311.88
Creditors	0.40	6.50	6.00	12.90	2,130.80	165.18
Trading	-	-	-	-	-	-
Bank	-	6.40	2.05	8.45	1,614.60	191.08
Tax	-	0.60	0.10	0.70	132.90	189.86
	75.45	35.15	10.75	121.35	31,441.65	259.10

Current Individual Hourly Charge Out Rate £	325.00	204.00	88.00
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LIQUIDATOR'S POST-APPOINTMENT CURRENT TIME COSTS AND CHARGEOUT SUMMARY FROM 22 MARCH 2012 TO 17 MARCH 2022

Classification of Work Function	Partner	Manager	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	1.20	5.75	-	6.95	1,359.00	195.54
Investigations	-	-	-	-	-	-
Realisation of Assets	-	-	-	-	-	-
Creditors	-	2.40	-	2.40	489.60	204.00
Trading	-	-	-	-	-	-
Bank	-	-	1.35	1.35	275.40	204.00
Tax	-	-	-	-	-	-
	1.20	8.15	1.35	10.70	2,124.00	198.50

Current Individual Hourly Charge Out Rate £	325.00	204.00	88.00
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ACORN BESPOKE ROOFING LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION

SUMMARY OF COSTS AND EXPENSES

Below are details of the Liquidator's costs and expenses for the period under review and the total to date.

	Original Estimates 19/7/17	Revised Estimates 8/6/20	Actual Expenses incurred in the Review Period	Actual Expenses incurred to date	Notes
	£	£	£	£	
Statutory Bonding	44.00	276.00	0.00	276.00	
Statement of Affairs (Pre-appointment Fee)	6,000.00	6,000.00	0.00	6,000.00	1
Office Holder's Remuneration – from Time Cost to Fixed Fee	23,755.00	30,000.00	1,000.00	30,000.00	2
Office Holder's Disbursements	100.00	100.00	0.00	0.00	
Accountancy Fee	5,000.00	3,000.00	0.00	4,000.00	
Legal Fees	5,000.00	6,319.70	0.00	6,227.10	
Legal Disbursements	-	-	0.00	3.00	
Statutory Advertising	274.00	205.50	0.00	205.50	
Case Management Fee	110.00	110.00	0.00	110.00	
Agents' and Valueers' Fees and Disbursements	1,000.00	0.00	0.00	0.00	
Corporation Tax	10.00	10.00	0.00	0.00	
VAT Irrecoverable	0.00	0.00	1,027.40	1,027.40	

Notes

1. Statement of Affairs fee was approved in the sum of £6,000 plus VAT. The sum of £5,000 plus VAT was drawn by my firm in respect of the Statement of Affairs fee together with a payment of £1,000 plus VAT to Millers Accountants for their assistance in the preparation of the Statement of Affairs in accordance with that resolution.
2. The sum of £30,000 plus VAT was drawn by my firm in respect of the Liquidator's remuneration for the entire period of the liquidation in accordance with the approved fee resolution, of which £1,000 plus VAT was drawn in the final reporting period.

**ACORN BESPOKE ROOFING LIMITED
- IN CREDITORS' VOLUNTARY LIQUIDATION
WORK UNDERTAKEN BY THE LIQUIDATOR**

I have set out below the key areas of work which have been undertaken by the Liquidator and his staff during the entire period of the liquidation.

