

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 6 8 5 2 1 4 5

Company name in full Henriette Le Forestier Schools Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Anthony

Surname Davidson

3 Liquidator's address

Building name/number Townshend House

Street Crown Road

Post town Norwich

County/Region

Postcode N R 1 3 D T

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

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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



X

Signature date

^d0

^d5

^m0

^m6

^y2

^y0

^y2

^y1

**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	Chloe Campkin
Company name	McTear Williams & Wood Limited
Address	Townshend House
	Crown Road
Post town	Norwich
County/Region	
Postcode	N R 1 3 D T
Country	
DX	
Telephone	01603 877540

**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

Contact Chloe Campkin
Direct dial 07971 530113
Email chloecampkin@mw-w.com

Your ref
My ref henr1845/514

Townshend House
Crown Road
Norwich
NR1 3DT
Office 01603 877540
Fax 01603 877549



To all known creditors/members

8 April 2021

Dear Sirs

Henriette Le Forestier Schools Limited (in creditors' voluntary liquidation) ("the Company")

Further to my appointment as liquidator of the Company on 13 April 2017 this is my final account to creditors.

1 Receipts and payments

I enclose as Appendix 1 a copy of my final receipts and payments for the period 13 April 2017 to 7 April 2021 which are shown net of VAT.

2 Overview

The director's statement of affairs showed funds available for preferential creditors of £35,000 and unsecured creditors of £11,000 before deduction of the costs of the liquidation. As set out below the final outcome of the liquidation is that there were no funds available for creditors after the costs of the liquidation.

3 Action since previous report

Since my previous report I have realised the settlement for the director's loan account, settled the outstanding costs of the liquidation and commenced closing procedures.

4 Assets

4.1 Book Debts

The director's statement of affairs showed there were outstanding book debts with a book value of £84,000 which estimated to realise £25,000. A large number of the debtors disputed their debts and therefore I only realised £1,072. Due to the nature of the disputes and lack of evidence no more realisations will be received.

4.2 Furniture, fixtures and fittings and motor vehicles

As shown on the director's statement of affairs the above assets had a combined book value of £71,000. These were valued by my agent James Owen & Co Limited ("JO&Co") auctioneers and valuers who estimated these assets would realise £10,000 if realised in situ. These were sold to a third party for £8,000 plus VAT which was paid in full.

4.3 Cash at bank

The Company's bank account had a balance of £4,853 which was transferred into the case account on the date of my appointment.

4.4 Misc refund

I realised a credit refund of £40 from Bawtrees Solicitors.

4.5 Settlement of loan account

Following my investigations into the Company's account It was established that the director had an overdrawn loan account in the sum of £150,740. In addition there were payments made by the Company to Mr Beeson's partner totalling £37,776. The director disputed the amounts and lengthy negotiations took place. The director finally agreed the sums due but was unable to pay the full amount due to his personal circumstances. A settlement agreement was entered into on 25 September 2019 whereby £30,000 would be paid in settlement from the sale of a freehold property or within twelve months of the date of the agreement if the property is not sold, whichever was the earliest. The payment of £30,000 was received in full on 17 November 2020.

5 Creditors' claims

There are no funds available for preferential or unsecured creditors and therefore no formal adjudication of claims has taken place.

There are provisions of the insolvency legislation that require a 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 "floating charge" over its assets. This is known as the "prescribed part of the net property" ("prescribed part"). If the charge is dated on or after 15 September 2003 the prescribed part is calculated as 50% of the first £10,000 of the net property and 20% of the remaining net property up to a maximum of £600,000 unless dated on or after 6 April 2020 in which case it is subject to a maximum of £800,000. As there are no charges registered over the assets of the Company, the prescribed part provisions will not apply.

A notice about the final dividend position is attached as Appendix 2.

6 Investigation into the affairs of the Company

We undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation and the costs involved. This included recovering, listing and reviewing the Company's accounting records, obtaining and reviewing copy bank statements, comparing the information in the Company's last set

of accounts with that contained in the statement of affairs lodged in the liquidation and, if necessary, making enquiries about the reasons for the changes.

