

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

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

### 1 Company details

Company number 0 7 3 2 9 0 9 5

Company name in full Epayroll Services Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Gordon

Surname Johnston

### 3 Liquidator's address

Building name/number Fortus Recovery Limited, Grove House

Street Meridians Cross

Post town Ocean Village

County/Region Southampton

Postcode S O 1 4 3 T J

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.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>											
From date	<sup>d</sup> 0	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0				
To date	<sup>d</sup> 0	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1				

<b>7</b>	<b>Progress report</b>											
<input checked="" type="checkbox"/> The progress report is attached												

<b>8</b>	<b>Sign and date</b>											
Liquidator's signature	Signature 								X			
Signature date	<sup>d</sup> 1	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1				

**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 **Sam Jones**

Company name **Fortus Recovery Limited**

Address **Grove House, Meridians Cross  
Ocean Village**

Post town **Southampton**

County/Region **Hampshire**

Postcode **S O 1 4 3 T J**

Country

DX

Telephone **0808 196 8676**

**Checklist**

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.

**Important information**

**All information on this form will appear on the public record.**

**Where to send**

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

**Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

**Liquidators' Annual  
Progress Report to  
Creditors & Members**

**Epayroll Services Limited  
- In Liquidation**

**11 August 2021**

## **CONTENTS**

- 1** Introduction and Statutory Information
- 2** Receipts and Payments
- 3** Progress of the Liquidation
- 4** Creditors
- 5** Liquidators' Remuneration
- 6** Creditors' Rights
- 7** Next Report

## **APPENDICES**

- A** Receipts and Payments Account for the Period from 2 August 2020 to 1 August 2021 together with a Cumulative Receipts and Payments Account for the Period since the Liquidators' Appointment.
- B** Time Analysis for the Period from the 2 August 2020 to 1 August 2021
- C** Cumulative Time Analysis for the Period since the Liquidators' Appointment
- D** Additional information in relation to Liquidators' Fees, Expenses & the use of Subcontractors
- E** Tasks undertaken by the Liquidators

## **1 Introduction and Statutory Information**

- 1.1 I, Gordon Johnston of Fortus Recovery, was appointed as Liquidator of Epayroll Services Limited (the **Company**) on 17 April 2019. My appointment replaced the previous liquidator; Mr. Robert James Thompson of Rendell Thompson who passed away on 25 March 2019. Mr. Thompson had originally been appointed on 2 August 2018.
- 1.2 This progress report covers the period from 2 August 2020 to 1 August 2021 (the **Period**) and should be read in conjunction with any previous progress reports which have been issued.
- 1.3 Information about the way that we will use, and store personal data on insolvency appointments can be found in the attached Privacy Notice.
- 1.4 The principal trading address of the Company was: Alba House, Mulberry Business Park, Fishponds Road, Wokingham, Berkshire, RG41 2GY. The business traded under the name: 'Epayme'.
- 1.5 The registered office of the Company has been changed to Fortus Recovery Limited, Grove House, Meridians Cross, Ocean Village, Southampton, SO14 3TJ and its registered number is 07329095.

## **2 Receipts and Payments**

- 2.1 At Appendix A is my Receipts and Payments Account covering the Period of this report together with a cumulative Receipts and Payments Account for the period from the date of my appointment as Liquidator to the end of the Period covered by this report.
- 2.2 At Appendix B is a Time Analysis for the Period from the 2 August 2020 to 1 August 2021
- 2.3 At Appendix C is a Cumulative Time Analysis for the Period since the Liquidators' Appointment
- 2.4 In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs.

## **3 Progress of the Liquidation**

- 3.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidators and their staff.

### ***Administration (including statutory compliance & reporting)***

- 3.2 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work we anticipated would need to be done in this area was outlined my initial fees estimate/information which was previously agreed by creditors.
- 3.3 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.
- 3.4 As noted in our initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors but is required on every case by statute.

## **Realisation of Assets**

### ***Plant & Machinery***

Creditors will recall that the Plant and Machinery was sold to a connected party prior to the liquidation for the sum of £10,000. Investigations into this matter have concluded and it has been determined that these assets were sold at fair market value.

### ***Rent Deposit***

- 3.5 Husband Collection Services were instructed to assist with recovery of the rent deposit that was circa. £38,000. This matter has now been concluded and the sum of £19,779.26 has been recovered.

