

# 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 03060023

Company name in full Abbey Printers Of Bradford Limited

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Kate Elizabeth

Surname Ellis

### 3 Liquidator's address

Building name/number The Tannery

Street 91 Kirkstall Road

Post town Leeds

County/Region

Postcode LS3 1HS

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

**6** Period of progress report

From date	<sup>d</sup> 0	<sup>d</sup> 8	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2
To date	<sup>d</sup> 0	<sup>d</sup> 7	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3

**7** Progress report☒ The progress report is attached**8** Sign and date

Liquidator's signature

Signature

**X** *Kouu***X**

Signature date

<sup>d</sup> 1	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3
----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

# LIQ03

## Notice of progress report in voluntary winding up



### 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 **Kate Elizabeth Ellis**

Company name **Ellis Breese**

Address **The Tannery**

**91 Kirkstall Road**

Post town **Leeds**

County/Region

Postcode **L S 3 1 H S**

Country

DX

Telephone **0113 4678740**



### 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)**

**Abbey Printers Of Bradford Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 08/03/2022 To 07/03/2023 £	From 08/03/2022 To 07/03/2023 £
	ASSET REALISATIONS		
3,000.00	Cash at Bank	3,014.52	3,014.52
NIL	Fixtures and Fittings	NIL	NIL
NIL	Plant & Machinery	NIL	NIL
		3,014.52	3,014.52
	COST OF REALISATIONS		
	Employee Rights Services	350.00	350.00
	Preparation of S. of A.	2,000.00	2,000.00
		(2,350.00)	(2,350.00)
(1,690.00)	PREFERENTIAL CREDITORS		
	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(30,733.00)	Banks/Institutions	NIL	NIL
(19,886.00)	Employees	NIL	NIL
(7,500.00)	HMRC	NIL	NIL
(1,902.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
100.00	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(58,611.00)		664.52	664.52
	REPRESENTED BY		
	Bank 1 Current		194.52
	Vat Receivable		470.00
			664.52



Kate Elizabeth Ellis  
Liquidator

**ANNUAL PROGRESS REPORT**

**ABBAY PRINTERS OF BRADFORD LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

# ANNUAL PROGRESS REPORT OF ABBEY PRINTERS OF BRADFORD LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## Content

- Executive Summary
- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Trading
- Creditors
- Ethics
- Fees and Expenses
- Creditors' Rights
- Conclusion

## Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 08/03/2022 to 07/03/2023
- Appendix III - Detailed list of work undertaken in the period
- Appendix III - Time cost information for period 08/03/2022 to 07/03/2023

ANNUAL PROGRESS REPORT OF ABBEY PRINTERS OF BRADFORD LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION

**EXECUTIVE SUMMARY**

A summary of key information in this report is detailed below.

**Assets**

<b>Asset</b>	<b>Estimated to realise per Statement of Affairs</b>	<b>Realisations to date</b>	<b>Anticipated future realisations</b>	<b>Total anticipated realisations</b>
Cash at bank	3,000	3,014.52	0	3,014.52

**Dividend prospects**

<b>Creditor class</b>	<b>Distribution / dividend paid to date</b>	<b>Anticipated distribution / dividend, based upon the above</b>
Secured creditor	nil	nil
Preferential creditors	nil	nil
Secondary Preferential creditors	nil	nil
Unsecured creditors	nil	nil

**Summary of key issues outstanding**

- VAT refund
- Closing formalities

**Closure**

Based on current information, it is anticipated that the liquidation will be concluded within the next 3 months.

## **ADMINISTRATION AND PLANNING**

### **Statutory information**

Statutory information may be found at Appendix I.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix IV.

During the Review Period, the following key documents have been issued:

- The report on the creditors' S100 decision;
- This progress report;

### **Other administration tasks**

During the Review Period, the following material tasks in this category were carried out:

- Case reviews
- AML and ethical review

## **ENQUIRIES AND INVESTIGATIONS**

During the Review Period, the Liquidator carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the directors by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Liquidator to meet their statutory duty to submit a confidential report on the conduct of the directors past and present to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and the Liquidator did not identify any further assets or actions which might lead to a recovery for creditors.