This identified various transactions which the company entered into prior to my appointment for more detailed investigation. As detailed in section 4.5 above I identified an overdrawn director's loan account and a settlement agreement was entered into with the director and his partner.

7 Statutory matters

In accordance with Rule 18.3 of the Insolvency (England and Wales) Rules 2016 I confirm the following:

- Company name: Henriette Le Forestier Schools Limited
- Registered office: Townshend House, Crown Road, Norwich, NR1 3DT
- Registered number: 06852145
- Liquidator: Anthony Davidson
- Liquidator's address: Townshend House, Crown Road, Norwich, NR1 3DT
- Liquidator's contact number: 01603 877540
- Date of appointment: 13 April 2017

8 Remuneration disbursements and expenses

8.1 Remuneration and disbursements

My remuneration as liquidator was authorised by creditors on 9 February 2021 by a resolution by correspondence on a time cost basis as set out in my fee estimate of £113,883 capped at £30,000.

In addition creditors resolved that category 2 disbursements in respect of photocopying, mileage, storage and advertising be charged at the approved rates.

Since the period of my last report and in accordance with the above my remuneration and category 2 disbursements charged are:

Figure 1: Summary of time costs, remuneration charged and category 2 disbursements

Period 13 April 2021 to 7 April 2021	Hours	Time and disbursement costs recorded £	Accrued	Amount charged £
Remuneration	79	17,658	n/a	11,300
Category 2 disbursements				
- photocopying	n/a	nil	nil	nil
- mileage	n/a	nil	nil	nil
- storage	n/a	nil	nil	nil
	<hr/> 79 <hr/>	<hr/> 17,658 <hr/>	<hr/> nil <hr/>	<hr/> 11,300 <hr/>
Average rate per hour	£224			
<i>Source: Liquidator's records</i>				

The remuneration charged relates to time costs recorded in the periods 13 April 2017 to 12 April 2021 of £99,663 and 13 April 2021 to 7 April 2021 of £17,658. The total remuneration and category 2 disbursements charged since the commencement of the case is £30,000 and £194 respectively. However, of the £30,000 charged I have only been able to draw £28,634 and I have actually been paid £22,489 as I am awaiting VAT refunds totalling £6,145. I have filed the necessary documents with HM Revenue & Customs to enable the £6,145 to be paid direct to McTear Williams & Wood Limited's business account to be allocated to the outstanding fee charged.

Attached at Appendix 3 is a summary of my firm's time costs for the period covered by this report and attached as Appendix 4 is a summary of my firm's total time costs from the commencement of the liquidation to 7 April 2021 and attached as Appendix 5 is a comparison of the actual time spent with my fee estimate.

As at 7 April 2021 my total time costs have exceeded the fee estimate set out in my fee proposal dated 9 February 2021 as detailed in Appendix 5.

The relevant creditors' guide to liquidators' fees in a liquidation which came into force in April 2017 and this firm's practice fee and disbursement recovery policy can be found on our website www.mw-w.com by clicking on information hub and then fees and costs or a copy can be requested from this office. Disbursements are recovered at cost. Our current charge out rates are director £470, associate director £440, associate £410, senior manager/manager £310-£350, assistant manager/senior professional £240-£290, assistant £155, assistant administrator £145 and trainee £85. Our charge out rates are reviewed annually and since 1 January 2003 have increased as detailed in our policy document.

8.2 Liquidation expenses

Details of the liquidation expenses incurred in the period of this report are attached as Appendix 7.

9 Further information

I am required to inform you that I am bound by the Insolvency Code of Ethics and further information on this, complaints procedures, our data protection/privacy statement, provision of services regulations and other statutory regulatory information can also be found on our website by clicking on information hub and then key information for creditors.

10 Release

The winding up of the Company is now for all practical purposes complete and I am seeking my release as liquidator of the Company. Creditors and members should note that provided no written objections to my release are received I shall obtain my release as liquidator following the delivery of my final notice to the Registrar of Companies.

