

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 8 3 1 2 7 9 3

Company name in full Collaborative Consultancy Limited

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

2 Liquidator's name

Full forename(s) Victor

Surname Ellaby

3 Liquidator's address

Building name/number Staverton Court

Street Staverton

Post town

County/Region Cheltenham

Postcode G L 5 1 0 U X

Country

4 Liquidator's name ①

Full forename(s) Peter Richard James

Surname Frost

① Other liquidator
Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number Staverton Court

Street Staverton

Post town

County/Region Cheltenham

Postcode G L 5 1 0 U X

Country

② Other liquidator
Use this section to tell us about
another liquidator.

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6 Period of progress report

From date	^d 1	^d 0	^m 0	^m 7	^y 2	^y 0	^y 2	^y 0
To date	^d 0	^d 9	^m 0	^m 7	^y 2	^y 0	^y 2	^y 1

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 0	^d 8	^m 0	^m 9	^y 2	^y 0	^y 2	^y 1
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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 **Gina Clare**Company name **Hazlewoods LLP**Address **Staverton Court****Staverton**

Post town

County/Region **Cheltenham**Postcode **G L 5 1 0 U X**

Country

DX

Telephone **01242 680000****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

Collaborative Consultancy Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Declaration of Solvency £		From 10/07/2020 To 09/07/2021 £	From 10/07/2019 To 09/07/2021 £
	ASSET REALISATIONS		
88,063.21	Bank Interest Gross	0.24	1.67
	Cash at Bank	NIL	88,070.30
		0.24	88,071.97
	COST OF REALISATIONS		
	Office Holders Fees	NIL	2,500.00
	Specific Bond	NIL	130.00
	Staff mileage	NIL	5.00
	Statutory Advertising	NIL	262.50
		NIL	(2,897.50)
	DISTRIBUTIONS		
(10.00)	Ordinary Shareholders	NIL	84,000.00
		NIL	(84,000.00)
88,053.21		0.24	1,174.47
	REPRESENTED BY		
	Bank Current		1,094.97
	Vat Receivable		79.50
			1,174.47



Victor Henry Ellaby
Joint Liquidator



BUSINESS RECOVERY & INSOLVENCY

COLLABORATIVE CONSULTANCY LIMITED - IN LIQUIDATION
LIQUIDATORS' PROGRESS REPORT TO MEMBERS

Registered in England & Wales: 0831

Registered office: Staverton Court
Staverton
Gloucestershire
GL51 0UX

Trading address: 3 Downleaze Drive
Chipping Sodbury
Bristol
BS37 6EU

Date of winding up: 10 July 2019

Joint Liquidators' names: Victor Henry Ellaby and Peter Richard James Frost

Liquidator(s) address: Hazlewoods LLP
Staverton Court
Staverton
Gloucestershire
GL51 0UX

Period of report: 10 July 2020 to 9 July 2021

Actions of Joint Liquidators' Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone.

Liquidators' Actions Since Last Reporting

I have continued to correspond with HM Revenue & Customs to obtain their authorities in respect of Corporation Tax, VAT and PAYE to finalise the liquidation. I have received authority in respect of Corporation Tax. I continue to chase HM Revenue & Customs for the remaining authorities.

There is also certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken is attached.

Staverton Court, Staverton, Cheltenham GL51 0UX
01242 680000 www.hazlewoods.co.uk



HAZLEWOODS LLP is a limited liability partnership registered in England and Wales. It is authorised to act as a liquidator under the Insolvency Act 1986. It is a member of the Insolvency Practitioners Association (IPA) and the Association of Business Recovery Professionals (ABRP). It is also a member of the Global Advisory and Accounting Network (GANN). The company is authorised to act as a liquidator under the Insolvency Act 1986. It is a member of the Insolvency Practitioners Association (IPA) and the Association of Business Recovery Professionals (ABRP). It is also a member of the Global Advisory and Accounting Network (GANN).



Receipts and payments account

A summary of my receipts and payments for the period 10 July 2020 to 9 July 2021 is attached. The funds are held in an interest bearing account in the company's name.

Assets

Bank interest gross

Gross interest, earned on funds held in the Liquidation account, of £0.24 has been received in the reporting period and £1.67 has been received in total.

Liabilities

Preferential creditors

There are no known preferential creditors.

Secured creditors

There are no secured creditors.

Non-Preferential Unsecured Creditors

There are no known unsecured creditors.

Outcome to Members

The company has issued share capital of ten £1 ordinary shares.

A distribution of £84,000 was made on 22 July 2019 representing £8,400 per share held.

Liquidator's remuneration

Remuneration was authorised by members at a meeting held on 10 July 2019 on a fixed fee basis of £2,500 plus VAT. This fee is to include work carried out both pre and post liquidation and has been drawn.