Administration and Planning	Work Undertaken
Case set-up and case planning;	
Review of case strategy;	✓
Review ethics and money laundering checks;	✓
Regular case management and reviewing of progress, including regular team update meetings;	✓
Reviewing and authorising case workers correspondence and other work;	✓
Dealing with queries arising on appointment;	
Allocating and managing staff/case resourcing and budgeting exercises and reviews;	✓
Liaising with legal advisors regarding various instructions, including agreeing content of engagement letters;	
Maintenance of office holder's case management records;	✓
Internal notification of administration of the insolvent estate;	✓
Complying with internal filing and information recording practices	✓
Reviewing matters affecting the outcome of the liquidation;	✓
Statutory Compliance	
Liaising with the post-appointment insurance broker to provide information, assess risks and ensure appropriate cover in place and on-going monitoring of the adequacy of the level of insurance premiums;	
Notifying creditors of appointment of Liquidator and complying with statutory requirements including but not limited to advertising the appointment of Liquidator and special resolution for winding-up the affairs of the company in London Gazette; filing of Notice of Appointment of Liquidator, special resolutions for the winding-up of the company, Statement of Affairs of the company accompanying by a Statement of Truth, and notice of change of the company's registered office at the Registrar of Companies, circulating a report to creditors following the appointment of Liquidator, notifying HM Revenue and Customs and all interested parties of the appointment of Liquidator;	
Obtaining searches and documentary evidence to verify identity of stakeholders to ensure compliance with all applicable current laws and legislations;	
Agreeing the basis of the Liquidator's remuneration in accordance with the current applicable legislations, laws and current best practice;	
Requesting the delivery of the company's statutory and non-statutory books and records and scheduling of the records received;	
Preparing annual reports to creditors and shareholders and reporting on the progress of the efficacy of the liquidation, including filing of receipts and payments account at the Registrar of Companies within the relevant timescales;	✓
Preparing final report to creditors and shareholders and reporting on the progress of the efficacy of the liquidation, including filing of receipts and payments account at the Registrar of Companies within the relevant timescales;	✓
Preparing minutes of creditors' decisions and meeting of shareholders;	✓
Ensuring compliance with all statutory obligations within the relevant timescales;	✓
Finalising administrative matters and diarise for destruction of company's records in accordance with applicable laws and legislations	✓
Asset Realisation	
Reviewing, insuring, and realising assets into the liquidation;	
Liaising with agents regarding the sale of business assets;	
Reviewing outstanding debtors and management of debt collection strategy;	
Instructing agents to assist with assets realisations and subsequent communications with the agents on the efficacy of the assets realisations;	
Instructing solicitors to assist with assets realisations and subsequent communications with the solicitors on the efficacy of the assets realisations;	

Investigation

Reviewing the company's books and records;
Reviewing the directors' questionnaire;
Preparing CDDA Checklists;
Preparing a statutory report on the conduct of the directors and submitting the report within the relevant timescales.
Reviewing and recovering potential antecedent transactions for the benefit of creditors in the liquidation.

Creditors

Liaising with employees regarding their employment claims; ✓
Dealing with employees' claims and filing of all relevant redundancy forms with the Redundancy Payments Office; ✓
Up-dating the list of secured, preferential, and unsecured creditors; ✓
Responding to enquiries from creditors regarding the administration and submission of their claims; ✓
Reviewing completed forms submitted by creditors, recording claims amounts and maintaining claim records; ✓
Dealing with assignment of debts;
Reviewing and assessing of retention of title claims

Distribution

Dividend to preferential creditors in the liquidation. ✓

Cashiering

Opening of the Liquidator's bank account for the liquidation; ✓
Preparing and processing vouchers for the payment of post-appointment invoices; ✓
Creating remittances and sending payments to settle post-appointment invoices; ✓
Reconciling post-appointment bank accounts to internal systems; ✓
Maintenance of accounting records onto a computerised system; ✓
Monitoring cheque presentations and re-issuing replacement cheques of any unpresented cheques, where applicable; ✓
Ensuring compliance with appropriate risk management procedures in respect of receipts and payments; ✓

Tax

Analysing VAT related transactions; ✓
Collating information and preparing VAT returns for the post-appointment periods; ✓
Analysing Corporation Tax related transactions;
Collating information and preparing Corporation Tax returns for the post-appointment periods.
Dealing with post-appointment tax compliance ✓

Other

Where applicable - disclaiming of the company's lease and filing of Notice of Disclaimer to all interested parties under the lease;