If you require any further information please do not hesitate to contact Chloe Campkin at the above address.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Anthony Davidson', with a large, sweeping initial 'A'.

Anthony Davidson
Liquidator

Enclosures

01 April 2021 12:53

Henriette Le Forestier Schools Limited (in creditors' voluntary liquidation)

Company number: 06852145

Notice about final dividend position

Notice is given under Rule 14.36 of The Insolvency (England and Wales) Rules 2016, by Anthony Davidson, the liquidator to the creditors of Henriette Le Forestier Schools Limited, that no dividend will be declared to unsecured creditors.


A dividend will not be declared to unsecured creditors as the funds realised have been used to make payments to meet the expenses of the liquidation.

Notice accompanying final account

Notice is also given by Anthony Davidson under Rule 6.28 of The Insolvency (England and Wales) Rules 2016 and Section 106 of The Insolvency Act 1986 that the Company's affairs have been fully wound up.

- 1 In accordance with Rule 18.9 of The Insolvency (England and Wales) Rules 2016 creditors may request further details of the liquidator's remuneration and expenses within 21 days of receipt of the final account with the permission of the Court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question). Secured creditors may also request further details.
- 2 Creditors may apply to court under Rule 18.34 of The Insolvency (England and Wales) Rules 2016 to challenge the amount and/or basis of the liquidator's fees and the amount of any proposed expenses or expenses already incurred within eight weeks of receipt of the final account, with the permission of the Court or with the concurrence of 10% in value of the creditors (including the creditor in question). Secured creditors may also make an application.
- 3 Creditors may object in writing to the release of the liquidator within eight weeks of delivery of this notice or before the conclusion of any request for information under Rule 18.9 of The Insolvency (England and Wales) Rules 2016 regarding the liquidator's remuneration or expenses, or before the conclusion of any application to Court under Rules 18.34 and 18.35 of The Insolvency (England and Wales) Rules 2016 to challenge the liquidator's fees or expenses, whichever is the later.
- 4 The liquidator will vacate office under Section 171 of The Insolvency Act 1986 upon expiry of the period that creditors have to object to his release and following delivery to the Registrar of Companies of his final account and notice.
- 5 The liquidator will be released under Section 173 of The Insolvency Act 1986 at the same time as vacating office providing no objections are received.

Creditors requiring further information regarding the above should contact Chloe Campkin at McTear Williams & Wood Limited, Townshend House, Crown Road, Norwich, NR1 3DT or by telephone on 07971 530113 or by email at chloecampkin@mw-w.com.

Signed 
Anthony Davidson
Liquidator

Dated 8 April 2021

Time Entry - SIP9 Time & Cost Summary

HENR1845 - Henriette Le Forestier Schools Limited
All Post Appointment Project Codes
From: 13/04/2020 To: 07/04/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Assistants & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.30	7.40	11.40	0.00	14.70	34.80	7,739.50	222.40
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.50	5.70	13.40	0.00	15.30	35.90	7,938.50	221.13
Investigations	0.00	0.10	0.10	0.00	0.00	0.20	71.00	355.00
Realisation of Assets	0.40	1.80	2.40	0.00	3.30	7.90	1,908.50	241.58
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	3.20	15.00	27.30	0.00	33.30	78.80	17,657.50	224.08
Total Fees Claimed							25,634.18	
Total Disbursements Claimed							84.91	

