

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

TUESDAY



\*A707CJV4\*

A22

20/02/2018

#139

COMPANIES HOUSE

please

house

### 1 Company details

Company number 0 6 3 2 9 0 7 0

Company name in full Little Angels Day Care Centre Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Roderick Graham

Surname Butcher

### 3 Liquidator's address

Building name/number 79 Caroline Street

Street Birmingham

Post town B3 1UP

County/Region

Postcode

Country

### 4 Liquidator's name

Full forename(s)

Surname

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

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**6** Period of progress report

From date	d	1	d	9	m	0	m	1	y	2	y	0	y	1	y	7
To date	d	1	d	8	m	0	m	1	y	2	y	0	y	1	y	8

**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X

*[Handwritten Signature]*

X

Signature date

d	1	d	6	m	0	m	2	y	2	y	0	y	1	y	8
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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	Ashley Millensted								
Company name	Butcher Woods								
Address	79 Caroline Street								
	Birmingham								
Post town	B3 1UP								
County/Region									
Postcode	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Country									
DX									
Telephone	0121 236 6001								



**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)**

**Little Angels Day Care Centre Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Declaration of Solvency £		From 19/01/2017 To 18/01/2018 £	From 19/01/2017 To 18/01/2018 £
	<b>COSTS OF REALISATION</b>		
	Agents/Valuers Fees	150.00 (150.00)	150.00 (150.00)
	<b>ASSET REALISATIONS</b>		
500.00	Furniture & Equipment	500.00	500.00
	Book Debts	967.25	967.25
133,500.00	Cash at Bank	123,149.15	123,149.15
600.00	Cash in Hand	NIL	NIL
14,000.00	Early Education Entitlement Funding	NIL	NIL
1,000.00	Utilities Refund	791.00	791.00
2,000.00	License Fees Refund	2,000.00	2,000.00
	Pension Contributions	3.72	3.72
		127,411.12	127,411.12
	<b>COST OF REALISATIONS</b>		
	Preparation of S. of A.	1,000.00	1,000.00
	Office Holders Fees	8,000.00	8,000.00
	Office Holders Expenses	279.98	279.98
	Data Protection Register	35.00	35.00
(2,400.00)	Agent's Fees	3,350.00	3,350.00
(300.00)	Valuers Fees	NIL	NIL
	Legal Fees (1)	10,200.00	10,200.00
	Skip Hire	145.00	145.00
	Storage Costs	4,000.00	4,000.00
	Statutory Advertising	438.97	438.97
		(27,448.95)	(27,448.95)
	<b>PREFERENTIAL CREDITORS</b>		
	Employee Arrears/Hol Pay	828.43 (828.43)	828.43 (828.43)
	<b>UNSECURED CREDITORS</b>		
	Trade & Expense Creditors	2,753.91	2,753.91
	Employees	7,603.30	7,603.30
		(10,357.21)	(10,357.21)
<b>148,900.00</b>		<b>88,626.53</b>	<b>88,626.53</b>
	<b>REPRESENTED BY</b>		
	Irrecoverable VAT		3,333.80
	Bank 1 Current		85,292.73
			<b>88,626.53</b>

Note:

Roderick Graham Butcher  
Liquidator

## Little Angels Day Care Centre Limited – In Members' Voluntary Liquidation

### LIQUIDATORS' PROGRESS REPORT TO MEMBERS

For the year ending 18 January 2018

#### STATUTORY INFORMATION

Company name:	Little Angels Day Care Centre Limited
Registered office:	79 Caroline Street, Birmingham, B3 1UP
Former registered office:	Suite D, Astor House, 282 Lichfield Road, Sutton Coldfield, West Midlands, B74 2UG
Registered number:	06329070
Liquidator's name:	Roderick Graham Butcher
Liquidator's address:	79 Caroline Street, Birmingham, B3 1UP
Liquidator's date of appointment:	19 January 2017

#### LIQUIDATOR'S ACTIONS SINCE APPOINTMENT

The director, Catherine Naughton, had been dismissed from her position as Head Mistress of Guardian Angels Catholic School and was undertaking an appeal. The school is the landlord to the company's trading premises, which resided within the grounds of the school. Following Mrs Naughton's dismissal the locks were changed and the directors were not allowed access to the premises. As such the company was unable to trade and entered into liquidation.

