

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 1 1 5 9 6 9 7 4

Company name in full Option One Recruit Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Emma

Surname Dowd

3 Liquidator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

4 Liquidator's name ①

Full forename(s) Gemma Louise

Surname Roberts

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ14

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6 Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7 Final account

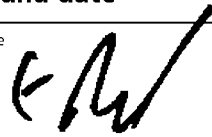
☒ I attach a copy of the final account.

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d 2

d 8

m 0

m 3

y 2

y 0

y 2

y 4

**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 **Emma Dowd**

Company name **Wilson Field Limited**

Address
The Manor House
260 Ecclesall Road South

Post town **Sheffield**

County/Region

Postcode **S 1 1 9 P S**

Country

DX

Telephone **01142356780**

**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

Option One Recruit Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 28 June 2023 To 28 March 2024

Statement of Affairs £		£	£
NIL	SECURED ASSETS Factored Debtor Ledger	NIL	NIL
(107,343.00)	SECURED CREDITORS Team Factors Ltd	NIL	NIL
Uncertain 5,979.74	ASSET REALISATIONS Director's Loan Account Cash Held by Liquidator Bank Interest Gross	NIL 5,979.74 76.12	6,055.86
	COST OF REALISATIONS Specific Bond Liquidators Fees Postage, stationery, photocopying Statutory Advertising	30.00 5,711.04 22.32 292.50	(6,055.86)
(309.97)	PREFERENTIAL CREDITORS HMRC Indirect Taxes	NIL	NIL
(1,991.40) (34,331.00) (10,000.00) (132.41) (8,878.00)	UNSECURED CREDITORS Trade & Expense Creditors Lloyds Bank Aila Sanders HMRC Employer's NIC HMRC Corporation Tax	NIL NIL NIL NIL NIL	NIL
(100.00)	DISTRIBUTIONS Ordinary Shareholders	NIL	NIL
(157,106.04)			(0.00)

REPRESENTED BY

NIL



Emma Dowd
Joint Liquidator

Liquidators' Final Account to Creditors and Members

Option One Recruit Limited
- In Liquidation

31 January 2024

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- 6** Conclusion

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- B** Time analysis for the period 28 June 2023 to 31 January 2024.
- C** Additional information in relation to the Liquidators' fees, expenses & the use of Subcontractors.

1 Introduction

- 1.1 I, Emma Dowd, together with my colleague Gemma Louise Roberts, was appointed Joint Liquidator of the Company on 28 June 2023. We are licensed to act as insolvency practitioners in the United Kingdom by the ICAEW and as such are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. If you have any queries relating to this case, please contact my colleague Rachel Hamilton on 0114 235 6780 or by email to r.hamilton@wilsonfield.co.uk.
- 1.2 The affairs of the Company are now fully wound-up and this is my final account of the liquidation, which covers the period since my appointment ("the Period").
- 1.3 Information about the way that we will use, and store personal data on insolvency appointments can be found at <https://www.wilsonfield.co.uk/not-so-small-print/> If you are unable to download this, please contact us and a hard copy will be provided to you.
- 1.4 The trading address of the Company was 42 Lansdowne Way, High Wycombe, HP11 1TN.
- 1.5 The registered office of the Company was changed to Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS and its registered number is 11596974.

2 Receipts and Payments

- 2.1 At Appendix A is an account of my receipts and payments for the Period, which enables a comparison to the directors' statement of affairs values and provides details of the remuneration charged and expenses incurred and paid by the Liquidators.

3 Work undertaken by the Liquidators

- 3.1 This section of the report provides creditors with an overview of the work undertaken in the liquidation since the date of my appointment, together with information on the overall outcome of the liquidation.

Administration (including statutory compliance & reporting)

- 3.2 As you may be aware, the Liquidators must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated undertaking in this regard was outlined previously.
- 3.3 Where the costs of statutory compliance work or reporting to creditors exceeded the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.
- 3.4 As noted in my initial fees estimate/information, this work has not necessarily brought any financial benefit to creditors, but is work required on every case by statute.

Realisation of Assets

Factored Debtor Ledger

- 3.5 Team Factors Ltd ('TFL') have advised that the remaining debtors totalling £276,628 are uncollectable. They have an outstanding debt of £107,435. Given this, the remaining debts will not be reassigned to the Company to collect.