Although this work did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.



## **REALISATION OF ASSETS**

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix III. The Liquidator formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

### **Cash at bank**

Cash at bank of £3,014.52 has been collected in respect of the company's cash at bank. There will be no further realisations in this regard.

### **Transactions with connected parties**

Since appointment, no sale to a connected party has occurred.

## **CREDITORS**

### **Reporting**

The Liquidator has met her statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed in the list at Appendix IV. The following sections explain the anticipated outcomes to creditors and any distributions paid.

### **Secured creditors**

The Company has not granted any charges over its assets.

### **Preferential creditors**

#### **Employee claims**

Three employees were made redundant on 8 March 2023. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

Employees were shown to be owed £21,576, of which £1,690 was estimated to be claimed preferentially.

In addition, unpaid pension contributions of £97.30 are expected to rank preferentially.

No formal claims has been received from the Redundancy Payments Service.

The Liquidator does not anticipate being able to declare a dividend to preferential creditors.

### **Secondary Preferential creditors**

In any insolvency process started from 1 December 2020, HMRC is a secondary preferential creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions

## ANNUAL PROGRESS REPORT OF ABBEY PRINTERS OF BRADFORD LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

- student loan deductions

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the preferential creditors have been paid in full.

There were no secondary preferential claims expected and nor have any claims been received.

### **Unsecured creditors**

HMRC was shown to be owed £7,500. A claim of £12,047.49 has been received in respect of its unsecured liability.

The trade and expense creditors as per the statement of affairs totalled £32,635.26. Please be advised that proofs of debt are still being received and therefore the total value of unsecured claims is not known at present.

### **Dividend prospects**

It is not anticipated that a dividend will be payable to any class of creditor.

### **Prescribed part**

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

## **ETHICS**

Please also be advised that the Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

### **General ethical considerations**

Prior to the Liquidators' appointment, a review of ethical issues was undertaken and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

### **Specialist Advice and Services**

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Liquidator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

## FEES AND EXPENSES

### Pre-Appointment Costs

#### **Fixed fee agreed with the Directors and ratified by creditors.**

The creditors authorised the fee of £5,000 plus VAT and expenses for assisting the directors with placing the Company in Liquidation and with preparing the Statement of Affairs on 8 March 2022.

The sum of £2,075 was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

The director has paid £1,000 plus VAT towards the statement of affairs fee.

A payment of £500 from this fee was paid Elitas for their assistance with preparing accounts in connection with the Statement of Affairs. This fee has been paid by Ellis Breese and will be reimbursed by the estate when the VAT refund is received.

#### **The Liquidator's fees**

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and (director/partner) then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a (senior) manager or director.

No fee resolution was sought or agreed as there are insufficient funds within the estate to discharge such fees.

#### **Expenses**

**An amended Statement of Insolvency Practice (SIP), SIP 9, was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.**

The expenses, which include disbursements, that have been incurred and not yet paid during the period are detailed on Appendix VII. Also included in Appendix VII is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

The category 1 expenses paid for in the period 8 March 2022 to 7 March 2023 total £912 are detailed at Appendix II and represent payments to parties not associated with the firm, who have provided services or goods for the administration of the assignment.

No category 2 expenses have been incurred or charged.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and expenses policy may be found at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/> A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

**Other professional costs**

**Sub-contracted work**

During the administration of the case some of the work that was required to be undertaken was sub-contracted. The work consisted of employee claims and pension work and this work was contracted to UKELC who is an unconnected party. This work could have been carried out by the office holder and her staff, but the decision was made to instruct UKELC, because it was more cost effective to do so. The fee for completing this work was £350 plus VAT, which has been paid in full.

**CREDITORS' RIGHTS**

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.


An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

**CONCLUSION**

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

**VAT refund awaited from HMRC**

If you require any further information, please contact this office.