Time Entry - Detailed SIP9 Time & Cost Summary

HENR1845 - Henriette Le Forestier Schools Limited
To: 07/04/2021
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Assistants & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 : Statutory filing and reporting	1.80	0.00	10.80	0.00	1.60	14.20	3,225.00	227.11
101 : Case Set-up	0.00	0.10	0.00	0.10	0.00	0.20	27.50	275.00
103 : Post appointment bank account	0.00	2.80	6.00	0.50	14.90	24.20	3,750.50	154.98
105 : Secretarial	0.00	0.00	0.00	0.00	15.70	15.70	2,332.50	148.57
107 : Travelling	0.00	1.40	0.00	0.00	0.00	1.40	455.00	325.00
108 : VAT and tax	0.00	0.10	0.60	0.20	0.40	1.30	220.50	169.62
112 : Company's books & records-collection, listing et	0.00	0.20	0.70	0.00	2.00	2.90	372.50	128.45
113 : Appointment formalities	0.30	4.50	2.60	0.00	0.30	7.70	2,245.00	291.56
114 : Checklists & IPS diary	0.10	0.70	5.30	0.30	5.40	11.80	2,044.00	173.22
115 : Case strategy & reviews	2.70	8.20	5.90	0.00	5.90	22.70	5,810.00	255.95
116 : Prioritising & agreeing next steps	1.00	0.00	0.00	0.00	1.00	1.00	375.00	375.00
117 : Case progression meetings	1.60	7.40	5.90	0.00	1.00	15.90	4,625.00	290.88
118 : Fees & billing	1.10	2.70	7.20	0.00	6.00	17.00	3,821.50	224.79
119 : Closing formalities	0.00	0.30	1.40	0.00	2.40	4.10	733.00	178.78
120 : Bonding and pre appt insurance	0.00	1.60	2.20	0.00	3.20	7.00	1,424.00	203.43
Admin & Planning	8.60	30.00	48.60	1.00	58.80	147.00	31,461.00	214.02
501 : Creditors - RPS claims	0.00	1.80	0.00	0.00	0.00	1.80	495.00	275.00
505 : Preferential - adjudicate, declare & pay	0.00	0.00	0.50	0.00	0.00	0.50	112.50	225.00
506 : Unsecured - general correspondence	0.70	2.30	14.80	0.10	2.60	20.50	4,612.00	224.98
508 : Employees & RPS	0.70	5.10	8.20	28.40	5.20	47.60	8,002.50	168.12
510 : Unsecured - adjudicate, declare & pay	0.00	0.00	0.20	0.00	0.70	0.90	106.50	118.33
513 : Pension	0.00	6.50	5.10	14.10	0.30	26.00	5,158.50	198.40
514 : Reporting to creditors	3.80	5.60	23.20	0.00	20.70	53.30	11,668.00	218.91
515 : VAT / Tax	0.30	0.90	0.00	0.00	0.00	1.20	446.50	372.08
Creditors	5.50	22.20	52.00	42.60	29.50	151.80	30,601.50	201.59
200 : Investigations	0.00	0.40	0.00	0.00	0.00	0.40	130.00	325.00
202 : SIP2 / CDDA	1.60	4.00	8.70	0.00	0.30	14.60	4,123.50	282.43
204 : Books and records	0.00	4.70	0.20	0.00	2.40	7.30	2,053.50	281.30
205 : Investigating potential claims	0.00	18.90	3.20	0.00	5.30	27.40	7,803.00	284.78
Investigations	1.60	28.00	12.10	0.00	8.00	49.70	14,110.00	283.90
301 : Debtors	4.40	2.70	43.80	0.20	8.50	59.60	11,636.00	195.23
302 : Assets - other debts	0.00	0.20	0.00	0.00	0.40	0.40	100.00	250.00
306 : Insurance	0.00	0.20	2.20	0.00	0.00	2.40	560.00	233.33
307 : Chattel	0.20	4.50	5.20	0.00	0.00	9.90	2,707.50	273.48
308 : Property	0.00	1.10	0.80	0.00	0.20	2.10	561.00	267.14
309 : ROT claims	2.20	0.00	0.00	0.00	0.00	2.20	868.00	390.00
310 : Civil recovery action & litigation	1.40	4.50	0.90	0.10	0.70	6.90	2,559.50	370.94
311 : Pre appointment bank account	0.00	0.50	0.70	2.60	0.70	4.50	768.00	170.67
312 : Director's loan account	5.70	34.10	0.30	0.00	0.00	40.10	14,278.00	356.06
314 : Assets - CT terminal loss relief	1.00	0.60	0.90	0.00	0.00	2.50	772.50	309.00
315 : Contributions in VA	0.00	0.10	0.00	0.00	0.00	0.10	39.00	390.00
318 : Assets not on SoFA	0.00	0.00	0.10	0.00	0.10	0.20	27.00	270.00
320 : VAT / Tax	4.90	6.00	8.60	0.50	8.40	28.40	7,121.00	250.74
Realisation of Assets	19.80	54.50	63.70	3.30	17.90	159.20	41,987.50	263.74

