

# Liquidator's Progress Report

Pursuant to Sections 92A, 104A and 192 of the Insolvency Act 1986

# S.192

To the Registrar of Companies

Company Number

01617573

Name of Company

(a) Insert full name of company


(a) Husband and Carpenter Architects Limited

(b) Insert full name(s) and address(es)

We (b)	
Nicholas Charles Simmonds	and Richard Brewer
Baker Tilly Business Services Limited	Baker Tilly Business Services Limited
34 Clarendon Road	25 Farringdon Street
Watford WD17 1JJ	London EC4A 4AB

the liquidator(s) of the company attach a copy of my/our Progress Report under section 192 of the Insolvency Act 1986

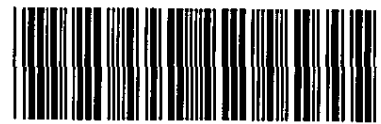
The Progress Report covers the period from 06 June 2013 to 05 June 2014

Signed  Date 11 7 14

Presenter's name, address and reference (if any)

Baker Tilly Business Services Limited,  
Ref RPB/NCS/JFW/KH/DJP/5014002

SATURDAY



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A19 12/07/2014 #170  
COMPANIES HOUSE

**Husband and Carpenter Architects Limited –  
In Creditors’ Voluntary Liquidation (“the Company”)**

**Joint Liquidators’ Second Progress Report  
for the Period from 6 June 2013 to 5 June 2014**

**Issued on: 11 July 2014**

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Joanne Rolls and Steven Parker were appointed Joint Liquidators of the Company on 6 June 2012. Nicholas Simmonds and Simon Bonney replaced Joanne Rolls and Steven Parker as Joint Liquidators of the Company by the Orders granted in the High Court on 7 March 2013 and 17 July 2013. Richard Brewer subsequently replaced Simon Bonney as Joint Liquidator of the Company by an Order granted in the High Court on 7 May 2014.

Please note that RSM Tenon Limited (which changed its name to Baker Tilly Business Services Limited) has been acquired by Baker Tilly UK Holdings Limited and all communications are now conducted under the Baker Tilly name.

This is the Joint Liquidators’ progress report to members and creditors for the year ending 5 June 2014, showing how the Liquidation has been conducted.

**1. Statutory Information**

Statutory information relating to the Company is attached at **Appendix 1**.

**2. Joint Liquidators’ Receipts and Payments Account**

A summary of the Joint Liquidators’ receipts and payments account relating to the Company from commencement of the Liquidation to the anniversary date incorporating the relevant period from 6 June 2013 to 5 June 2014 is attached at **Appendix 2**.

**3. Action taken by the Joint Liquidators**

**3.1 Business rates refund**

A business rates refund totalling £220 was recovered on 25 September 2012.

**3.2 Cash at bank**

Cash at bank of £165 was received between the period of my instruction and appointment.

**3.3 Funds held by accountant**

Total funds of £195 held on behalf of the Company by its Accountant were forwarded to the Liquidation on 26 July 2012.

**3.4 Book Debts**

As detailed in the previous progress report, the Company's main asset was the debtor ledger, in the sum of £15,383. Of this sum £9,159 was deemed collectable. To date, we have collected debts totalling £159.

The Joint Liquidators will continue to pursue the remaining book debts with the assistance of the directors.

### 3.5 Investigations

Liquidators have a duty to submit confidential reports to the Secretary of State Department of Business, Innovations and Skills on the conduct of those persons who acted as directors of the Company in the three year period before the Liquidation. These have been completed. The contents of this report must remain confidential.

## 4. Future Actions of the Joint Liquidators

Please refer to paragraph 3.4 above. Once this matter has been concluded, we will proceed to close the Liquidation.

## 5. Liabilities and Dividends

### 5.1 Secured Creditors

#### *Stephen James Carpenter ("SJC")*

The Company granted a fixed and floating charge to SJC on 10 March 1992. At the date of our appointment, the Company's indebtedness to SJC was approximately £1,836, subject to accruing interest and charges. To date, no distribution has been made to SJC under the fixed and floating charge. Based on current information, there will be insufficient asset realisations to enable a distribution to be paid to SJC.