### ***Natwest Foreign Exchange Rate Refund***

- 3.6 The sum of £5.35 has been received in respect of the above.
- 3.7 It is not anticipated that the work the Liquidator has carried out to deal with the Company's assets will provide a financial benefit to creditors. This is because either the value of the assets was insufficient to produce a financial benefit after the associated costs of realisation were taken into consideration, or because there were no assets owned by the Company in accordance with the Company's statement of affairs that could be realised for the benefit of creditors.

### ***Creditors (claims and distributions)***

- 3.8 Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 3.9 Since 1 December 2020, claims from preferential creditors now fall into one of two categories, either ordinary (typically involving employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal, which rank equally among themselves), or secondary (which are claims by HMRC for VAT or other relevant tax deductions such as PAYE and employee NIC deductions, together with student loans and CIS deductions, which also rank equally among themselves). Ordinary preferential claims rank ahead of secondary preferential claims and all preferential creditors must be paid in full before any distribution can be made to the unsecured creditors of a company.
- 3.10 Work undertaken by a Liquidator in dealing with a company's creditors may only therefore bring a financial benefit to certain classes of creditor such as a secured creditor or the preferential creditors, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.
- 3.11 More information on the anticipated outcome for all classes of creditor in this case can be found in Section 4 below.

### ***Investigations***

- 3.12 Since the last progress report, I would advise that no further asset realisations have come to light that may be pursued by us for the benefit of creditors.

### ***Matters still to be dealt with***

- 3.13 There are no matters left in this liquidation except to prepare it for closure.

## **4 Creditors**

### ***Secured & Preferential Creditors***

- 4.1 There are no secured or preferential creditors in this matter.

### ***Unsecured Creditors***

- 4.2 The Company's statement of affairs indicated there were two creditors whose debts totalled £12,000. To date, I have received claims totalling £762,663.20 from two creditors.
- 4.3 There is no prospect of a distribution to creditors.

## **5 Liquidators' Remuneration**

- 5.1 The Creditors approved that the basis of the Liquidators' remuneration be fixed by reference to the time properly spent by him and his staff in managing the Liquidation. My fees estimate/information was originally provided to creditors when the basis of remuneration was approved and was based on information available at that time.
- 5.2 The time costs for the Period are £4,779. This represents 24.80 hours at an average rate of £192.70 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by this firm in managing the liquidation. To date, fees of £10,043 have been drawn on account.
- 5.3 Also attached as Appendix C is a cumulative Time Analysis for the period from 2 August 2018 to 1 August 2021 which provides details of the time costs incurred since appointment. The cumulative time costs incurred to date are £19,878. This represents 96.34 hours at an average rate of £206.33 per hour.
- 5.4 At the date of this report, I would confirm that my fees estimate for the liquidation remains unchanged and I currently anticipate that the total amount that will be paid to my firm in respect of the time costs incurred will be £10,043. Where this amount is less than my overall fees estimate, it may be that my fee recoveries will be restricted as a result of the funds available in the liquidation, which will prevent my time costs being recovered in full.
- 5.5 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <http://www.fortusrecovery.co.uk/publications>.
- 5.6 Attached as Appendix G is additional information in relation to the Liquidators' fees and expenses, including where relevant, information on the use of subcontractors and professional advisers.



## **6 Creditors' Rights**

- 6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.
- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

## **7 Next Report**

- 7.1 We are required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless we have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 7.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 0808 196 8676 or by email at [recovery@fortus.co.uk](mailto:recovery@fortus.co.uk)



**Gordon Johnston ACA FABRP**  
Liquidator

**Epayroll Services Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

**APPENDIX A**

Statement of Affairs £		From 02/08/2020 To 01/08/2021 £	From 02/08/2018 To 01/08/2021 £
	COSTS OF REALISATION		
	Debt Collection Fees	4,944.82	4,944.82
		(4,944.82)	(4,944.82)
	ASSET REALISATIONS		
	Bank Interest Net of Tax	NIL	1.06
	Cash at Bank	NIL	91.80
Uncertain	Computer Equipment	NIL	NIL
	DVLA Refunds	NIL	87.27
NIL	Fixtures & Fittings	NIL	NIL
NIL	Leasehold Improvements	NIL	NIL
NIL	Motor Vehicles	NIL	NIL
	NatWest Foreign exchange rate ref	5.35	5.35
Uncertain	Plant & Machinery	NIL	NIL
Uncertain	Rent Deposit	19,779.26	19,779.26
		19,784.61	19,964.74
	COST OF REALISATIONS		
	Fleet Block Transfer Costs	NIL	150.25
	Liquidators Remuneration	10,043.00	10,043.00
		(10,043.00)	(10,193.25)
	UNSECURED CREDITORS		
(2,500.00)	Director	NIL	NIL
(9,500.00)	Shareholders' Combined Claim	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(12,100.00)</b>		<b>4,796.79</b>	<b>4,826.67</b>
	REPRESENTED BY		
	Bank 2 Current		1,800.25
	Fixed Ch Vat Receivable		988.96
	Vat Receivable		2,037.46
			<b>4,826.67</b>