Time Entry - Detailed SIP9 Time & Cost Summary

HENR1845 - Henriette Le Forestier Schools Limited
To: 07/04/2021
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Assistants & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Total Hours	35.50	134.70	176.40	46.90	114.20	507.70	118,160.00	232.74
Total Fees Claimed							28,634.18	

Time Entry - SLP9 Time & Cost Summary

Category 2 Disbursements

HENR1845 - Henriette Le Forestier Schools Limited
All Post Appointment Project Codes
To: 07/04/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
28/04/2017	Photocopying	40.00
01/05/2017	Travel & expenses; Quarterly Mileage 01.02.17 - 30.04.17	153.90
01/11/2018	Travel & expenses; Quarterly mileage 01.08.18 - 31.10.18	34.96
Total		228.86

Appendix 5

Henriette Le Forestier Schools Limited (in creditors' voluntary liquidation)

Comparison of actual time spent for the period 13 April 2017 to 7 April 2021 with the fee estimate

Insolvency practitioner fee estimate	Note	Estimated hours	Estimated average rate £	Estimated cost £	Actual hours	Actual average rate £	Actual cost £
Admin and planning	1	138	206	28,396	147	214	31,461
Case specific matters	2	nil	nil	nil	nil	nil	nil
Creditors	3	150	206	30,832	152	202	30,601
Investigations	4	50	281	14,039	50	284	14,110
Realisations of assets	5	154	269	41,358	159	264	41,988
Trading	6	nil	nil	nil	nil	nil	nil
		492	233	113,883	508	234	118,160

Notes

The work undertaken on this case includes routine administrative functions, statutory and compliance work required by statute, professional regulatory guidance or is otherwise necessary for the orderly conduct of the proceedings. Whilst this may not produce any direct benefit for creditors it still has to be carried out.

The appendix above details work under the following classifications:

1 Admin & Planning

This encompasses work required by statute and necessary for case progression.

I have exceeded the cost detailed in my revised estimate as further time was spent on reviewing the case and raising our final fee than was anticipated.

A schedule of routine work typically undertaken is attached as Appendix 6. In the period covered by the report I have dealt with the ticked items.

2 Case specific matters

This includes matters specific to the case which are not covered by any of the other categories of activity.

No time has been spent on case specific matters.

3 Creditors

This includes statutory reporting, corresponding with creditors and shareholders, agreeing creditors' claims, declaring and paying dividends, creating and updating the list of creditors, responding to enquiries from creditors and shareholders, reviewing completed creditor claim forms, formally admitting and maintaining claim records.

The costs are in line with my estimate.

A schedule of routine work typically undertaken is attached as Appendix 6. In the period covered by the report I have dealt with the ticked items.

4 Investigations

As previously reported I have completed my statutory obligation to investigate the conduct of the director and filed my report with the Department for Business Energy & Industrial Strategy. Non-statutory work required includes reviewing the Company's accounting records to identify any potential assets and claims to be pursued for the benefit of creditors.

The costs are in line with my estimate.

A schedule of routine work typically undertaken is attached as Appendix 6. In the period covered by the report I have dealt with the ticked items.

5 Realisation of assets

To discharge my duty to realise the assets of the Company this includes identifying, securing, insuring and realising assets, instructing and liaising with agents, reviewing, collecting outstanding debtors and pursuing any antecedent transactions claims identified.

The costs are in line with my estimate.

A schedule of routine work typically undertaken is attached as Appendix 6. In the period covered by the report I have dealt with the ticked items.

6

Trading

No time has been incurred relating to trading.