Directors Loan Account

- 3.6 Following investigations into the Directors Loan Account, it has become apparent that the DLA is in credit.

Cash Held by Liquidator

- 3.7 The residual balance of cash retained in the Company bank account in the sum of £5,979.74 has been transferred to the client account for the liquidation. This is recorded on the Statement of Affairs as Cash Held by Liquidator.

Bank Interest Gross

- 3.8 A sum of £76.12 in respect of bank interest has accrued on the funds in hand.

Creditors (claims and distributions)

- 3.9 Further information on the outcome for creditors in this case can be found at section 4 of this report. A liquidator is not only required to deal with correspondence and claims from unsecured creditors, but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture as well as dealing with the general handling of communications with stakeholders, such as customers and suppliers.
- 3.10 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 3.11 Since 1 December 2020, claims from preferential creditors now fall into one of two categories, either ordinary (typically involving employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal, which rank equally among themselves), or secondary (which are claims by HMRC for VAT or other relevant tax deductions such as PAYE and employee NIC deductions, together with student loans and CIS deductions, which also rank equally among themselves). Ordinary preferential claims rank ahead of secondary preferential claims and all preferential creditors must be paid in full before any distribution can be made to the unsecured creditors of a company.
- 3.12 The above work will not necessarily bring any financial benefit to creditors generally and the more creditors there are on an assignment, the higher the resultant cost will usually be, however a liquidator is required by statute to undertake this work.

Investigations

- 3.13 Some of the work the Liquidators were required to undertake was to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA 1986") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless those investigations revealed potential asset recoveries that could have been pursued for the benefit of creditors.
- 3.14 My report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted in accordance with statutory timescales and is confidential.
- 3.15 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate.
- 3.16 My investigations have not revealed any issues requiring further report or any further potential recoveries which could be pursued for the benefit of creditors.

4 Outcome for Creditors

Secured Creditors

- 4.1 Team Factors Ltd and Hitachi Capital (UK) PLC have fixed and floating charges dated 30 October 2019 and 28 November 2018 respectively.
- 4.2 There are insufficient realisations to allow a distribution to be made to such creditors.

Preferential Creditors

- 4.3 A summary of the secondary preferential claims in the liquidation and details of any distributions paid to date can be found below:

Secondary preferential claims	Agreed Claim £	Statement of Affairs Claim £	Dividend paid p in the £1	Date dividend paid
PAYE, Employee NIC & CIS deductions (HMRC)	Nil	309.97	Nil	N/a

Unsecured Creditors

- 4.4 I received claims totalling £13,500.52 from 4 creditors.
- 4.4 There are insufficient realisations to allow me to create a fund out of the Company's net floating charge property for unsecured creditors, known as the Prescribed Part.
- 4.5 Notice is hereby given that a dividend will not be declared to unsecured creditors in this matter as the funds realised have already been used for paying the expenses of the liquidation.

5 Liquidators' Remuneration & Expenses

- 5.1 The basis of the Liquidators' remuneration was fixed in the liquidation by creditors by reference to the time properly spent by him and his staff in managing the Liquidation.
- 5.2 My time costs for the Period total £14,692, which represents 46 hours at an average rate of £317 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period and a narrative explanation of the work undertaken by the Liquidators during the Period can be found at section 3 of this report.
- 5.3 You will recall that I provided creditors with my fees estimate prior to the agreement of the basis of my remuneration as time costs. The approved fees estimate imposed an overall cap on my fees of £30,100 and I would confirm that it was not necessary during the liquidation to seek further approval to increase this estimate.
- 5.4 The total amount paid to my firm in respect of fees in this liquidation is £5,711.04 which is below my approved fees estimate. No further fees will be drawn in the liquidation.
- 5.5 Attached as Appendix C is additional information in relation to the Liquidators' fees and expenses, including where relevant, information on the use of subcontractors and professional advisers.
- 5.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>

6 Conclusion

- 6.1 This final account will conclude my administration of this case. The Notice accompanying this account explains creditors rights on receipt of this information and also when I will vacate office and obtain my release as Joint Liquidator.

