

# LIQ13

## Notice of final account prior to dissolution in MVL



For further information, please refer to our guidance at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number	0 2 6 1 2 7 4 4	<b>→ Filling in this form</b> Please complete in typescript or in bold black capitals.
Company name in full	Focus P R Limited	

### 2 Liquidator's name

Full forename(s)	Ian	
Surname	Robert	

### 3 Liquidator's address

Building name/number	Devonshire House	
Street	60 Goswell Road	
Post town	London	
County/Region		
Postcode	E C 1 M 7 A D	
Country		

### 4 Liquidator's name <sup>①</sup>

Full forename(s)		<b>① Other liquidator</b> Use this section to tell us about another liquidator.
Surname		

### 5 Liquidator's address <sup>②</sup>

Building name/number		<b>② Other liquidator</b> Use this section to tell us about another liquidator.
Street		
Post town		
County/Region		
Postcode		
Country		

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6

**Final account**

I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.


7

**Sign and date**

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup>

<sup>d</sup>

0 6

<sup>m</sup>

<sup>m</sup>

0 7

<sup>y</sup>

<sup>y</sup>

<sup>y</sup>

<sup>y</sup>

2 0 2 1

# LIQ13

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## 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	Ian Robert
Company name	Moore Kingston Smith & Partners LLP
Address	Devonshire House 60 Goswell Road
Post town	London
County/Region	
Postcode	E C 1 M 7 A D
Country	
DX	
Telephone	020 7566 4020



## 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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

**Focus P R Limited  
- In Members' Voluntary Liquidation**

**Liquidator's Final Account to Members**

**5 July 2021**

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- B** Additional Information in Relation to Liquidator's Fees and Expenses

## 1 Summary and Statutory Information

Company Name	Focus P R Limited		
Company Number	02612744		
Registered office of Company:	Devonshire House, 60 Goswell Road, London EC1M 7AD20		
Principal trading address of Company:	Jerusalem Passage, Farringdon, London EC1V 4JP		
Liquidator:	Ian Robert, Moore Kingston Smith & Partners LLP		
Contact details:	Devonshire House, 60 Goswell Road, London, EC1M 7AD  0207 566 4020  <a href="mailto:IRobert@mks.co.uk">IRobert@mks.co.uk</a>		
Date of Liquidator's appointment:	7 June 2019		
Basis of remuneration as agreed (see section 5)	Officeholder fees:  £7,000 plus VAT	Drawn to date:	Officeholder fees:  £7,000 plus VAT
Distributions to shareholders	Paid to date: 11/07/2019 13/09/2019 09/01/2020 26/05/2021		£ £250,000.00 being £0.49p per share £24,230.23 being £0.05p per share £500.00 being £0.00p per share £29,787.63 being £0.06p per share

The affairs of the Company are now fully wound-up, and this is my draft final account of the liquidation. Further details on work undertaken in the period and costs incurred are provided in the body of the report.

Information about the way that we will use, and store personal data on insolvency appointments can be found at [www.mks.co.uk/recovery-gdpr](http://www.mks.co.uk/recovery-gdpr). If you are unable to download this, please contact us and a hard copy will be provided to you free of charge.

## 2 Work undertaken by the Liquidator

- 2.1 The administration of this estate is now concluded. This report provides an update on the work that my staff and I have undertaken, and the progress made in the period from 7 June 2020 to 3 June 2021 ("the reporting period") and should be read in conjunction with any previous progress reports that have been issued.
- 2.2 A copy of our receipts and payments account for the reporting period, together with a cumulative total since the commencement of the Liquidation, is attached at Appendix A.
- 2.3 Since the outset, we have encountered severe delays with HMRC in respect of pre-liquidation returns being submitted in respect of PAYE and also HMRC's processing of the returns and providing the clearance required.

### **Asset Realisations**

#### Tax Refund

- 2.4 Once HMRC had processed all the pre-liquidation returns submitted, a Corporation Tax Refund in the sum of £5,954.71 was received during the reporting period.

#### Exchange Rate Error

- 2.5 During the reporting period, we were contacted by the Company's bank account provider and advised of the error in relation to a foreign currency account. As a result, a refund of £187.98 has been received.
- 2.6 In the period under review, I have maintained the required practice files, estate cashbook and bank account and completed my periodic statutory and regulatory duties as previously reported.
- 2.7 Prior to concluding my administration, I have reconciled all bank accounts, reviewed the files to ensure all aspects have been appropriately concluded and submitted all statutory returns to HMRC as appropriate.
- 2.8 A final distribution to members has been made as detailed below.

### **Unrealisable Assets**

#### VAT Refund

- 2.9 On the Declaration of Solvency, a VAT refund of £213.97 was schedule. However, during the liquidation period, this refund has not been forthcoming.

### **Outcome for Creditors**

#### **Unsecured Creditors**

- 2.10 During the period of the liquidation, I have received claims totalling £39.60 from one creditor. The Director has made a Declaration of Solvency to the effect that all of the Company's debts will be paid in full, together with statutory interest, within 12 months of the commencement of the Liquidation.
- 2.11 The above creditor claims were paid in full together with statutory interest on 17 December 2019.

