

**READ PUBLICATIONS LIMITED  
("THE COMPANY")  
IN LIQUIDATION**

**JOINT LIQUIDATORS' PROGRESS REPORT FOR THE  
PERIOD FROM 17 FEBRUARY 2018 TO 16 FEBRUARY 2019**

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## 1. STATUTORY INFORMATION

Name of Company: Read Publications Limited - In Liquidation ("the Company")

Date of Incorporation: 12 May 1992

Company Registered Number: 02713880

Company Registered Office: 3<sup>rd</sup> Floor, The Pinnacle, 73 King Street, Manchester M2 4NG

Company's Director(s)

	Date Appointed	Shares Held
<b>Director(s)</b>		
Shirley Corrigan	1 October 1994	1
Robert Andrew Corrigan	4 March 1994	99

## 2. THE JOINT LIQUIDATORS

Names of Joint Liquidators: Toyah Marie Poole, (9740) and John Paul Bell (8608)  
Licensed Insolvency Practitioners of Clarke Bell Limited,  
3<sup>rd</sup> Floor, The Pinnacle, 73 King Street, Manchester M2 4NG

Date of Appointment: 17 February 2017

Joint Liquidators' Contact Details: John Paul Bell and Toyah Marie Poole  
info@clarkebell.com

## 3. PROGRESS DURING THE PERIOD, TOGETHER WITH RECEIPTS AND PAYMENTS MADE

Attached at Appendix A is a copy of my Receipts and Payments account which includes

- (a) full account for the period of my appointment to the date of the last reporting period; and
- (b) full account detailing the separate specific transactions for the year ended, 16 February 2019.

The progress and movement on the Account is explained as follows:

**Asset Realisations**

(i) Debtors

As creditors are aware, the company held an outstanding debtor ledger which disclosed debts due to the company totalling £13,154. The Statement of Affairs estimated that £9,208 was realisable.

As previously reported, Freeths LLP were appointed for their assistance in the collection of the remaining debtors.

I am pleased to report that Freeths LLP successfully recovered the sum of £987.70 from 10 of the outstanding debtors. This sum was realised during the period under review.

Total debtor realisations therefore equate to £2,602.82.

Freeths LLP have since advised that the majority of the remaining debtors are disputed and given the small amount of each individual debt they advised it would not be cost effective to issue proceedings.

As such, no future collections shall be made.

**Costs of Realisations**

The following professional agents have been engaged by us during the course of the Liquidation in order to provide the appropriate assistance.

Firm	Description of Appointment	Fee Basis
Freeths LLP	<ul style="list-style-type: none"> <li>• assistance in the collection of book debts.</li> </ul>	Time Costs Basis

The use of professional advisors was necessary as either the task required a specialised skill set or it was economical to engage a third party. Advisors were chosen based upon their experience and abilities suitable for nature of the assignment.

The above expenses are Category I disbursements and are identified on the attached Receipts and Payments account.

Having reviewed the costs of Freeths LLP I am satisfied with the basis of the charges.

Freeths LLP instructed are not connected and do not have any conflict in acting, as Agents, in this matter.

It is not anticipated that further agents fees shall accrue.

## 4. ASSETS WHICH REMAIN TO BE REALISED

The Receipts and Payments Account at Appendix 1 not only provides the realisations to date but also provides the Statement of Affairs figure as provided by the Company's Director(s). It will be seen from the anticipated assets (shown in the far left-hand column) that all assets have been realised.

## 5. INVESTIGATIONS

A Liquidator is required to carry out work which complies with the requirements of the Company Directors Disqualification Act 1986. Whilst this work may not necessarily bring about any financial benefit to the creditors (unless potential recoveries are identified) we must carry it out.

My investigations did not reveal any potential recoveries for the benefit of the creditors.

## 6. REMUNERATION AND EXPENSES

### Statement of Affairs Fee & Pre Appointment Fee

Creditors should be aware that Statement of Affairs fees constitute Liquidator(s) remuneration. Accordingly, I am permitted to recover these costs, with the approval of the Company's creditors.

My remuneration in this respect was approved by creditors on a fixed fee basis at the first meeting of creditors held on 31 January 2018. The costs which were approved are again set out below for your information.

Recipient	Services Provided	Basis of Fee Agreement	Total Approved (£)
Clarke Bell Limited	Assistance with the preparation of the Statement of Affairs	Fixed Fee	750 plus VAT

### Joint Liquidators' Remuneration and Expenses

#### Remuneration

At a meeting of creditors held on 31 January 2018, creditors resolved the following in relation to our remuneration and disbursements;

1. That the Liquidator(s) remuneration be fixed as a combination of a fixed fee (£12,500) together with a percentage of funds realised (20%) from the Estate; and
2. That the Liquidator(s) be authorised to draw disbursements for services provided by their firm in accordance with their firm's charging policy; and
3. THAT the Liquidator be authorised to draw fees and expenses in the sum of £750 plus VAT for the preparation of the Statement of Affairs, if and when realisations allow.

