Company Number: 05249263 (England & Wales)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2020

FOR

NEWPORT ROAD MAINTENANCE LIMITED

NEWPORT ROAD MAINTENANCE LIMITED

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FOR THE YEAR ENDED 31ST DECEMBER 2020

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NEWPORT ROAD MAINTENANCE LIMITED

COMPANY INFORMATION

FOR THE YEAR ENDED 31ST DECEMBER 2020

Directors:	E Davies
	N Jarjis
	M Currie
	S Morris
	P Parry (appointed 24.09.20)
Secretary:	Neil Gregory
Registered office:	Western Permanent Property Management Company
	46 Whitchurch Road
	Cardiff
	CF14 3LX
Company number:	05249263 (England & Wales)
Bank Account:	Bank of Scotland
	Client Banking UK (802925)
	PO Box 1000
	BX2 1LB
	Current Account – Interest bearing
	Reserve Account – Interest bearing

NEWPORT ROAD MAINTENANCE LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 31ST DECEMBER 2020

The directors present their report and accounts for the year ended 31st December 2020.

Principal Activity

The company has not traded during the year or subsequent to the year end. The principal activity of the company was the management of a property known as Admiral House, Cardiff and administering service charges as agents of the statutory trust for the residents. The company has no income or expenditure in its own right, all transactions in the year being related to the maintenance of the common parts in accordance with the lease. Service charges collected are held on trust for the purpose of meeting the relevant costs in relation to the property in accordance with the provisions of section 42 of the Landlord and Tenant Act 1987.

Directors:

The following persons served as directors during the year:

E Davies

N Jarjis

M Currie

S Morris

P Parry (appointed 24.09.20)

Statement of Directors' responsibilities

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law, the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company for that period. In preparing these accounts, the directors are required to:

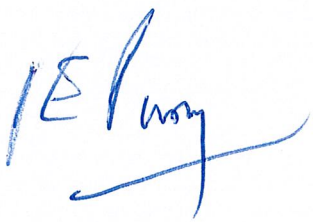
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on a going concern basis unless it is inappropriate to assume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in Accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

And signed on its behalf by:



DIRECTOR

Approved by the board on: JUNE 23 2021

NEWPORT ROAD MAINTENANCE LIMITED

BALANCE SHEET

FOR THE YEAR ENDED 31ST DECEMBER 2020

	NOTE	2020	2019
		£	£
CURRENT ASSETS			
Cash at Bank and in hand		-	-
		-	-
CAPITAL AND RESERVES			
Called up share capital	4	-	-
Shareholders' funds		-	-

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies.

Members have not required the company to obtain an audit in accordance with section 477 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to the accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to the companies subject to the small companies' regime.

Director

Approved by the board on:

June 23 2021

1. Accounting policies

Accounting convention

These accounts have been prepared in accordance with the micro-entity provisions of the Companies Act 2006 and FRS 105, The Financial Reporting Standard applicable to the Micro-entities Regime.

2. Taxation

No liability to UK corporation tax arose on ordinary activities for the year ended 31st December 2020 nor for the previous year ended 31st December 2019.

3. Income and Expenditure

The company has no income or expenditure in its own right. All transactions in the year relate to maintenance of the common parts in accordance with the lease. Income and expenditure arising from these transactions is shown in separate service charge accounts for the property that do not form part of the annual accounts of the company and are not filed at Companies house. All service charge monies received from the residents of the property are held on trust for the residents.

4. Share Capital	2020	2019
The company has no share capital		
The company is limited by guarantee	-	-

5. Ultimate Controlling party

There is no ultimate controlling party.

6. Ultimate Controlling party

The company contracts with third parties in its own name for the supply of services to the property for maintenance of the common parts in accordance with the terms of the lease. At 31st December 2020 the company had not entered into any non-cancellable contractual commitments.

Each director paid his share of the service charges for the year, such charges being set at commercial rates.

Newport Road Maintenance Limited
Admiral House, Newport Road, Cardiff

Service Charge Statements

For the year ended 31 December 2020

NEWPORT ROAD MAINTENANCE LIMITED

ADMIRAL HOUSE
FOR THE YEAR ENDED 31 DECEMBER 2020

THE FOLLOWING PAGES DO NOT FORM PART OF THE STATUTORY FINANCIAL STATEMENTS

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ACCOUNTANTS' REPORT TO THE MANAGING AGENTS OF NEWPORT ROAD MAINTENANCE LIMITED ADMIRAL HOUSE FOR THE YEAR ENDED 31 DECEMBER 2020

You have stated that an audit of the service charge accounts in accordance with International Standards on Auditing is not required under the terms of the lease of Newport Road Maintenance Limited. In accordance with our engagement, we have performed the procedures agreed with you and listed below with respect to the service charge accounts set out on pages 2 to 10 in respect of Newport Road Maintenance Limited, for the year ended 31 December 2020 in order to provide a report of factual findings about the service charge accounts that you have issued.

This report is made to the Managing Agent for issue with the service charge accounts in accordance with the terms of our engagement. Our work has been undertaken to enable us to make this report to the Managing Agent and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Managing Agent for our work or for this report.