An initial assessment of the business identified various issues to be dealt with in the case. Access to the premises, which had been blocked by the landlord, would have to be gained and the books and records secured.

The company held assets within the premises and these would also have to be secured and realised if possible. The company also held assets in the form of cash at bank and various refunds due, which would have to be realised accordingly. It also became apparent that the company had debtors and recovery of the same was instigated.

The company also had a number of employees and they would need to be dealt with and paid accordingly. Finally the company had a number of outstanding creditors that would have to be paid in full.

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

##### 1. Administration

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up physical and electronic case files.

- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Convening and holding a general meeting of Members (as applicable).
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, 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 Corporation Tax returns.

## 2. Creditors

- Obtaining information from the case records about employee claims.
- Completing documentation for submission to the Redundancy Payments Office.
- Corresponding with employees regarding their claims.
- Liaising with the Redundancy Payments Office regarding employee claims.
- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Issuing a notice of intended dividend and placing an appropriate gazette notice.
- Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them for the payment of a dividend.
- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.
- Calculating and paying a dividend to creditors, and issuing the notice of declaration of dividend.
- Paying tax deducted from the dividends paid to employees.

## **RECEIPTS AND PAYMENTS ACCOUNT**

My Receipts & Payments Account for the period from 19 January 2017 to 18 January 2018 is attached.

The balance of funds are held in a non-interest bearing estate bank account.

## **ASSETS**

### Furniture & Equipment

The company had furniture & equipment with an estimated to realise value of £500. An offer was received from the company director and member, Catherine Naughton, for £500 and upon the advice of out agent, Messrs MGR Appraisals, the offer was accepted.

### Book Debts

At the date of liquidation it was considered that the company did not have any book debts. However upon review of the records it was apparent that £8,089 was outstanding being unpaid nursery fees. Upon appointment I wrote to all debtors and subsequently £967 was received. It is unlikely that any further funds will be received due to the nature of disputes or lack of responses on the debts. It is considered uneconomical to take any further action to recover these funds.

#### Cash at Bank

The statement of affairs estimated cash at bank of £133,000. The reason for the estimation was due to the directors not having access to the books and records of the company as the landlord had denied access to the premises. Upon appointment I wrote to the bank and subsequently £123,149 was received into the estate. The lower than expected figure was due to various creditor payments from the account.

#### Cash in Hand

The company had £600 cash in hand however the director used these funds to purchase a laptop. Due to the relatively small amount involved it was considered uneconomical to recover the laptop and the same was abandoned.

#### Early Education Entitlement ("EEE") Funding

The company was due £14,000 in respect of EEE funding. Upon appointment I wrote to Birmingham City Council to recover these funds. The council subsequently advised that the funds were paid up to date and not due. Due to the lack of company records it proved difficult to produce a reconciliation that would demonstrate these funds were due. As such no further action was taken.

#### Utilities Refund

The company was due £1,000 from the landlord in respect of a pre-paid utilities account. The landlord had advised this was offset against amounts due to them. We were able to reconcile the account and subsequently £791 was received into the estate.

#### Licence Fees Refund

The company was due £2,000 from the landlord in respect of a licence refund. This was received into the estate.

#### Pensions Scheme Refund

An employee opted out of a pension scheme and as such a refund of £3.72 was returned to the company being the company's contribution to the scheme. Messrs PD Financial Management were instructed to assist me in my pension scheme obligations in this matter.

### **LIABILITIES**

#### Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

#### Preferential Creditors

Claims totaling £828 in respect of holiday pay have been received and were paid from the estate.

#### Non-preferential unsecured Creditors

I have received claims from 9 creditors at a total of £2,754, to include statutory interest and the same has been paid from the estate. An employee has also received £7,603 in respect of pay in lieu of notice and redundancy pay. Messrs Fotas Limited were instructed to assist in calculating the company's corporation tax liabilities. I am awaiting tax clearance from HMRC prior to closure of the case.