### Percentage of Realisations

The percentage approved by the Company's creditors was 20%. Set out below is a table of the assets which have been realised together with the remuneration drawn:

Asset	Gross Realisation (£)	% agreed	Remuneration Permitted (£)	Remuneration Drawn to Date (£)
Book Debts	2,602.82	20	520.56	00.00
Cash at Bank	2,843.56	20	568.71	00.00

### Fixed Fee

The fixed fee, approved by the Company's creditors, was £12,500 plus VAT from which £4,630.32 has been drawn. All of this fee was drawn in the period under review.

### Guidance for Creditors

A Creditors Guide to Insolvency, which contains much useful information including outline guidance on how fees are fixed and also the rights, duties and functions of Committees is available from <http://www.creditorinsolvencyguide.co.uk>.

A copy of 'A Creditors' Guide To Liquidators' Fees' can be downloaded from <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>.

Alternatively, if you require a paper copy of this guidance please contact me accordingly and a copy will be sent to you.

### Joint Liquidators' Expenses

Set out below is information on the anticipated expenses together with the actual expenses incurred to date:

Type Of Expense	Provider	Incurred To Date (£)	Paid To Date (£)	Amount Outstanding (£)
Statutory Advertising	Courts Advertising	218.60	0.00	218.60
Bordereau	Marsh Limited	50.00	0.00	50.00
Postage	Clarke Bell Limited	102.53	0.00	102.53
Photocopying	Clarke Bell Limited	145.50	0.00	145.50

## 7. ESTIMATED OUTCOME FOR CREDITORS / DISTRIBUTIONS

I set out specific information for each class of creditor.

### Secured Creditor(s)

There is a known Qualifying Floating charge holder ('QFC'). However it is understood that no monies are outstanding to the QFC.

### Preferential Creditors

The preferential creditors were estimated in the Statement of Affairs to be £4,473.50. In the table below are details of the claims I have received from both the National Insurance Fund ("the Fund") and employees whose preferential claims were not met in full from the Fund due to the limits placed upon weekly earnings.

Preferential Creditor	Statement of Affairs (£)	Agreed claim (£)	Dividend (p in the £)
National Insurance Fund	4,473.50	2,191.29	0.00

### Prescribed Part for Unsecured Creditors Pursuant to s176A Insolvency Act 1986

Section 176A of the 1986 Insolvency Act provides that where the Company has created a Floating Charge on or after 15 September 2003 the Liquidator must calculate and make a 'Prescribed Part' of the Company's net property available for the unsecured creditors ahead of any distribution to the floating charge holder.

### How the Provisions Apply to This Company

There are no outstanding floating charges created on or after 15 September 2003. Therefore, the provisions of s176A do not apply.

### Unsecured Creditors

The Liquidation commenced with creditor claims totalling £77.683

At the date of this report I have received claims totalling £72,047 from 9 creditors.

I am yet to receive claims of £3,379 from 7 creditors, as per the Director(s) Statement of Affairs..

### Dividend Prospects

Based on the information available to me at the date of this report, there are insufficient funds to enable a distribution to the unsecured creditors

In accordance with Rule 14.36(1) of the Insolvency (England and Wales) Rules 2016, no dividend is to be made to any class of creditor in this matter as the funds realised have already been used for paying the expenses of the insolvency proceedings.



## **8. CREDITORS' RIGHTS**

As a creditor, you have a right to request further information with regard to any aspect of this report or to challenge the Liquidator(s) fees and expenses as provided in the following Rules;

IR 2016 18.9 - Creditors' and Members' request for further information

If you are not satisfied with our response, you have the right to request further information from us with regard to our remuneration and expenses, with either the permission of the court, or with a collective request from 5% in value of the unsecured. This request must be made within 21 days of receipt of this report, and upon receiving such request we have 14 days in which to provide all information required.

IR 2016 18.34 – Creditors' claim that remuneration is/or other expenses are excessive

Further, creditors have the right to apply to Court to challenge the amount of, or the basis of our remuneration and expenses with either the permission of the Court or with a collective request from 10% in value of unsecured creditors. This application must be made within 8 weeks of receipt of this report.

This application must be made no later than eight weeks after receipt by the applicant of the Progress Report, or Final Report which first reports the charging of the remuneration or the incurring of the expenses in question.

Secured creditors may make the same request or the same application in their own right under each Rule.

## **9. CONCLUSION**

I am required to deliver a copy of our progress report within two months after the end of the period covered by the report.

There are no outstanding matters. As such, we will now proceed to seek our release. A formal report will be issued to creditors within the next two weeks.