#### *The Royal Bank of Scotland Plc ("RBS")*

The Company granted a debenture to RBS on 3 May 1994. At the date of our appointment, the Company's indebtedness to RBS was approximately £58,972, subject to accruing interest and charges. To date, no distribution has been made to RBS under the fixed and floating charge. Based on current information, there will be insufficient asset realisations to enable a distribution to be paid to RBS.

### 5.2 Preferential Creditors

No preferential claims have been received to date.

### 5.3 Prescribed Part

Pursuant to Section 176A of the Insolvency Act 1986, Liquidators are required to set aside a fund from floating charge assets to be made available for unsecured creditors. This is calculated as 50% of the first £10,000 and 20% thereafter to a maximum of £600,000 of the floating charge realisations.

The qualifying floating charges were created prior to the 15 September 2003 and therefore the prescribed part provisions do not apply.

### 5.4 Ordinary Unsecured Creditors

Unsecured claims totalling £170,161 have been received.

Based on current information, there will be insufficient asset realisations to enable a dividend payment to unsecured creditors.

## 6. Joint Liquidators’ Remuneration, Disbursements and Expenses

### 6.1 Basis of Remuneration and Disbursements

At the initial meeting of creditors held on 6 June 2012 it was resolved that the Joint Liquidators would be remunerated by reference to the time properly spent in dealing with matters in the Liquidation and that their disbursements would be drawn in accordance with the tariff outlined in **Appendix 3**.

### 6.2 Remuneration Charged and Drawn in the Period

The Joint Liquidators’ time costs were charged and drawn (exc VAT) as follows

	Incurred	Paid
Since appointment on 6 June 2012 to 5 June 2013	£ 10,276	£ NIL
For the period from 6 June 2013 to 5 June 2014	£ 4,357	£ NIL
<b>Total</b>	<b>£ 14,633</b>	<b>£ NIL</b>

In accordance with Statement of Insolvency Practice 9, attached at **Appendix 3** is a breakdown of these time costs

The funds in hand will be utilised towards discharging the outstanding costs of the Liquidation

### 6.3 Disbursements Incurred and Drawn

The Joint Liquidators’ disbursements incurred and reimbursed are summarised below Details are in the attached **Appendix 3**

Category 1 disbursements	Incurred	Paid
Since appointment on 6 June 2012 to 5 June 2013	£ 293	£ 293
For the period from 6 June 2013 to 5 June 2014	£40	£ NIL
<b>Total</b>	<b>£ 333</b>	<b>£ 293</b>

### 6.4 Pre Appointment Costs

At the initial meeting of creditors held on 6 June 2012, it was resolved that the fees of RSM Tenon Restructuring for assisting the Directors in convening the statutory meetings to place the Company into Liquidation, and for assistance in preparing the Statement of Affairs, would be a set fee of £6,000 plus VAT and Category 1 and 2 disbursements to be paid out of the assets of the Company Of this sum, £1,000 plus VAT is to be paid to Haines Watts for their assistance in preparing the Statement of Affairs

These fees are still outstanding and will be drawn from the Liquidation when further assets are realised

### 6.5 Expenses (Professional Advisors) Charged and Drawn in the Period

The following professional advisors have been instructed in this matter

<i>Professional Advisor</i>	<i>Nature of Work</i>	<i>Fee Arrangement</i>
CAPA	Agents	Fixed Fee

The choice of professionals was based on their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of the Joint Liquidators’ fee arrangement with them Details of the costs incurred and paid by the Liquidators in relation to Liquidation expenses for the period are also attached at **Appendix 3**

## 6.6 Creditors' Guide to Fees and Statement of Creditors' Rights

Creditors have a right to request further information from the Joint Liquidators and additionally have a right to challenge the Joint Liquidators' remuneration and expenses time limits apply Details can be found in the document 'A Creditor's Guide to Liquidators' Fees' which can be accessed at the website of the Insolvency Practitioners' Association ([www.insolvency-practitioners.org.uk](http://www.insolvency-practitioners.org.uk) > Regulation and Guidance" > Creditors Guides to Fees), or the Institute of Chartered Accountants in England & Wales ([www.icaew.com](http://www.icaew.com) > Technical Resources > Insolvency > Creditors' Guides) Alternatively a copy is available free of charge upon request from the address above