Signed   
Kate Elizabeth Ellis  
Liquidator  
13 March 2023

ANNUAL PROGRESS REPORT OF ABBEY PRINTERS OF BRADFORD LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION

**Appendix I**

**Statutory Information**

Company Name	<b>Abbey Printers of Bradford Limited</b>
Former Trading Name	<b>n/a</b>
Company Number	<b>03060023</b>
Registered Office	<b>The Tannery, 91 Kirkstall Road, Leeds, LS3 1HS</b>
Former Registered Office	<b>Robin Mills Leeds Road Bradford West Yorkshire BD10 9TE</b>
Office holders	<b>Kate Elizabeth Ells</b>
Office holders' address	<b>The Tannery, 91 Kirkstall Road, Leeds, LS3 1HS</b>
Date of appointment	<b>8 March 2022</b>
Change in office holder:	<b>n/a</b>

**Abbey Printers Of Bradford Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts and Payments**  
**To 07 March 2023**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>Total (£)</b>
Plant & Machinery	NIL	0.00
Fixtures and Fittings	NIL	0.00
Cash at Bank	3,000.00	3,014.52
Ordinary Shareholders	100.00	0.00
		<hr/>
		3,014.52

**PAYMENTS**

Preparation of S. of A.		2,000.00
Employee Rights Services		350.00
Employee Arrears/Hol Pay	(1,690.00)	0.00
Trade & Expense Creditors	(1,902.00)	0.00
Employees	(19,886.00)	0.00
Banks/Institutions	(30,733.00)	0.00
HMRC	(7,500.00)	0.00
		<hr/>
		2,350.00
		<hr/>
Net Receipts/(Payments)		664.52

**MADE UP AS FOLLOWS**

Bank 1 Current	194.52
VAT Receivable / (Payable)	470.00
	<hr/>
	664.52

---

Kate Elizabeth Ellis  
Liquidator

# Time Entry - SIP9 Time & Cost Summary

ABB0001 - Abbey Printers Of Bradford Limited  
Project Code: POST  
From: 08/03/2022 To: 07/03/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.60	6.60	0.00	0.00	8.20	2,408.00	293.66
Creditors	2.20	0.60	0.00	0.30	3.10	983.00	317.10
Investigations	0.00	6.80	0.00	0.00	6.80	1,904.00	280.00
Realisation of Assets	0.30	0.00	0.00	0.00	0.30	105.00	350.00
Statutory Compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>4.10</b>	<b>14.00</b>	<b>0.00</b>	<b>0.30</b>	<b>18.40</b>	<b>5,400.00</b>	<b>293.48</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	
<b>Total Disbursements Claimed</b>						<b>0.00</b>	

ANNUAL PROGRESS REPORT OF ABBEY PRINTERS OF BRADFORD LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix III

**Detailed list of work undertaken for Abbey Printers of Bradford Limited in Creditors' Voluntary Liquidation for the review period 08/03/2022 to 07/03/2023**

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	Includes
<b>Statutory and General Administration</b>	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Instructing agents to wind up any pension scheme Liaising and providing information to be able to finalise winding up the pension scheme
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation and general reports to creditors Disclosure of sales to connected parties
Creditors' decisions	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions For virtual or physical meetings: preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting Responding to queries and questions following decisions
Closure	Review case to ensure all matters have been finalised Obtain clearance to close case from HMRC together with submitting final tax return Obtain final accounts from agents solicitors and others instructed Issue final account to creditors File documents with Registrar of Companies
Investigations	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary information if required Assisting the Insolvency Service with its investigations



ANNUAL PROGRESS REPORT OF ABBEY PRINTERS OF BRADFORD LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION

General Description	Includes
<b>Realisation of Assets</b>	
Other assets: cash at bank VAT/corporation tax refunds, Insurance claims	Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments
<b>Creditors and Distributions</b>	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims

**Current Charge-out Rates for the firm**

**Time charging policy**

Support staff charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Insolvency Practitioner	350
Directors	350
Manager	280
Administrator	150
Secretarial/Administration support staff	150