## TIME AND CHARGE OUT SUMMARIES DATED 2 AUGUST 2020 TO 1 AUGUST 2021

Hours							
Classification of work function	Insolvency Practitioner / Partner	Office Manager	Senior Administrator	Junior Administrator	Total Hours	Time Cost	Average hourly rate
Administration, Planning & Statutory Duties	0.20	0.60	2.80	6.20	9.80	£1,797.00	£183.37
Investigations	0.00	0.90	1.50	0.00	2.40	£516.00	£215.00
Realisations of assets	0.10	0.00	4.30	0.30	4.70	£1,125.00	£239.36
Creditors	0.00	0.00	1.60	0.00	1.60	£330.00	£206.25
Statutory Compliance	0.30	0.00	0.00	6.00	6.30	£1,011.00	£160.48
<u>Total Hours</u>	<u>0.60</u>	<u>1.50</u>	<u>10.20</u>	<u>12.60</u>	<u>24.80</u>	-	-
<u>Total Costs</u>	<u>£240.00</u>	<u>£450.00</u>	<u>£2,119.50</u>	<u>£1,969.50</u>	-	<u>£4,779.00</u>	<u>£192.70</u>
Current Chargeout Rates	£400	£240 - £300	£150 - £200	£120 - £150			
Rendell Thompson	£300	£200	£150	£100			

## TIME AND CHARGE OUT SUMMARIES DATED 2 AUGUST 2018 TO 1 AUGUST 2021

Hours							
Classification of work function	Insolvency Practitioner / Partner	Office Manager	Senior Administrator	Junior Administrator	Total Hours	Time Cost	Average hourly rate
Administration, Planning & Statutory Duties	2.20	14.72	19.00	9.77	45.69	£9,331.00	£204.22
Investigations	3.40	27.20	1.70	0.00	32.30	£6,836.00	£211.64
Realisations of assets	0.80	4.45	4.30	0.30	9.85	£2,270.00	£230.46
Creditors	0.00	0.20	2.00	0.00	2.20	£430.00	£195.45
Statutory Compliance	0.30	0.00	0.00	6.00	6.30	£1,011.00	£160.48
<u>Total Hours</u>	<u>6.70</u>	<u>46.57</u>	<u>27.00</u>	<u>16.07</u>	<u>96.34</u>	-	-
<u>Total Costs</u>	<u>£2,230.00</u>	<u>£10,009.50</u>	<u>£5,152.40</u>	<u>£2,486.10</u>	-	<u>£19,878.00</u>	<u>£206.33</u>
Current Chargeout Rates	£400	£240 - £300	£150 - £200	£120 - £150			
Rendell Thompson	£300	£200	£150	£100			

## Appendix D

### Additional Information in Relation to the Liquidator's Fees, Expenses & the use of Subcontractors

#### 1 Staff Allocation and the use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 We have not used the services of any sub-contractors on this case.

#### 2 Professional Advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Husband Collection Services (Debt collection specialists)	25% of realisations

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

### Liquidator's Expenses

The estimate of expenses which were anticipated at the outset of the liquidation was provided to creditors when the basis of my fees was approved. The table below compares the anticipated costs against those incurred to date.

#### Category 1 expenses

These expenses do not require prior approval by creditors. The type of expenses that may be charged to a case as a Category 1 expense generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, external room hire and external storage costs. Also chargeable, will be any properly reimbursed expenses incurred by personnel in connection with the case. These expenses may include disbursements which are payments first met by an office holder and then reimbursed from the estate.

Expense	Estimated overall cost £	Paid in Prior Periods £	Paid in the period covered by this report £	Incurred but not paid to date £
Agent's fees & expenses	£5,000	£0.00	£4,944.82	£0.00
Statutory advertising	£171.00	£171.00	£0.00	£0.00
Specific Penalty Bond	£84.00	£84.00	£0.00	£0.00
External storage costs	£150.00	£50.00	£0.00	£100.00
Fleet block transfer costs	£150.25	£150.25	£0.00	£0.00
Search fee	£3.00	£0.00	£0.00	£3.00

### 3 Charge-Out Rates

Fortus Recovery Limited's current charge-out rates effective from 19 March 2018 are detailed below. Please note this firm records its time in minimum units of 6 minutes.

