

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 1 0 9 4 3 6 8 3

Company name in full Retail Catering Solution Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Rikki

Surname Burton

3 Liquidator's address

Building name/number 4th Floor Churchgate House

Street

Post town Bolton

County/Region

Postcode B L 1 1 H L

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	d	1	d	3	m	0	m	3	y	2	y	0	2	y	0
To date	d	1	d	2	m	0	m	3	y	2	y	0	2	y	1

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

8	Sign and date														
Liquidator's signature	<div>Signature</div> <div>  </div>														
Signature date	d	1	d	4	m	0	m	4	y	2	y	0	2	y	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

Company name **Anderson Brookes Insolvency
Practitioners Limited**Address **4th Floor Churchgate House**Post town **Bolton**

County/Region

Postcode

B	L	1		1	H	L
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Country

DX

Telephone

01204 255 051**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

TO ALL KNOWN CREDITORS

14 April 2021

Dear Sirs,

Retail Catering Solution Ltd – In Creditors Voluntary Liquidation

Registered Company No.: 10943683

Registered Office: 4th Floor, Churchgate House, Churchgate, Bolton, BL1 1HL

Former Registered Office: Victoria House, Victoria Mount, Prenton, CH43 5TH

Date of Appointment: 13 March 2020

Laura Prescott, formerly of Anderson Brookes Insolvency Practitioners Ltd, was appointed as Liquidator of the above-named Company on 13 March 2020. Please note that Laura Prescott is no longer employed by this Firm and was replaced as Liquidator by Rikki Burton following a Court Order made in the Business and Property Courts in Manchester on 15 September 2020. This constitutes notice of Rikki Burton's appointment and all parties are at liberty to apply to vary or discharge the Order within 28 days of receipt of this notice.

I have pleasure in submitting my annual progress report to creditors on the first anniversary of the liquidation, together with my receipts and payments account at **Appendix I**.

ADMINISTRATION AND PLANNING

I am 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 can be seen at **Appendix II**.

INVESTIGATIONS

During the review period, I have carried out an initial review of the Company's affairs in the period prior to appointment. This has included seeking information and explanations from the Director; 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 Director has not provided the books and records or a completed questionnaire but has provided a Statement of Affairs.

The information gained from this process enabled me to meet my statutory duty to submit a confidential report on the conduct of the Director to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment as to whether there were any matters which 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.

There are a number of matters which require further review and my investigations will continue for this purpose.

ASSET REALISATIONS

Detailed below is key information regarding of Company assets and realisations made during the review period.

Cash in Hand

The director gifted the sum of £4,800 to the Company to cover the costs of liquidation and these funds have been received in full.

CREDITORS

There has been insufficient realisations in the liquidation to make a distribution to any class of creditor to date. It is unknown whether there will be a distribution to creditors which is dependent on the ongoing investigations.

Secured creditors

The company granted a fixed and floating charge to Bibby Financial Serviced Ltd on 18 October 2018.

Preferential creditors

The preferential creditors are employee claims for unpaid wages for the period in the amount of £70,002.49. There are also preferential claims for unpaid holiday totaling £6,062.14. the Redundancy Payments Service have not made a claim to date.

Unsecured creditors

The Company's statement of affairs detailed 19 unsecured creditors with estimated claims of £295,096.

To date, final claims have been received from 12 creditors and total £225,914.87. All claims will be adjudicated upon should a distribution to unsecured creditors be possible. A proof of debt form can be found at **Appendix III**.

FEES AND EXPENSES

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 then oversee the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a senior manager or Director.

Statement of Affairs Fee

At a virtual meeting held on 13 March 2020, a fixed fee of £4,000 plus VAT payable by the Director of the Company was agreed. A statement of affairs fee of £3,700 plus VAT has been paid to date.

Liquidator's Remuneration

The basis of my fees was approved by creditors on 13 March 2020 on a fixed fee basis of £25,000 plus VAT. No remuneration has been drawn to date.

