

B.J. Mailing Services Limited

Report to Creditors
Pursuant to Section 98 of
the Insolvency Act 1986

B.J. Mailing Services Limited

Estimated Statement Of Affairs as at 4 June 2013

	Book Value	Notes	Estimated to Realise	
	£		£	£
Assets not specifically pledged				
Cash at Bank	34,801	1		34,801
Plant and Machinery	42,907	2		16,750
Motor Vehicles	4,284	3		5,500
Computer Equipment	1,169	4		Nil
Stock	2,335	5		Nil
Book Debts	22,564	6		16,923
Goodwill	75,625	7		Nil
Rent Deposit	15,000	8		Nil
Corporation Tax	4,530	9		Nil
Prepayments	20,021	10		Nil
Surplus available to preferential creditors				<u>73,974</u>
Preferential Creditors				
Employee Preferential Claims		11	-	3,190
Surplus as regards to preferential creditors				<u>70,784</u>
Unsecured Creditors				
Trade Creditors		12	200,279	
Directors Loan Account		13	29,381	
HM Revenue & Customs - PAYE		14	2,168	
HM Revenue & Customs - VAT		14	7,424	
Redundancy		15	34,831	
Pay in Lieu of Notice		15	16,703	
Estimated deficiency as regards non-preferential creditors			<u>-</u>	<u>290,786</u>
			-	220,002
Issued and called up capital			2	
			<u>-</u>	<u>2</u>
TOTAL SURPLUS/(DEFICIENCY)			<u>-</u>	<u>220,004</u>

B.J. Mailing Services Limited

A – Notes to the Statement of Affairs

1. Cash at bank relates to £3,973 held in the Company's deposit and business bank accounts with Barclays Bank Plc and approximately £30,828 held in Peter Hall's client account.
2. A valuation of the Company's plant and machinery was undertaken by Simon Woodhams of Asset Recovery & Insolvency Limited ("the Agents") in accordance with the Royal Institution of Chartered Surveyors valuation procedures. It is expected that the plant and machinery will have an estimated to realise value of £16,750 on a forced sale basis.
3. The Company owns a VW Caddy Maxi Van which was valued by the Agents at £5,500 on a forced sale basis.
4. The Company's computer equipment is not expected to have any realisable value.
5. The Company's stock is not expected to have any realisable value.
6. The Company's records show book debts totalling £22,564.42. A general provision for bad and doubtful debts has been estimated at 25% of the total books debts. It is expected that the book debts will therefore have an estimated to realise value of £16,923.32.
7. The Company's draft accounts for the year ended 31 March 2013 valued the goodwill at £75,625. It is not expected that the goodwill will have any realisable value.
8. The rent deposit figure has been taken from the Company's records. It is not expected that this deposit will be recoverable as Sabre Group Limited ("the Landlord") has made a considerable claim in the liquidation.
9. The Company's draft accounts show a Corporation Tax repayment of £4,530 due to the Company. It is unsure whether this will be realisable.
10. The Company's draft accounts show that prepayments of £20,021 have been made by the Company. It is not expected that the prepayments will have any realisable value.
11. Employees' preferential claims in respect of holiday pay and arrears of wages have been calculated at £3,190 based on the information provided in the Company records.
12. Creditors' claims have been taken from the Company's records. No steps have been taken to agree these claims at this time.

13. The amount due to the Directors from the Company in respect of their directors' loans has been taken from the Company records.
14. The amount due to HM Revenue & Customs ("HMRC") in respect of PAYE and VAT has been taken from the Company's records and is subject to the submission of the final returns.
15. Employees' unsecured claims in respect of pay in lieu of notice and redundancy have been calculated from information provided from the Company's records.