Routine work undertaken

Time spent on casework is recorded in 6 minute units under the following categories:

Admin and planning

Statutory and compliance

Carried out in
period of report

- Collating initial information to enable us to carry out our statutory duties including creditor information, details of assets and other information. ☐
- Providing initial statutory notifications of our appointment to the Registrar of Companies, clients, creditors, other stakeholders and advertising our appointment. ☐
- Submitting initial notifications to HM Revenue & Customs. ☐
- Ensuring compliance with statutory obligations arising from the Insolvency Act 1986 within the relevant timescales. ☒
- Arranging for the redirection of the Company's mail. ☐
- Completing closing formalities. ☒

Post appointment bank account

- Setting up estate bank account. ☐
- 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. ☒

Checklists & IPS diary

- Use of multiple checklists and standard and modified diaries on our case management software. ☒

Case progression meetings

- Formulating, monitoring and reviewing case strategy and meetings with internal and external parties to agree the same. ☒
- Briefing staff on the case strategy and matters in relation to various work streams. ☒
- Regular reviews of progress and case management including team update meetings and calls. ☒
- Reviews, routine correspondence and other work. ☒
- Allocating and managing staff/case resourcing and reviews. ☒
- Documenting strategy decisions. ☒

Fees & Billing

- Preparation of our fee and expenses estimate. ☒
- Seeking a decision from creditors to fix the basis of remuneration. ☒

- Reviewing time costs data and producing analysis of time incurred which is compliant with Statement of Insolvency Practice 9.



Bonding

- Arranging bonding and, if necessary, reviewing the adequacy of the bond on a quarterly basis.



Note: Insolvency practitioners when appointed to act must have in place a bond which contains provisions whereby a surety or cautioner undertakes to be jointly or severally liable for losses in relation to the insolvent.



Creditors

Shareholders

- Providing notification of appointment and reports to shareholders.
- Responding to enquiries from shareholders.



Secured

- Issuing our initial letter to secured creditors to obtain information and copy charges.
- Considering background to charge and which assets are covered.
- Calculation of the prescribed part and estimated outcomes.
- Agreeing secured creditors claims including checking the validity of security
- Reporting on progress of liquidation.



Preferential – adjudicate, declare & pay

- Agreeing preferential creditors' claims
- Issuing notice of intended dividend, declaring dividend and making payment.
- Accounting to HM Revenue & Customs for tax.



Unsecured – general correspondence

- Seeking to pass resolutions by correspondence and convening and preparing for meetings of creditors if requested.
- Creating and updating the list of unsecured creditors.
- Responding to enquiries from creditors regarding submission of their claims, prospects and paperwork required
- Reviewing completed forms submitted by creditors, recording claim amounts and maintaining claim records.



Committee

- Forming a creditors' committee, reporting and liaising as necessary



Employees & RPS

- Dealing with queries from employees regarding various matters relating to their employment if applicable.



- Issuing claim information to employees and assisting employees to complete online applications. ┐
- Correspondence with employees to establish pay during notice period. ┐
- Dealing with statutory employment related matters including obtaining information from Company records, statutory notices to employees and making statutory submissions to the relevant government departments if applicable. ┐
- Reviewing employment contracts. ┐
- Liaising with Job Centre Plus, union representatives and payroll providers. ┐
- Administering the Company's payroll including associated taxation and other deductions and preparing PAYE and NIC returns where applicable. ┐
- Preparing payroll payments for retained staff, dealing with salary related queries and confirming payments with the employee's banks. ┐
- Communicating and corresponding with HM Revenue & Customs. ┐
- Dealing with issues arising from employee redundancies including statutory notifications and liaising with the Redundancy Payments Service if applicable. ┐
- Agreeing employees claims to claims paid by Redundancy Payments Service. ┐
- Managing claims from employees if applicable. ┐
- Processing and agreeing Redundancy Payments Service claims. ┐

Landlords

- Dealing with landlord's claims for arrears of rent, loss of future rent and dilapidations. ┐

Unsecured – adjudicate & pay

- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims. ┐
- Agreeing/rejecting secured/preferential/client/unsecured claims. ┐
- Corresponding with rejected claims. ┐
- Dealing with disputed claims which would materially affect the dividend to other creditors. ┐
- Issuing a notice of intended dividend and placing an appropriate gazette notice. ┐
- Calculating, declaring and paying a dividend to creditors. ┐