## 7. Conclusion of the Liquidation

The Liquidation will not be concluded until asset realisations have been finalised as detailed above

I hope this report sufficiently updates you on the current position of the Liquidation However, should you require any further clarification then please do not hesitate to contact this office

Yours faithfully



**Richard Brewer**  
**Restructuring and Recovery Director**  
**Baker Tilly Business Services Limited**  
**Joint Liquidator**

Richard Brewer is licensed to act in the United Kingdom as an Insolvency Practitioner by the Insolvency Practitioners Association  
Nicholas Charles Simmonds is licensed to act in the United Kingdom as an Insolvency Practitioner by the Insolvency Practitioners Association

**Statutory Information**

**Appendix 1**

**Company Information**

Company Name	Husband and Carpenter Architects Limited
Company Number	01617573
Date of Incorporation	26 February 1982
Current Registered Office	25 Farringdon Street, London EC4A 4AB
Former Registered Office	11th Floor, 66 Chiltern Street, London, W1U 4JT Unit 2A, The Stableyard, 16A Balham Hill, London SW12 9EB
Principal Trading Activity	Architectural activities

**Appointment Details**

Joint Liquidators’ name and address	Richard Brewer and Nicholas Simmonds of Baker Tilly Business Services Limited, 25 Farringdon Street, London, EC4A 4AB
Commencement of Liquidation	6 June 2012
Date of Appointment	Joanne Rolls appointed on 6 June 2012, resigned on 7 March 2013 Steven Parker appointed on 6 June 2012, resigned on 17 July 2013 Nicholas Simmonds appointed on 7 March 2013 Simon Bonney appointed on 17 July 2013, resigned on 7 May 2014 Richard Brewer appointed on 7 May 2014
Appointment made by	Members and Creditors

The Joint Liquidators act jointly and severally

Please note that RSM Tenon Limited (which changed its name to Baker Tilly Services Limited) has been acquired by Baker Tilly UK Holdings Limited and all communications are now conducted under the Baker Tilly name

**SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS  
FROM 6 JUNE 2012 (DATE OF APPOINTMENT) TO 5 JUNE 2014  
INCORPORATING THE RELEVANT PERIOD FROM 6 JUNE 2013 TO 5 JUNE 2014**

	Note	Statement of Affairs (£)	From 06/06/2013 To 05/06/2014 (£)	From 06/06/2012 To 05/06/2014 (£)
<b>ASSET REALISATIONS</b>				
Book debts		9,159 00	NIL	159.39
Business rates refund			NIL	220 07
Cash at bank			NIL	164.54
Funds held by accountant			NIL	194.89
Bank Interest Gross			0.24	3.23
			<b>0.24</b>	<b>742.12</b>
<b>COST OF REALISATIONS</b>				
Joint Liquidators' Expenses	1		(292.98)	(292 98)
Agent/Valuers' Fees	1		NIL	(66.03)
Bank Charges			NIL	(0 35)
Courier costs	1		NIL	(31 00)
Storage costs	1		NIL	(20 00)
			<b>(292.98)</b>	<b>(410.36)</b>
<b>PREFERENTIAL CREDITORS</b>				
Director - Wage arrears		(1,600 00)	NIL	NIL
Employees - Wage arrears		(1,866 00)	NIL	NIL
			NIL	NIL
<b>FLOATING CHARGE CREDITORS</b>				
Royal Bank of Scotland Plc		(58,971.56)	NIL	NIL
Stephen James Carpenter		(1,836 00)	NIL	NIL
			NIL	NIL
<b>UNSECURED CREDITORS</b>				
Directors - Balance of arrears of wages		(16,761.00)	NIL	NIL
Directors - Notice and redundancy pay		(30,346 00)	NIL	NIL
Employees - Balance of arrears of wages		(521 00)	NIL	NIL
Employees - Notice pay & redundancy		(6,216.00)	NIL	NIL
HM Revenue & Customs - CT		(29,431 65)	NIL	NIL
HM Revenue & Customs - PAYE/NI		(33,423 16)	NIL	NIL
HM Revenue & Customs - VAT		(28,654.40)	NIL	NIL
Trade & Expense creditors		(12,079.52)	NIL	NIL
			<b>NIL</b>	<b>NIL</b>
<b>EQUITY</b>				
Ordinary Shareholders		(100 00)	NIL	NIL
			<b>NIL</b>	<b>NIL</b>
		<b>(212,647.29)</b>	<b>(292.74)</b>	<b>331.76</b>
<b>REPRESENTED BY</b>				
VAT Receivable				82 00
Interest Bearing Current Account				249.76
				<b>331.76</b>