Peter Hall Limited
B.J. Mailing Services Limited
B - Company Creditors

Key	Name	Address	£
C000	02 UK Ltd	260 Bath Road, Slough, Berkshire, SL1 4DX	106.22
CA00	Active International Movement Ltd	Suite 8 Consort House, Pronces Road, Ferndown, Bournemouth, Dorset, BH22 9JG	0.00
CB01	British Gas	Spinneyside Office, Penman Way, Grove Park, Leicester, LE19 1SZ	496.01
CC00	City Electrical Factors	Southern Division Accounts, 141 Farmer Ward Road, Kenilworth, Warwickshire, CV8 2SU	164.72
CC01	Commerical & General Insurance Services Ltd	Suite C10 Arena Business Park, Nine Nimroy Way, Ferndown, Dorset, BH21 7WH	1,322.45
CC02	Cooler Water Co Ltd	22 Liberty Close, Woolsbridge Industrial Estate, Three Legged Cross, Wimborne, BH21 6SY	109.70
CD00	Directors Loan Account		29,381.00
CE00	Eco Sustainable Solutions Ltd	Chapel Lane, Parley, Christchurch, Dorset, BH23 6BG	0.30
CE01	East Dorset District Council	Council Offices, Furzehill, Wimborne, Dorset, BH21 4HN	9,424.00
CE03	Employee Pay in Lieu of Notice Claims		16,703.35
CE04	Employee Redundancy Claims		34,831.00
CG00	G3 Worldwide Mail (UK) Ltd	Unit 9, Trident Way International Trading Estate, Southall, Middlesex, UB2 5LF	45.94
CH00	H M Revenue & Customs Corporation Tax	Insolvency Claims Handling Unit, Room BP2032, Longbenton, Newcastle upon Tyne, NE98 1ZZ	0.00
CH01	H M Revenue & Customs - PAYE	Insolvency Claims Handling Unit, Room BP2032, Longbenton, Newcastle upon Tyne, NE98 1ZZ	2,167.77
CH02	H M Revenue & Customs - VAT	National Insolvency Unit, Debt Management & Banking, 3rd Floor NW, Liverpool, L74 4AA	7,423.76
CH03	HSBC Bank Plc	Poole Longfleet, 165-167 High Street, Poole, Dorset, BH15 1AU	0.00
CH04	Hibu (UK) Limited	Queens Walk, Oxford Road, Reading, RG1 7PT	120.72
CL00	Laser Print Technologies	7 Southella Way, Anlaby, Hull, East Yorkshire, HU10 7HB	308.40
CL01	Locators Ltd	Johnson Road, Fernside Park Ferndown Ind Estate, Wimborne, Dorset, BH21 7SE	162.00
CL02	Lyreco UK Ltd	International House, Stafford Park, Telford, Salop, TF3 3BX	415.44
CM00	Mailroom Machines Ltd	Unit 7, Barras Garth Road, Leeds, West Yorkshire, LS12 4JW	352.50
CP00	Peters & May Ltd	Corporate Express Couriers, Unit 9 Goodwood Road, Eastleigh, Southampton, SO50 4NT	84.00
CR00	Royal Mail	Bristol Sales Ledger Unit, Cattle Market Road, Bristol, BS1 1AA	25,637.06
CS01	SITA Wastecare Ltd	Quadron House, Mendip Road, Weston-super-Mare, BS23 3HB	499.19
CS02	Sunlight Service Group	PO Box 6114, Basingstoke, RG24 8JP	263.45

Signature _____

Peter Hall Limited
B.J. Mailing Services Limited
B - Company Creditors

Key	Name	Address	£
CS03	Sabre Group Limited	3/11 Witney Road, Nuffield Estate, Poole, Dorset, BH17 0GJ	94,130.00
CX00	Xadon Ltd	12a Avon Trading Park, Reid Street, Christchurch, Dorset, BH23 2BT	477.59
CX01	Xeretec Office Systems Ltd	Ashridge House, Ooklands Park, Wokingham, RG41 2FD	360.06
CX02	Xerox UK Ltd	3rd Floor, Bridge House, Oxford Road, Uxbridge, UB8 1HS	2,525.20
CX03	Xerox Finance Limited	3rd Floor, Bridge House, Oxford Road, Uxbridge, UB8 1HS	63,273.94
30 Entries Totalling			290,785.77

Signature _____

Peter Hall Limited
B.J. Mailing Services Limited
C - Shareholders

Key	Name	Address	Pref	Ord	Other	Total
HM00	Mr John McIntyre		0	1	0	1
HM01	Mr Stuart Robert McIntyre		0	1	0	1
2 Entries Totalling						2

Signature _____

B.J. Mailing Services Limited

D - Statutory Information

Company Number	03640823
Date of Incorporation	30/09/1998
Nature of Business	Pre-press and pre-media services
Issued Share Capital	2 ordinary £1 shares
Director(s)	Mr John McIntyre Mr Stuart Robert McIntyre
Registered Office	Bank Court Manor Road Verwood Dorset BH31 6DY
Trading Address	25-27 Whittle Road Ferndown Industrial Estate Wimborne Dorset BH21 7SF
Accountants	Grant Sellers Bank Court Manor Road Verwood Dorset BH31 6DY
Bankers	HSBC Bank Plc 165 – 167 High Street Poole Dorset BH15 1AU

B. J. Mailing Services Limited

D – Statutory Information (Cont'd)

Prior Professional Relationships

Neither Peter Hall or any members of his staff have had any prior material relationship with the Company or its directors within the past 3 years, or are aware of any conflict of interest that would impair his objectivity as Liquidator of the Company.