Pension

- Requesting information from pension company and establishing if any claims. ┐
- Collating information and reviewing the Company's pension schemes where applicable. ┐

- Ensuring compliance with our duties to issue statutory notices. ✓
- Calculating employee pension contributions and review of pre-appointment unpaid contributions if applicable. ┐
- Communicating with employees' representatives concerning the effect of the insolvency on pensions ┐

Reporting to creditors

- Preparing statutory receipts and payment accounts. ✓
- Preparing progress reports to members and creditors and filing with Court/Registrar as appropriate. ✓

Investigations

SIP 2/ CDDA

- Reviewing pre appointment transactions. ┐
- Reporting on the director's conduct to the Insolvency Service. ┐
- Reviewing the questionnaires submitted by the directors of the Company. ┐

Books & records

- Locating relevant Company books and records, arranging for their collection, listing records and dealing with ongoing storage. ┐
- Collating information from the Company's records regarding assets and /or investigations. ┐

Investigating potential claims

- Identifying possible causes of action which could lead to a return to creditors. ✓
- Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties such as banks, accountants, solicitors etc. ┐
- Considering and discussing merits of potential claims with solicitors. ┐
- Identifying heads of claims. ┐
- Interrogating the books and records to provide evidence, meetings with the directors over a number of months to negotiate a settlement of the claims. ┐
- Instructing solicitors to advise on the merits of the claim and if appropriate to commence action on the claim. ┐
- Preparing documents of solicitors and editing draft witness statements and reviewing other documents. ┐

Realisation of assets

Debtors

- Reviewing outstanding debtors and agreeing debt collection strategy. ┐
- Liaising with Company credit control staff and communicating with debtors. ┐

- Reconciling the sales ledger control account. ┌
- Locating and copying invoices. ┌
- Researching queries identified by debtors and agreeing to credit notes and/or disputing the queries. ┌
- Seeking legal advice in relation to book debt collections if applicable. ┌
- Considering merits of taking legal action and pursuing as appropriate, considering or providing further evidence as required. ┌
- Reviewing the inter-company debtor position between the Company and other group companies if applicable. ┌
- Identifying and realising debts that are not trade debts or director loan accounts, if shown on the statement of affairs. ┌

Business sale

- Planning the strategy for the sale of the business and assets including instruction and liaison with professional advisers. ┌
- Collating relevant information and drafting information memorandum in relation to the sale of the Company's business and assets and advertising the business for sale if applicable. ┌
- Identifying interested parties by reference to information provided by the directors, our own contacts and research of interested buyers. ┌
- Sending out memorandums to interested parties and collating return of confidentiality letters. ┌
- Chasing up interest and sending additional information. ┌
- Dealing with queries from interested parties and managing the information flow to potential purchasers if applicable. ┌
- Managing site visits with interested parties, fielding due diligence queries and maintaining a record of interested parties if applicable. ┌
- Consideration of offers. ┌
- Carrying out sale negotiations with interested parties if applicable. ┌
- Instructing solicitors to draft sale and purchase agreement. ┌
- Issuing press releases and posting information on our website/IP-bid as appropriate. ┌
- Addressing potential ROT claims arising and other contract specific matters in the sale and purchase agreement. ┌
- Agreeing and signing documents, monitoring the terms of sale and collecting the consideration. ┌

Insurance

- Arranging ongoing insurance for the Company's business and assets. ┌

- Liaising with post appointment insurance brokers to provide information, assess risks and ensure appropriate cover in place.
- Reviewing whether any insurance premiums due.
- Assessing the level of insurance premiums.

Chattel

- Liaising with agents regarding the sale of assets.
- Dealing with any third party claims.