Yours faithfully



E Dowd
Joint Liquidator

Enc

Appendix A

Receipts and payments account (**"R&P"**) from **28 June 2023** to 31 January 2024

Option One Recruit Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 31/01/2024

S of A £		£	£
	SECURED ASSETS		
NIL	Factored Debtor Ledger	NIL	NIL
	SECURED CREDITORS		
(107,343.00)	Team Factors Ltd	NIL	NIL
	ASSET REALISATIONS		
Uncertain	Director's Loan Account	NIL	
5,979.74	Cash Held by Liquidator	5,979.74	
	Bank Interest Gross	76.12	6,055.86
	COST OF REALISATIONS		
	Specific Bond	30.00	
	Liquidators Fees	5,711.04	
	Postage, stationery, photocopying	22.32	
	Statutory Advertising	292.50	(6,055.86)
	PREFERENTIAL CREDITORS		
(309.97)	HMRC Indirect Taxes	NIL	NIL
	UNSECURED CREDITORS		
(1,991.40)	Trade & Expense Creditors	NIL	
(34,331.00)	Lloyds Bank	NIL	
(10,000.00)	Aila Sanders	NIL	
(132.41)	HMRC Employer's NIC	NIL	
(8,878.00)	HMRC Corporation Tax	NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
(157,106.04)			(0.00)
	REPRESENTED BY		NIL

Appendix B

Time analysis for the period 28 June 2023 to 31 January 2024

Time Entry - Detailed SIP9 Time & Cost Summary

OPTI02C - Option One Recruit Limited
From: 28/06/2023 To: 31/01/2024
Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP : Appointment	0.00	0.00	0.30	0.00	0.30	93.00	310.00
ADCA : Cashiering	0.20	1.30	0.00	2.10	3.60	1,146.00	318.33
ADCR : Case Reviews	1.70	0.40	6.80	0.00	8.90	2,996.00	336.63
ADDI : Directors/Client	0.00	0.00	1.50	0.00	1.50	465.00	310.00
ADGA : File Maintenance	0.70	0.60	0.80	1.40	3.50	965.00	275.71
ADSC : Statutory and Compliance	1.30	0.10	6.20	1.90	9.50	2,494.00	262.53
Admin and Planning	3.90	2.40	15.60	5.40	27.30	8,159.00	298.86
CRCL : Creditors Claims	0.00	0.00	0.30	0.00	0.30	90.00	300.00
CRCO : Communications with Creditors	0.00	0.20	1.60	0.00	1.80	566.00	314.44
CREM : Employees	0.00	0.00	0.20	0.00	0.20	62.00	310.00
CRTV : Tax and VAT	0.00	0.00	0.40	0.00	0.40	118.00	295.00
Creditors	0.00	0.20	2.50	0.00	2.70	836.00	309.63
INDR : CDDA Report	1.00	0.00	2.60	0.00	3.60	1,306.00	362.78
INRE : Investigation and Review	2.90	1.00	8.90	0.00	12.80	4,391.00	343.05
Investigations	3.90	1.00	11.50	0.00	16.40	5,697.00	347.38
Total Hours	7.80	3.60	29.60	5.40	46.40	14,692.00	316.64

Appendix C

Additional Information in Relation to the Liquidators' Fees, Expenses & the use of Subcontractors

Staff Allocation and the use of Subcontractors

The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.

We have not utilised the services of any subcontractors in this case.

Professional Advisors

We have not utilised the services of any professional advisors in this case.

Liquidators' Expenses

The estimate of expenses which were anticipated at the outset of the Liquidation was provided to creditors when the basis of my fees were approved. The table below compares the estimated overall costs against those incurred in the liquidation. The payment of these expenses is reflected in the Receipts and Payments Account enclosed with this report.

Category 1 expenses

These expenses do not require prior approval by creditors. The type of expenses that may be charged to a case as a Category 1 expense generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, external room hire and external storage costs. Also chargeable, will be any properly reimbursed expenses incurred by personnel in connection with the case. These expenses may include disbursements which are payments first met by an office holder and then reimbursed from the estate.

Expense	Estimated overall cost £	Total paid £
Statutory Advertisements	292.50	292.50
Specific Penalty Bond	30.00	30.00
External Mail Services	24.64	22.32

Category 2 expenses

These expenses do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may therefore include payments to associates of the office holder or shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. Details of Category 2 expenses charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved.