#### Share Capital

The company is a registered charity and as such does not have any share capital.

Any surplus funds left in the estate are to be distributed in accordance with the articles of the company and the agreement of the members.

The surplus funds will be distributed to the following charities:

- £40,000 to Porticus UK, who originally provided a donation to the company for the same amount;
- 50% of the balance to Barnardo's; and
- 50% of the balance to Father Hudson's Care.

## PRE-APPOINTMENT REMUNERATION

My pre-appointment remuneration was not agreed and as such no funds have been drawn.

Messrs Fotas Limited, the company accountants, assisted the director in the preparation of the statement of affairs and were reimbursed £1,000 plus VAT for this matter.

## LIQUIDATOR'S REMUNERATION

My remuneration was previously authorised by Members at a meeting held on 19 January 2017 to be drawn on a time cost basis capped at £8,000 plus VAT.

Members authorised an increase in my remuneration on 9 January 2018 on a fixed fee basis of a further £5,110 plus VAT.

My total time costs to 18 January 2018 amount to £11,526, representing 76 hours work at an average charge out rate of £152 per hour.

I have drawn £8,000 to 18 January 2018.

A schedule of my time costs incurred to date is attached.

A copy of 'A Members' Guide to Liquidators' Fees', together with an explanatory note which shows Butcher Woods' fee policy, are available at the link <http://www.butcher-woods.co.uk/creditors-information.php>. Please note that there are different versions of the Guidance Notes, and in this case you should refer to the April 2017 version.

## LIQUIDATOR'S EXPENSES

I have incurred expenses to 18 January 2018 of £283.

I have drawn £280 to 18 January 2018.

Type of expense	Amount incurred/ accrued in the reporting period
Bordereau (Category 1)	£230
Postage (Category 1)	£2
Printing and Photocopying (Category 2)	£1
Mileage (Category 2)	£27
Recorded Delivery (Category 1)	£13
Swear Fee (Category 1)	£10

"Bordereau" refers to a specific bond required by legislation to insure the sums passing through the Liquidator's hands. The insurance premium is based on the estimated quantum of funds to be handled over the course of the Liquidation

"Category 1" disbursements are those which are separately identifiable as being paid to an independent third party.



"Category 2" disbursements are payments made to the Insolvency Practitioner's firm which comprise an element of shared or allocated costs. Separate authorisation from creditors is required for these disbursements to be drawn, and this was obtained at the meeting of creditors.

I have incurred statutory advertising of £439 which has been paid from the estate.

I instructed a former employee, Catherine Coakley to assist me in gathering the company's books and records and reconciling the debtors. Ms Coakley was reimbursed £400 for this assistance.

The company holds records and therefore a data controller as such £35 was paid to the Data Protection Register.

MGR Appraisals were instructed to value the company's assets and provide advice on the sale of the same.

The director hired a skip in order to clear the company's premises and £145 were paid in respect of the same.

The director, Catherine Naughton, was undertaking appeal action against her dismissal as Head Mistress of Guardian Angels Catholic School. The school is the landlord to the company's trading premises, which resided within the grounds of the school. Following Mrs Naughton's dismissal the locks were changed and the directors were not allowed access to the premises. As such the company was unable to trade and entered into liquidation.

Mrs Naughton may have had a claim against the company and as such legal costs in respect of the appeal were paid in the sum of £10,200.

The company is not VAT registered and therefore has suffered £3,334 in irrecoverable VAT.

I have used the following agents or professional advisors in the reporting period:

Professional Advisor	Nature of Work	Basis of Fees	Cost (£)
Fotas Limited	Preparation of statement of affairs	Fixed fee	£1,000
Asset Storage	Records storage	Fixed fee	£4,000
PD Financial Management	Pension advice	Fixed fee	£150
MGR Appraisals	Valuation	Fixed fee	£950
Fotas Limited	Corporation Tax	Fixed fee	£2,000
Hamstead Hall	Legal Costs	Time Costs	£10,200

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 also considered that the basis on which they will charge their fees represented value for money. I have reviewed the charges they have made and am satisfied that they are reasonable in the circumstances of this case.