### **3 Distributions to Members**

- 3.1 The following cash distributions to members have been made:
- An interim dividend of 49p per share on 11 July 2019
  - A second dividend of 5p per share on 13 September 2019
  - A third dividend 0p per share on 9 January 2020
  - A fourth and final dividend of 6p per share on 26 May 2021
- 3.2 No further distributions will be made.

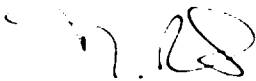
**4 Liquidator's Remuneration and Expenses**

- 4.1 The members approved that the basis of the Liquidator's remuneration be fixed as a set amount of £5,000 on 7 June 2019.
- 4.2 Due to the additional matters dealt with during the period of the liquidation that were not envisaged from the outset including the Pensions Scheme and pre-liquidation tax returns (such as P11Ds and PAYE Settlement Agreement), the members authorised a further fixed fee of £2,000 on 18 August 2019.
- 4.3 The Liquidator has drawn £7,000 against the total set fee agreed of £7,000.
- 4.4 Attached as Appendix B is additional information in relation to the Liquidator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.
- 4.5 A copy of 'A Shareholders' Guide to Liquidators' Fees' is available on request or can be downloaded from [www.mks.co.uk/creditors-guide-fees/](http://www.mks.co.uk/creditors-guide-fees/).
- 4.6 No further costs in respect of work done in the Liquidation will be drawn and the balance of the fee will be written off.
- 4.7 A summary of the expenses paid by the Liquidator during the period together with details of the total expenses paid during the Liquidation can be found in the body of the report and in the receipts and payments account at Appendix A.
- 4.8 Attached at Appendix B is additional information in relation to the Liquidator's fees and expenses, including where relevant, information on the use of subcontractors and professional advisers.

**5 Conclusion**

- 5.1 The Notice accompanying this draft final account explains members' rights on receipt of this information, provides details of submission of my final account and also when I will vacate office and obtain my release as Liquidator.
- 5.2 If you require any further information, please do not hesitate to contact Carly Blackburn of this office.

Yours faithfully



**IAN ROBERT**  
**Liquidator**

Enc.



**Appendix A**

**Receipts and Payments Account for the Period from 7 June 2020 to 5 July 2021, together with a cumulative receipts and payments account for the period from the Liquidator's appointment**

**Focus P R Limited**  
**(In Liquidation)**  
**LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT**

	Declaration of Solvency £	From 07/06/2020 To 05/07/2021 £	From 07/06/2019 To 05/07/2021 £
<b>RECEIPTS</b>			
Debtor	Uncertain	0.00	500.00
Tax Refund		5,954.71	5,954.71
VAT Refund	272.74	0.00	0.00
Insurance Refund	213.97	0.00	213.97
Cash at Bank (GBP)	285,606.31	0.00	286,408.65
Cash at Bank (Euro)	24,102.63	0.00	25,294.38
Exchange Rate Error Refund		187.98	187.98
Bank Interest Gross		0.00	192.88
		<b>6,142.69</b>	<b>318,752.57</b>
<b>PAYMENTS</b>			
Office Holders Fees		0.00	7,000.00
Office Holders Expenses		0.00	468.52
Accounting / Tax services		0.00	1,325.00
Agent's Fees (IT)		0.00	10.56
Legal Fees (Book Debt Collection)		452.50	929.17
Corporation Tax		36.48	36.48
VAT Irrecoverable		90.50	90.50
Currency exchange difference		0.00	1,064.15
Storage/Destruction Costs		357.70	357.70
Trade & Expense Creditors		0.00	39.60
HM Revenue & Customs (CT)	(5,928.00)	0.00	0.00
Payment received in Error		0.00	850.51
HM Revenue & Customs (PAYE/P11D)	(7,897.57)	0.00	2,059.51
Interest payable on Unsecured Claims		0.00	3.01
Ordinary Shareholders		29,787.63	304,517.86
		<b>30,724.81</b>	<b>318,752.57</b>
Net Receipts/(Payments)		<b>(24,582.12)</b>	<b>0.00</b>
<b>MADE UP AS FOLLOWS</b>			
Allied Irish bank (GB)		(24,432.12)	0.00
VAT Receivable / (Payable)		(150.00)	0.00
		<b>(24,582.12)</b>	<b>0.00</b>

## Appendix B

### Additional Information in Relation to the Liquidator's Fees and Expenses

#### 1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 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.

#### 2 Professional Advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement	Estimated cost £
Priority One (IT Services)	Fixed fee	10.56
Moore Kingston Smith LLP (Accountancy / Tax Assistance)	Fixed Fee	1,325.00
Legal Fees (Debt Collection)	Hourly rate and disbursements	929.17
Flash Account Limited (bookkeeping services)	Fixed Fee	225.00

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them to ensure value for money for the estate.

#### 3 Liquidator's Expenses

- 3.1 An expense is a cost that is directly attributable to the estate and which is neither office holder's remuneration nor a distribution to creditors or members. Expenses can include disbursements, payments met by the office holder and subsequently recovered from the estate,
- 3.2 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

	As per fee estimate £	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
Solicitors' costs		476.67	452.50		929.17
Accountancy fees		1,325.00			1,325.00
IT Services		10.56			10.56
Statutory advertising	207.00	207.00			207.00
Specific penalty bond	160.00	160.00			160.00
External storage of books & records		11.52	357.70		369.22
IPS Licence	90.00	90.00			90.00