**Notes**

- 1 Please see the accompanying costs and disbursements analysis within the progress report for further details
- 2 This summary should be read in conjunction with the Joint Liquidators' progress report issued on 11 July 2014
- 3 The above statement is shown exclusive of VAT

**Richard Brewer & Nicholas Simmonds**  
**Joint Liquidators**  
**11-Jul-14**



**Information relating to the Joint Liquidators’ Fees and Expenses****1. Explanation of Liquidators’ charging and disbursement recovery policies****1.1. Time recording**

- > Partners, directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time
- > Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by partners, directors, managers and administrators
- > Time spent by partners and all staff in relation to the insolvency estate is charged to the estate
- > Time is recorded in 6-minute units at the rates prevailing at the time the work is done
- > The current hourly charge-out rates are

Partner and licensed Insolvency Practitioner	£380 – 495
Director and Associate Director	£350 – 380
Senior Manager, Manager	£240 – 350
Senior Administrator, Administrator	£120 - 240
Cashier, Secretarial and support staff	£100 - 240

- > Time billed is subject to Value Added Tax at the applicable rate, where appropriate
- > It is the office holder’s policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it
- > Baker Tilly Business Services Limited’s charge out rates are reviewed periodically

**1.2. Disbursement recovery**

- > Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate
- > Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to the relevant approving party, but do not require approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as “Category 1” disbursements.
- > Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) or payments to outside parties that the firm or any associate has an interest, require the approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as “Category 2” disbursements
- > A resolution to consider approving “Category 2” disbursements at the rates prevailing at the time the cost is incurred to Baker Tilly Business Services Limited will be proposed to the relevant approving party in accordance with the legislative requirements
- > General office overheads are not re-charged to the insolvency estate as a disbursement
- > Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of the relevant approving party
- > Expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate, where appropriate

<b>“CATEGORY 2” DISBURSEMENT RATES</b>	
Internal room hire	Location dependant
Subsistence	£25 per night
Travel (car)	42 5p per mile
“Tracker” searches	£10 per case

## 2. Description of work carried out in the current period

Section 3 of this appendix outlines the time costs to date in relation to activities undertaken during this period. These can be summarised as follows:

### 2.1. Administration and planning

The following activities have been undertaken:

- > Statutory duties associated with the appointment,
- > Notification of the appointment to creditors, employees and other interested parties,
- > Setting up case files,
- > Reviewing available information to determine appropriate strategy,
- > Maintaining bank accounts, and
- > Progress reviews of the case.

Staff of different levels were involved in the above activities depending upon the experience required.

### 2.2. Investigations

The time spent includes:

- > Corresponding with the former directors and management,
- > Review of questionnaires and comments provided by interested parties,
- > Review of company documentation, and
- > Completion of statutory returns to the Insolvency Service.

### 2.3. Realisation of assets

Please refer to the main body of the report but in summary the time spent includes:

- > Correspondence and meetings with related parties, and
- > Identifying assets.

### 2.4. Creditors and distributions

The time spent includes the following matters:

- > Recording and maintaining the list of creditors,
- > Dealing with employee related matters,
- > Recording creditor claims,
- > Reporting to creditors, and
- > Dealing with creditor queries.

## 3. Time and charge out summary

Please see below summary table:

To date a total of 90.6 hours have been spent at an average charge out rate of £161.60 bringing the total cost to date to £14,633 of which no fees have been drawn to date.