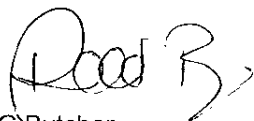
## **FURTHER INFORMATION**

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 Liquidator's 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 Liquidator as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report.

The Liquidation will remain open until I have received clearance from HMRC, made a distribution in accordance with the articles of association and paid my outstanding fees and expenses, in accordance with the approval obtained. I estimate that this will take approximately 3 months and once resolved the Liquidation will be finalised and my files will be closed.

If members have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Ashley Millensted on 0121 236 6001, or by email at [Ashley.millensted@butcher-woods.co.uk](mailto:Ashley.millensted@butcher-woods.co.uk).

A handwritten signature in black ink, appearing to read 'R G Butcher' with a stylized flourish at the end.

R G Butcher  
Liquidator

**Little Angels Day Care Centre Limited  
(In Liquidation)**

**Liquidator's Summary of Receipts and Payments  
To 18 January 2018**

<b>RECEIPTS</b>	<b>Declaration of Solvency (£)</b>	<b>Total (£)</b>
Furniture & Equipment	500.00	500.00
Book Debts		967.25
Cash at Bank	133,500.00	123,149.15
Cash in Hand	600.00	0.00
Early Education Entitlement Funding	14,000.00	0.00
Utilities Refund	1,000.00	791.00
License Fees Refund	2,000.00	2,000.00
Pension Contributions		3.72
		<hr/>
		127,411.12

**PAYMENTS**

Agents/Valuers Fees		150.00
Preparation of S. of A.		1,000.00
Office Holders Fees		8,000.00
Office Holders Expenses		279.98
Data Protection Register		35.00
Agent's Fees	(2,400.00)	3,350.00
Valuers Fees	(300.00)	0.00
Legal Fees (1)		10,200.00
Skip Hire		145.00
Storage Costs		4,000.00
Statutory Advertising		438.97
Employee Arrears/Hol Pay		828.43
Trade & Expense Creditors		2,753.91
Employees		7,603.30
Irrecoverable VAT		3,333.80
		<hr/>
		42,118.39
Net Receipts/(Payments)		<hr/> 85,292.73 <hr/>

**MADE UP AS FOLLOWS**

Bank 1 Current	85,292.73
	<hr/>
	85,292.73
	<hr/>

Note - VAT is not recoverable.

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Roderick Graham Butcher  
Liquidator

# Time Entry - SIP9 Time & Cost Summary

1779 - Little Angels Day Care Centre Limited  
Project Code: POST  
To: 18/01/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	10.30	0.00	13.80	0.00	24.10	4,746.00	196.93
Case Specific Matters	0.00	0.00	12.26	1.00	13.26	1,571.20	118.49
Creditors	0.75	0.00	2.80	0.00	3.55	561.00	158.03
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Chargeable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	4.95	0.00	7.40	22.75	35.10	4,648.00	132.42
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>16.00</b>	<b>0.00</b>	<b>36.26</b>	<b>23.75</b>	<b>76.01</b>	<b>11,526.20</b>	<b>151.64</b>
<b>Total Fees Claimed</b>						<b>8,000.00</b>	
<b>Total Disbursements Claimed</b>						<b>279.98</b>	

Summary of chargeout rates for staff members involved with this case.

Grade Category	Minimum Rate	Maximum Rate
Partner	300	300
Other Senior Professional	120	120
Manager	150	150
Assistants & Support Staff	100	100

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

1779 - Little Angels Day Care Centre Limited

To: 18/01/2018

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
22/12/2016	Printing & Photocopying: copy - notice - members	1.35
22/12/2016	Printing & Photocopying: POSTAGE - notice - members	1.92
11/02/2017	Postage: Recorded delivery documents	12.98
07/02/2017	Mileage: Mileage	18.45
07/02/2017	Mileage: Mileage	8.55
Total		43.25