Property

- Reviewing the Company's leasehold properties including review of leases if applicable.
- Communicating with landlords regarding rent, property occupation and other issues if applicable.
- Performing land registry searches if applicable.
- Securing, insuring and making ready for sale.
- Instructing agents to market, reviewing marketing materials and considering the most appropriate method of sale.
- Instructing solicitors.
- Liaising with secured creditors.
- Dealing with tenants and utility companies.
- Considering offers and negotiating heads of terms for sale.
- Consider, review and amend sale contracts.
- Dealing with rating authorities, planning issues and environmental issues.
- Reviewing completion statement, paying fees and costs of solicitors and agents and secured creditors' claims.

ROT claims

- Receiving and responding to claims from creditors that claim to have retained title to goods supplied.
- Establishing terms of business and assets on site.

Pre appointment bank account

- Liaising with the bank regarding transfer of funds and the closure of pre appointment bank accounts.

- Dealing with the Company's pre appointment account.

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Directors' loan account

- Identifying from the Company's books and records.
- Interrogating Company's books and records to substantiate the claims in the accounts.
- Interviewing the directors and considering investigating and responding to possible defences put forward.
- Meetings with the directors to negotiate settlement of the debt.
- Instructing solicitors and editing witness statements for Court.
- Collecting monies owed by directors

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Bank miss-selling claims & similar

- Reviewing potential claims and instructing agents as necessary.

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Assets not on statement of affairs

- Dealing with assets identified following appointment which were not detailed on the statement of affairs.

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VAT & tax

- Gathering initial information from the Company's records in relation to taxation.
- Corresponding with the Company's former accountants, HM Revenue & Customs and directors to understand and obtain copies of the previous tax returns and accounts.
- Calculating and claiming VAT bad debt relief.
- Calculating and claiming corporation tax terminal loss relief.
- Reviewing the Company's pre-appointment corporation tax and VAT position.
- Analysing and considering the tax effects of various sale options, tax planning for efficient use of tax assets and to maximise realisations.
- Analysing VAT related transactions.
- Dealing with post appointment tax returns and compliance.
- Prepare or instruct accountants to prepare tax returns to reclaim tax.

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Trading

Strategy and management

- Monitoring and controlling the day to day trading of the business.
- Preparing cash flow statements to monitor the cash position.

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- Securing petty cash on site and monitoring spend. ┐
- Dealing with issues in relation to stock and other assets required for trading. ┐
- Monitoring stock and stock reconciliations. ┐
- Monitoring ongoing trading including attending site. ┐
- Attending to supplier and customer queries and correspondence. ┐
- Dealing with hauliers to ensure ongoing services. ┐
- Ensuring ongoing provision of emergency and other essential services to site. ┐
- Ongoing health and safety compliance. ┐
- Dealing with landlord and property issues. ┐
- General management and supervision of trading carried out by our staff based on site. ┐
- Compliance with legal and licensing obligations and ongoing monitoring. ┐
- To do all such other things as may be necessary or expedient for the management of the affairs, business and property of the company. ┐

Employees

- Liaising with staff and trade unions. ┐
- Setting up a new RTI registration for the business with HMRC and submitting relevant information in respect of wages and salaries paid. ┐

Utilities/purchases

- Attending to supplier and customer queries and correspondence. ┐
- Raising, approving and monitoring purchase orders and setting up control systems for trading. ┐
- Negotiating and making direct contact with various suppliers as necessary to provide additional information and undertakings, including agreeing terms and conditions in order to ensure continued support. ┐

Sales/contracts

- Communicating and negotiating with customers regarding ongoing supplies including agreeing terms and conditions. ┐

Henriette Le Forestier Schools Limited (in creditors' voluntary liquidation)

Liquidation expenses

I have incurred expenses since my appointment to £7,831.

The major expenditures incurred during the period of the report are:

- Ellisons Solicitors were instructed to provide legal advice regarding the settlement with the director and assist me with negotiations. They were instructed on a time cost basis and received £5,006 plus VAT.

There are no accrued expenses.

As at 7 April 2021 the total expenses incurred in this matter have not exceeded the total expenses estimated in my fee proposal.

The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I consider their expertise and reputation are sufficient for me to rely on their judgement. I also consider their fees represented value for money and am satisfied that they are reasonable in the circumstances of this case.