	Effective between 31 May 2011 – 18 March 2018 (Per hour) £	Effective from 19 March 2018 (Per hour) £
Insolvency Practitioners	350	400
Senior Managers & Managers	200-275	240-300
Supervisors	150-175	150-200
Administrators and Support Staff	50-125	120-150
Specialist departments within Fortus Business Advisors & Accountants, such as Tax, VAT and Pensions, do sometimes charge a small number of hours to an assignment, should the Insolvency Practitioners require their expert advice. Their rates do vary however, the figures given below provide an indication of the rates charged per hour.		
Directors & Consultants	110-175	200 - 250
Senior Managers & Managers	82-120	125 - 200
Supervisors & Assistant Managers	42-70	85 - 125
Administrators and Support Staff	20-40	45 - 95

Please note that we reserve the right to amend these rates from time to time during the course of the assignment, however any material amendments to these rates will be advised to creditors in the next statutory report.

## **Appendix E**

An indication of the tasks undertaken by the Joint Liquidators and their staff are detailed below:

### **1.1 Administration and Planning**

- Maintaining bank accounts;
- Progress reviews of the case;
- Statutory reporting to creditors;

#### **Realisation of Assets**

Please refer to section 2 of the report, but in summary the time spent includes

- Liaising with agents;
- Debt collection;

#### **Creditors**

- Recording and maintaining the list of creditors;
- Recording creditor claims;
- Dealing with creditor queries;
- Reviewing and evaluating creditor claims and providing responses;

#### **Investigations**

- Corresponding with the former directors & management;
- Recovery and schedule of the company's books and statutory records;
- Conduct an analytical review of company records;
- Review of questionnaires and comments provide by interested parties;
- Questioning of directors and other key personnel;
- Completion of statutory report to the Department for Business, Innovation and Skills;

#### **Tax Reviews**

- Completion of post-appointment VAT returns and Corporation Tax returns;
- Review of post appointment tax matters;

## **Privacy Notice**

### **Use of personal information**

We process personal information to enable us to carry out our work as insolvency practitioners which includes processing data that was held by companies/individuals before our appointment together with data collected during an insolvency procedure or a fixed charge receivership. Our legal obligation to process personal data arises from work we are required to carry out under insolvency and other related legislation.

Insolvency practitioners are Data Controllers of personal data in so far as defined by data protection legislation. Fortus Recovery Limited will act as Data Processor on their instructions about personal data in relation to an insolvency procedure or fixed charge receivership.

Personal data will be kept secure and processed only for matters relating to the insolvency procedure being dealt with.

### **The data we may process**

The personal data insolvency practitioners may process in most cases will be basic details that may identify an individual and will typically be sufficient to allow us to carry out our work as insolvency practitioners, for example, dealing with the claims of individuals who are owed monies by the companies/individuals over whom we have been appointed.

However, insolvency practitioners may be appointed over entities that process personal data that is considered more sensitive, for example health records and this sensitive data will usually have been created before our appointment. Although we will take appropriate steps to safeguard sensitive data (or to destroy it where it is appropriate to do so), subject to limited exceptions, for example, where we identify previous conduct and/or action that requires further investigation, we will not be processing sensitive data.

### **Sharing information**

We may share personal data with third parties where we are under a legal or regulatory duty to do so, or it is necessary for the purposes of undertaking our work as insolvency practitioners. We may also share personal data to lawfully assist the police or other law enforcement agencies with the prevention and detection of crime, where disclosure is necessary to protect the safety or security of any persons and/or otherwise as permitted by the law.

### **How long will we hold it?**

Personal data will be retained for as long as any legislative or regulatory requirement requires us to hold it. Typically, this may be up to 6 years after which it will be destroyed.

### **What are your rights?**

You have the right to receive the information contained in this document about how your personal data may be processed by us.

You also have the right to know that we may be processing your personal data and, in most circumstances, to have information about the personal data of yours that we hold, and you can ask for certain other details such as what purpose we may process your data for and how long we will hold it.

Individuals have the right to request that incorrect or incomplete data is corrected and in certain circumstances, you may request that we erase any personal data on you which may be held or processed as part of our work as insolvency practitioners. If you have any complaints about how we handle your personal data, please contact Shane Biddlecombe at Fortus Recovery Limited, Grove House, Meridians Cross, Ocean Village, Southampton SO14 3TJ or via email at [recovery@fortus.co.uk](mailto:recovery@fortus.co.uk) so we can resolve the issue, where possible. You also have the right to lodge a complaint about any use of your information with the Information Commissioners Office (**ICO**), the UK data protection regulator.