**Time and charge out summary table for the period 06/06/2012 to 05/06/2014**

Hours Spent	Partners	Managers	Administrators	Assistants & Support Staff	Total Hours	Total Time Costs	Average Rates
<b>Administration and Planning</b>							
Appointment	0.0	0.0	0.0	0.9	0.9	£117.00	£130.00
Case Management	0.8	1.8	0.1	19.2	21.9	£3,850.00	£176.20
Director(s)/debtor/bankrupt	0.0	0.0	0.0	0.4	0.4	£68.00	£170.00
Pension Scheme	0.0	0.0	0.0	2.1	2.1	£273.00	£130.00
Post-appointment - general	0.0	0.0	0.0	0.4	0.4	£60.00	£150.00
Receipts and Payments	0.0	0.0	0.8	2.5	3.3	£467.00	£141.52
Tax Matters	0.0	0.2	0.0	1.3	1.5	£257.00	£171.33
<b>Total</b>	<b>0.8</b>	<b>2.0</b>	<b>0.9</b>	<b>26.8</b>	<b>30.5</b>	<b>£5,092.00</b>	<b>£167.22</b>
<b>Investigations</b>							
Investigations/CDDA	1.2	0.0	0.3	16.3	17.8	£2,651.50	£148.96
<b>Total</b>	<b>1.2</b>	<b>0.0</b>	<b>0.3</b>	<b>16.3</b>	<b>17.8</b>	<b>£2,651.50</b>	<b>£148.96</b>
<b>Realisation of Assets</b>							
Assets - general/other	0.2	0.0	0.0	6.8	7.0	£963.00	£137.57
Debtors & sales finance	0.4	0.0	0.0	21.0	21.4	£3,152.00	£147.29
Land and Property	0.0	0.0	0.0	0.9	0.9	£117.00	£130.00
<b>Total</b>	<b>0.6</b>	<b>0.0</b>	<b>0.0</b>	<b>28.7</b>	<b>29.3</b>	<b>£4,232.00</b>	<b>£144.44</b>
<b>Creditors</b>							
Employees	0.8	0.0	0.4	1.7	2.9	£623.00	£214.83
Other Creditor Meetings and Reports	0.0	0.7	0.0	5.1	5.8	£1,105.00	£190.52
Unsecured Creditors	1.3	0.0	0.4	2.6	4.3	£929.50	£216.16
<b>Total</b>	<b>2.1</b>	<b>0.7</b>	<b>0.8</b>	<b>9.4</b>	<b>13.0</b>	<b>£2,657.50</b>	<b>£204.42</b>
<b>Total Hours</b>	<b>4.7</b>	<b>2.7</b>	<b>2.0</b>	<b>81.2</b>	<b>90.6</b>	<b>£14,633.00</b>	<b>£161.60</b>
<b>Total Time Cost</b>	<b>£1,906.50</b>	<b>£902.00</b>	<b>£394.50</b>	<b>£11,430.00</b>	<b>£14,633.00</b>		
<b>Average Rates</b>	<b>£405.64</b>	<b>£340.38</b>	<b>£197.25</b>	<b>£140.76</b>	<b>£161.60</b>		

**4. Disbursements**

Disbursements incurred and reimbursed during the period of this report and to date are detailed below

Disbursements	This period		Total	
	Incurred	Paid	Incurred	Paid
	£	£	£	£
<i>Category 1</i>				
Statutory Advertising	NIL	NIL	229 50	229 50
Bonding costs	20 00	NIL	45 00	25 00
Storage costs	20 00	NIL	41 48	21 48
Travel costs	NIL	NIL	17 00	17 00
<b>Total</b>	<b>40.00</b>	<b>NIL</b>	<b>332.98</b>	<b>292.98</b>

The above costs exclude VAT

**5. Professional advisors and expenses**

The Joint Liquidators have incurred Liquidation expenses in connection with the instruction of the following parties shown below. Expenses incurred and paid during the period of this report and to date are detailed below

Name & Activity	This period		Total to date	
	Incurred	Paid	Incurred	Paid
	£	£	£	£
CAPA	Nil	Nil	66 03	66 03
<b>Total</b>	<b>Nil</b>	<b>Nil</b>	<b>66.03</b>	<b>66.03</b>

The above costs exclude VAT