Charge-out rates and fee estimate

A schedule of Wilson Field Limited's charge-out rates and the Joint Liquidators' fee estimate are detailed on the following pages.

WILSON FIELD LIMITED CHARGE OUT RATES AND EXPENSES POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and expenses, we are required to disclose to you our policy for recovering non-specific expenses, and the charge out rates for the various grades of staff who may be involved in this case.

Remuneration

The office holder(s) are not seeking approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

	Hourly charge out rate (£)			
Grade	01/11/2017 to 30/06/2018	01/07/2018 to 05/03/2020	06/03/2020 to 31/03/2021	01/04/2021 onwards
Director/Insolvency Practitioner	500	500	500	500
Manager	400	400	395	410
Assistant Manager	395	N/a	N/a	N/A
Team Leader	390	390	N/a	N/A
Senior Administrator	330	395	300	310
Administrator (dependent on experience)	230-300	230 - 300	240-270	180-280
Trainee Administrator	180	180	180	N/A
Assistant & Support staff	130	130	130 - 235	140-250

All time is recorded in 6 minute units.

Expenses

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor of member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate. Expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (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 expenses can be paid without prior approval. Examples of these are advertising, insurance, legal fees etc.

Category 2 expenses

These are payments to associates or payment which have an element of shared costs. Examples of a category 2 expenses that officeholders may seek creditor approval for would be for mileage costs or for hire of external rooms for physical meetings where the room is used for more than one insolvency, Any such approval will be outlined with documentation for the relevant decision procedure.

Category 2 expenses are charged in accordance with the liquidator's prevailing recovery policy at the time the expense is incurred. However, any Category 2 expenses incurred prior to the 1 April 2021 but for which payment has not been drawn, will not be charged after this date. The rates applicable from 1 April 2021 are detailed below:

Expense	Charge	Period charged
Mileage	As per HMRC's approved mileage rates	On appointment (where appropriate)

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.

OPTION ONE RECRUIT LIMITED
FEE ESTIMATE

Breakdown / Grade	Partner	Cost (£)	Manager	Cost (£)	Other Senior Professionals	Cost (£)	Assistants & Support Staff	Cost (£)	Total Hours	Total Cost (£)	Average Cost per Hour (£)
Admin and Planning (inc appointment/cashiering/case reviews/director client/file maintenance/out of office call/statutory and compliance/strategic overview)	5.00	2,500.00	8.00	3,280.00	25.00	7,670.00	5.00	1,250.00	43.00	14,700.00	341.86
Case Specific Matters (inc site visit/shareholders)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors (inc calculation & distribution/creditors claims/communications with creditors/employees/Tax and VAT/Creditor service/prescribed part calculation & distribution)	1.50	750.00	3.00	1,230.00	6.00	1,780.00	2.00	500.00	12.50	4,260.00	340.80
Investigations (inc CDDA report/antecedent transactions/investigation and review)	3.50	1,750.00	5.00	2,050.00	15.00	4,650.00	3.00	750.00	26.50	9,200.00	347.17
Realisation of Assets (inc debt collection/identifying securing and insuring/property business and asset sales/ROT)	1.00	500.00	2.00	820.00	2.00	620.00	0.00	0.00	5.00	1,940.00	388.00
Trading (inc accounting for trading/ongoing employee issues/management of operations)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	11.00	5,500.00	18.00	7,380.00	48.00	14,720.00	10.00	2,500.00	87.00	30,100.00	345.98

The charge out rate information opposite has been obtained from the rate and disbursement policy. The Administrator charge out rate varies dependent on experience. The charge out rate used to calculate the above information is the charge out rate of the member of staff assigned to the case at the time the above estimate was calculated. As there are different levels of secretarial & support staff, with differing charge out rates, the highest charge out rate has been used for the purpose of this estimate.

Please note this estimate covers the whole period of liquidation. It is anticipated that this case will be closed within the first year and that further remuneration approval will not need to be sought.

Grade	Hourly charge out rate (£)	SIP Column
Director/IP	500	Partner
Manager	410	Manager
Senior Administrator	310	Other Senior Professionals
Administrator	180 - 280	Other Senior Professionals
Secretarial & Support	140 - 250	Assistants & Support Staff