Board Meeting

A meeting of the board of directors was held on 21 May 2013. It was resolved that it had been proved to the satisfaction of the meeting that the Company was insolvent and that a meeting of members should be convened to place the Company into Creditors' Voluntary Liquidation.

Notices

The directors decided to take steps to place the Company into Creditors' Voluntary Liquidation on 21 May 2013. Notices to members and creditors were issued on 22 May 2013.

Written Resolution of Members

The relevant resolutions were passed by the members by way of written resolution on 4 June 2013. A special resolution was passed to place the Company into Creditors' Voluntary Liquidation and an ordinary resolution to appoint Peter Hall of 2 Venture Road, Science Park, Chilworth, Southampton, SO16 7NP as Liquidator.

Professional Fees

It has been agreed by the directors that fees for assisting in the preparation of the statement of affairs and assisting with placing the Company into liquidation will be £3,000 plus expenses and VAT in accordance with Peter Hall's letter of engagement dated 13 May 2013 and the meeting of the board of directors held on 21 May 2013. This sum has been paid by the Company prior to the meeting of creditors.

Related Party Transactions

The draft accounts for the period ending 31 March 2013 show that the Company paid dividends of £54,000 (2012: £56,000) to the directors.

The accounts also show that directors have loaned the Company money. The amount shown outstanding for the period ending 31 March 2013 is £29,381 (2012: £10,037).

B.J. Mailing Services Limited

E – Company History

B.J. Mailing Services Limited (“the Company”) started as a partnership in 1988, with several clients from the London area. The client base quickly grew to the Bournemouth and Poole area.

Clients included Cosmetics to Go, local councils and insurance companies.

The Company converted to a limited company in 1998 and moved to larger premises to cope with the increased business from RIAS, a local insurance company. RIAS accounted for 50% of the Company’s work.

In 1996 the Company leased / purchased a production laser printer, quickly adding a further machine to our production line.

In 2010 RIAS took all of their work to a large management company. Having leased the extra laser printer to cope with the work it was now very hard to meet the requirements of printing to cover the lease costs.

From 2010 the Company has lost several other clients who have ceased trading due to the economic climate.

We have found it more difficult to obtain new clients as there are now several other mailing companies in the local area.

In May 2013 it was decided that there was no other option than to seek the advice of a professional insolvency practitioner and to take any necessary steps in order to put the Company into voluntary liquidation.

John McIntyre
Director

B.J. Mailing Services Limited

F - Estimated Deficiency Account For the period from 31 March 2013 to 4 June 2013

		£
Profit and Loss Account Balance at 31 March 2013		149,194
Additions		
Motor Vehicles	1,216	
	<hr/>	1,216
		<hr/>
		150,410
Amounts written off for the purposes of the statement		
Plant and Machinery	26,157	
Book Debts	5,641	
Computer Equipment	1,169	
Rent Deposit	15,000	
Corporation Tax	4,530	
Prepayments	20,021	
Stock	2,335	
Goodwill	75,625	
	<hr/>	(150,478)
		<hr/>
		(68)
Extraordinary Items		
Redundancy	34,831	
Pay in Lieu of Notice	16,703	
Xerox Finance Limited	63,274	
Sabre Group Limited	94,130	
	<hr/>	(208,938)
		<hr/>
		(209,006)
ESTIMATED TRADING LOSS FOR THE PERIOD		(10,998)
		<hr/>
DEFICIENCY PER STATEMENT OF AFFAIRS		(220,004)
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B.J. Mailing Services Limited

G - Extracts from Unaudited Accounts for the period ended 31 March 2013

Period Ended	31 Mar 2013 (Draft) £	31 Mar 2012 £	31 Mar 2011 £
<u>Income & Expenditure</u>			
Turnover	248,464	324,452	518,649
Directors Remuneration & other benefits	24,000	76,659	71,872
Taxation	(3,244)	(10,357)	10,966
Retained Profit (Loss)	(47,675)	(52,781)	29,903
Dividends	(54,000)	(56,000)	(57,200)
Profit (Loss) to reserves	(101,675)	(108,781)	(27,297)
Profit (Loss) b/f	250,869	359,650	386,947
Profit (Loss) c/f	149,194	250,869	359,650
<u>Balance Sheet</u>			
Fixed Assets	124,287	148,005	177,133
Current Assets	123,119	204,599	262,621
	247,406	352,604	439,754
Current Liabilities	91,672	91,951	66,128
Long Term Liabilities	6,538	9,782	13,974
	98,210	101,733	80,102
Net Assets	149,196	250,871	359,652