Expenses

The category 1 expenses paid for in the period 13 March 2020 to 12 March 2021 total £247.00 and are detailed at **Appendix I**. This represents the reimbursement of actual out of pocket payments made in relation to the assignment.

Creditors approved that I be authorised to recover all Category 2 expenses, calculated on the basis detailed in this firm's disbursement policy. In the period, no category 2 expenses have been drawn.

The firm's current charge out rates and expenses policy is attached the end of this report.

Information about this insolvency process may be found on the R3 website at:

<http://www.creditorinsolvencyguide.co.uk/>.

A full copy of a creditors' guide to fees can be downloaded from the following site:

https://www.r3.org.uk/media/documents/publications/professional/Guide_to_Liquidators_Fees.pdf

A hard copy of the Creditors' Guide may be obtained free of charge on request.

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 my 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 my 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:

- Ongoing investigations and closing down the pension scheme

Should you require any further information, please do not hesitate to contact this office on 01204 255 051.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'MR' followed by a stylized flourish.

Appendix I

**Retail Catering Solution Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments
13/03/2020 to 12/03/2021**

S of A £		£	£
(8,500.00)	SECURED CREDITORS Bibby Financial Services Ltd	NIL	NIL
4,800.00	ASSET REALISATIONS Cash in Hand	4,800.00	4,800.00
	COST OF REALISATIONS Preparation of S. of A. Statutory Advertising Bank Charges	3,700.00 237.00 10.00	(3,947.00)
(76,064.63)	PREFERENTIAL CREDITORS Employee Arrears/Hol Pay	NIL	NIL
(117,896.13)	UNSECURED CREDITORS Trade & Expense Creditors	NIL	
(2,716.77)	Employees	NIL	
(170,000.00)	Directors	NIL	
(19,915.56)	HM Revenue & Customs	NIL	
(15,700.00)	Consumer Creditors	NIL	NIL
(100.00)	DISTRIBUTIONS Ordinary Shareholders	NIL	NIL
(406,093.09)			853.00
	REPRESENTED BY Vat Receivable Bank 1 Current		787.40 65.60
			853.00

Rikki Burton
Liquidator

Appendix II

Retail Catering Solution Ltd

Detailed list of work undertaken for the review period 13 March 2020 to 12 March 2021

General Description	Includes
Statutory and General Administration	
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
Pension scheme	Identifying whether there is a pension scheme
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation and general reports to creditors
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
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service
Creditors and Distributions	
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
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

Appendix III**PROOF OF DEBT - GENERAL FORM****Retail Catering Solution Ltd**

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		

Appendix IV

Date	
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor	
Are you the sole member of the Creditor?	YES / NO

Appendix IV

Anderson Brookes Insolvency Practitioners Ltd Charge Out Rates and Disbursements Policy

In accordance with Statement of Insolvency Practice 9 we detail our charge out rates and disbursements policy applicable on all cases from 1 April 2021.

Where fees are charged on a time cost basis, the fees will be charged as follows:

Hourly Charge Out Rates

Insolvency Practitioner	£395	Senior Case Administrator	£250
Director	£350	Case Administrator	£225
Manager	£275	Cashier/Support Staff	£150

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed above, at the meeting of creditors. In common with all professional firms, our charge out rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.

Time is recorded on files in six-minute units in accordance with the industry standard for professional services.

Rechargeable Expenses

In accordance with SIP9, 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 categorised as either Category 1 or Category 2.

Category 1 expenses: These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. These can be paid without prior approval from creditors. These may include, for example, advertising, legal fees, agents fees, storage, postage, telephone charges, travel expenses, statutory report web-hosting and equivalent costs reimbursed to the office holder or his staff.

Category 2 expenses: These are payments to associates or which have an element of shared costs. These require creditor approval before being paid whether paid directly from the estate or as a disbursement. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example business mileage. When seeking approval, an office holder should explain, for each category of expense, the basis on which the charge is being made.

The firm also may charge the following NOT charged by third parties. (SIP9 category 2 expenses) as follows:

Mileage	40/60p per mile
Destruction of boxes	£8.50 each