A description of the routine work undertaken in the liquidation is attached to this report.

The present hourly rates of staff and the disbursement policy of Hazlewoods are attached. These are reviewed annually on 1 November and 1 May. A Members' guide to the remuneration of Liquidators can be obtained either on written request to me, or from the website of Hazlewoods LLP at, www.hazlewoods.co.uk under Services, Business Recovery and Insolvency, Technical Guides. Please note that there are different versions of the Guidance Notes and in this case, members should refer to the October 2015 version.

Liquidator's expenses

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

I have incurred total Category 1 expenses of £315.80 plus VAT. £62.00 was incurred for the specific bond and £253.80 plus VAT was incurred in placing three notices in the London Gazette. These have been drawn in full.

Category 2 expenses were agreed by the Member at a meeting held on 10 July 2019. £5.00 has been paid as a category 2 expense in respect of staff mileage.

All expenses were incurred and drawn in the previous reporting period.

Further Information

A Member may, with the permission of the court or with at least 5% of the total voting rights of all the Members having the right to vote at general meetings of the company request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report.

A Member may, with the permission of the court or with at least 10% of the total voting rights of all the Members having the right to vote at general meetings of the company, apply to Court to challenge the amount of remuneration charged by the Joint Liquidators as being excessive, and/or the basis of the Joint Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report.

The only outstanding matter holding up closure of the liquidation are the relevant authorities from HMRC in respect of VAT and PAYE to finalise the liquidation. They have been requested and chased. The liquidation will be closed as soon as they are received.

If you have any queries, please contact Gina Clare at creditors@hazlewoods.co.uk or on 01242 680000.



VH Ellaby
Joint Liquidator

Collaborative Consultancy Limited
(In Liquidation)
JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Declaration of Solvency £	From 10/07/2020 To 09/07/2021 £	From 10/07/2019 To 09/07/2021 £
RECEIPTS			
Cash at Bank	88,063.21	0.00	88,070.30
Bank Interest Gross		0.24	1.67
		<u>0.24</u>	<u>88,071.97</u>
PAYMENTS			
Specific Bond		0.00	130.00
Office Holders Fees		0.00	2,500.00
Staff mileage		0.00	5.00
Statutory Advertising		0.00	262.50
Ordinary Shareholders	(10.00)	0.00	84,000.00
		<u>0.00</u>	<u>86,897.50</u>
Net Receipts/(Payments)		<u>0.24</u>	<u>1,174.47</u>
MADE UP AS FOLLOWS			
Bank Current		0.24	1,094.97
VAT Receivable / (Payable)		0.00	79.50
		<u>0.24</u>	<u>1,174.47</u>

HAZLEWOODS LLP

FEES AND DISBURSEMENTS POLICY STATEMENT

Fees and Charging Policy

- Grades of staff are charged at an hourly rate that is subject to periodic review. Below are the present hourly rates.
- Work undertaken by cashiers and support staff relating to specific tasks is charged. Support staff time is charged to the case and the rates are within the Administrator grade banding.
- Time spent by partners and all staff in relation to the insolvency estate are charged to the estate.
- Time is recorded in six minute units.
- Time billed is subject to Value Added Tax (VAT) at the applicable rate.

Time properly incurred in connection with the case is charged at the following hourly rates.

Grade	01/08/21 £	01/05/21 £
Partner	295	295
Appointment Taker	280	280
Associate Partner	220	220
Manager	132-178	132-178
Associates	104-132	104-130
Administrator	48-92	48-92

Hourly rates are periodically reviewed.

Expenses

Where expenses are incurred in respect of the insolvent estate, they will be recharged and comprise two categories.

Category 1 (Approval not required)

These are where Hazlewoods LLP has met a specific cost to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), searches at Companies House, land registry searches, fees in respect of swearing legal documents, external printing costs, bonding etc. In each case, the charge will be reimbursement of a specific expense incurred.

Category 2 (Approval required)

These are not capable of precise identification and allocation, eg: expenses that include an element of shared or allocated costs. This type of expense requires the approval of Members/ Creditors prior to being drawn from the estate.

This includes the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. A charge is made at HM Revenue & Customs approved rate, presently 45p per mile.

Summarised below are the categories of expenses, which may be incurred in connection with the administration of this case.

Expense	Charge policy	Category of disbursement
Business mileage	HM Revenue & Customs approved rate (currently 45p per mile)	2
Postage	At cost	1
Storage	Offsite storage at cost	1
Company searches	At cost	1
Individual/Directors searches	At cost	1
Other third-party expenses incurred directly in connection with the case	At cost	1

Where applicable, disbursements will be subject to VAT at the prevailing rate

A description of the routine work undertaken since last reporting

1. Administration

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the members, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to Members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.