Yours faithfully



**TOYAH MARIE POOLE  
JOINT LIQUIDATOR**

**DATED: 28 FEBRUARY 2019**

**APPENDIX A**  
**RECEIPTS AND PAYMENTS ACCOUNT**

**Read Publications Limited  
(In Liquidation)**

**Joint Liquidators' Summary of Receipts and Payments**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>From 17/02/2017 To 16/02/2018 (£)</b>	<b>From 17/02/2018 To 16/02/2019 (£)</b>	<b>Total (£)</b>
Book Debts	9,207.87	1,615.12	987.70	2,602.82
Cash at Bank	855.86	2,843.56	0.00	2,843.56
Bank Interest Gross		0.78	6.24	7.02
		<b>4,459.46</b>	<b>993.94</b>	<b>5,453.40</b>
<b>PAYMENTS</b>				
Office Holders Fees		0.00	4,630.32	4,630.32
Legal Fees (1) (Category I)		0.00	823.08	823.08
DE Arrears & Holiday Pay	(4,473.50)	0.00	0.00	0.00
Trade & Expense Creditors	(12,977.27)	0.00	0.00	0.00
DE Notice and Redundancy Pay	(57,187.28)	0.00	0.00	0.00
HM Revenue & Customs - PAYE/NIC	(2,543.42)	0.00	0.00	0.00
HM Revenue & Customs - VAT	(4,975.24)	0.00	0.00	0.00
Ordinary Shareholders	(100.00)	0.00	0.00	0.00
		<b>0.00</b>	<b>5,453.40</b>	<b>5,453.40</b>
<b>Net Receipts/(Payments)</b>		<b>4,459.46</b>	<b>(4,459.46)</b>	<b>0.00</b>
<b>MADE UP AS FOLLOWS</b>				
Bank 1 Current		4,459.46	(4,459.46)	0.00
		<b>4,459.46</b>	<b>(4,459.46)</b>	<b>0.00</b>

## APPENDIX B

### JOINT LIQUIDATORS' DISBURSEMENT POLICY

#### Category 1 & Category 2 Disbursements

Disbursements are categorised as either Category 1 or Category 2.

#### Category 1

Category 1 disbursements are clearly identifiable third party costs that are directly attributable to the case. Occasionally these disbursements are paid by Clarke Bell Limited and then recharged to the case, usually when there are insufficient funds within the case to pay the disbursement at the time it falls due. Specific approval from creditors is not required for Category 1 disbursements.

Typical examples of Category 1 disbursements are:

- Postage
- Advertising
- Insurance
- Travel costs
- External room hire

#### Category 2

Category 2 disbursements are estimated or shared costs which may include some internal recharges from Clarke Bell Limited. It is likely that it is not possible, or too costly, to calculate the exact cost and an estimate is therefore used. These disbursements can be paid from the case if the basis of the charge has been approved by creditors.

Typical examples of Category 2 disbursements are:

- Photocopying
- Mileage
- Storage

The current levels of Category 2 disbursements recovered by Clarke Bell Limited are as follows:

Photocopying at £0.15 per copy.
Mileage at £0.45 per mile.
Storage and destruction of records at £12 per box of records, per annum.

## APPENDIX C

### JOINT LIQUIDATORS ACTIVITIES

Detailed below is a summary of the activities that have been undertaken in this matter since our appointment as Joint Liquidators.

Staff of different levels will be involved in these activities dependent upon the level of experience required in order to keep costs to an appropriate level.

#### (a) Administration

- Case Planning – Reviewing the circumstances of the case to determine the appropriate strategy.
- Preparing and circulating Notice of Appointment to creditors advising of the outcome of the appointment and other formalities, including gazetting the Appointment of Liquidators.
- Setting up electronic case files.
- Setting up the case on the firm's electronic case management system and entering data.
- Obtaining a specific bond, this is insurance required by Statute that every insolvency office holder has to obtain for the protection of each estate.
- Reviewing the adequacy of the specific bond on a quarterly basis.
- Reporting to creditors on the resolutions to be considered in agreeing the Liquidator(s) remuneration.
- Dealing with all routine correspondence and emails relating to the case.
- Undertaking periodic file reviews.
- Maintenance of Liquidator's records.
- Preparing and filing VAT Returns.
- Reviewing the VAT position on a quarterly basis.
- Opening, maintaining and managing the Liquidator's estate bank account.
- Creating, maintaining and managing the office holder's cash book.
- Undertaking regular reconciliations of the bank account containing estate funds.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and delivering progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing Corporation Tax Returns.
- Seeking closure clearance from HMRC and other relevant parties.

#### (b) Realisation of Assets

- Liaising with the director in order to receive all information / documentation required to assist me in realising the company's assets.
- Corresponding with debtors and attempting to collect outstanding book debts.
- Liaising with the bank regarding the closure of the account.
- Instructing Solicitors to assist in the realisation of assets.

**(c) Investigations**

- Recovering the books and records for the case.
- Preparing and inventory of the books and records recovered.
- Conducting and initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors etc.
- Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of the estate.

**(d) Creditors**

- Preparing and updating a list of creditors.
- Maintaining a list of creditor claims.
- Lodging creditor Proof of Debt Forms.
- Dealing with creditor enquiries.

**(e) Case Specific**

- Disclaiming the Lease on the company's trading premises.