Basis of report

In summary, the procedures we carried out with respect to the service charge accounts were:

1. We obtained the service charge accounts and checked whether the figures in the accounts were extracted correctly from the accounting records maintained by or on behalf of the landlord; and

2. We checked, based on a sample, whether entries in the accounting records were supported by receipts, other documentation or evidence that we inspected; and

3. We checked whether the balance of service charge monies for this property agreed or reconciled to the bank statements for the account in which the funds are held.

Because the above procedures do not constitute either an audit or a review made in accordance with International Standard on Auditing (UK and Ireland) or International Standards on Review Engagements, we do not express any assurance on the service charge accounts other than in making the factual statements below.

Had we performed additional procedures or had we performed an audit or review of the financial statement in accordance with International Standards on Auditing (UK and Ireland) or International Standards on Review Engagements, other matters might have come to our attention that would have been reported to you.

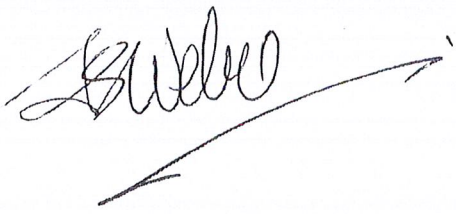
Report of factual findings:

(a)With respect to item 1 we found the figures in the statement of account to have been extracted correctly from the accounting records.

(b)With respect to item 2 we found that those entries in the accounting records that we checked were supported by receipts, other documentation or evidence that we inspected.

(c)With respect to item 3 we found that the balance of service charge monies agrees or reconciles to the bank statement for the account in which the funds are held.

J.S. Weber & Co. Ltd.
Chartered Accountants
29 Woodvale Avenue,
Cyncoed,
Cardiff CF23 6SP



11th June, 2021

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.20
Income and Expenditure Summary

	2020	2019
Income		
Schedule 1 - residential	380,004	343,500
Schedule 2 - car park	47,414	36,265
	427,418	**379,765**
Expenditure		
Schedule 1 - residential	380,191	343,918
Schedule 2 - car park	47,414	36,265
Total expenditure	**(427,605)**	**(380,183)**
Operating Income/(Expenditure) on Ordinary Activities	**(187)**	**(418)**
Interest Received	187	418
Taxation	-	-
Income/Expenditure for the Financial Year	**0**	**0**

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.20
Balance Sheet

	2020 £		2019 £	
FIXED ASSETS				
Car Parking Spaces		13,545		13,545
CURRENT ASSETS				
Service charge debtors	24,706		38,840	
Prepayments	55,590		16,045	
Cash at bank	176,950		196,558	
	257,246		251,443	
CREDITORS				
Trade/Service Charge Creditors	95,343		61,259	
Accruals	9,912		17,482	
	105,255		78,741	
Net Current Assets/Liabilities		151,991		172,702
TOTAL ASSETS LESS CURRENT LIABILITIES		**165,536**		**186,247**
CAPITAL & RESERVES				
Reserves B/F	186,247		166,447	
Income& Expenditure Account for Year	-		-	
Contribution from Reserves - Schedule A	(34,246)		-	
Contribution from Reserves - Schedule B	(10,265)		-	
CY Reserve Fund Contribution - Residential	22,000		18,000	
CY Reserve Fund Contribution - Car Park	1,800		1,800	
CY Deficit to be Recharged	-		-	
		165,536		186,247
		165,536		**186,247**

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.20
Income and Expenditure Account - Residential

	2020	2019
Service Charge Receivable - Residential	345,758	343,500
Reserve Fund Contribution re Cladding	15,309	-
Reserve Fund Contribution re Water Maintenance	13,859	-
Reserve Fund Contribution re Electricity	5,078	-
Bank Interest Received	187	418
	380,191	**343,918**
Expenditure - Residential		
Accountancy fee	1,500	1,500
Broadband	0	307
Electrical testing and maintenance	10,506	10,475
Electricity	29,041	22,156
Fire Alarm Testing/Maintenance	2,638	4,734
Gardening	808	1,209
General maintenance	12,738	17,037
Health and safety	2,521	809
Insurances	41,540	39,506
Lift maintenance and repairs	7,370	10,993
Lift phone	752	806
Management fee	27,995	27,180
Pest Control	270	408
Postage & Stationery	583	659
Professional fees	17,456	2,727
Registrar of Companies	13	13
Salaries/Staff Expenses	118,857	114,716
Security/CCTV	459	220
Site management overheads	2,487	2,885
Visitors Car Parking Spaces	3,434	3,221
Water rates	55,358	56,973
Water treatment and maintenance	17,479	2,944
Window cleaning	4,386	4,440
	358,191	**325,918**
Contribution to reserve fund	**22,000**	**18,000**
Total Expenditure	**380,191**	**343,918**
Year End Surplus/(Deficit)	**0**	**0**

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.20
Income and Expenditure Account - Car Park

	2020		2019	
Service Charges Receivable - Car Park		37,149		36,265
Reserve Fund Contribution re Lift Repairs		10,265		-
		47,414		36,265
Electricity	7,260		5,539	
Electronic Gate Maintenance	2,699		2,097	
Electrical Testing/Maintenance	1,308		1,490	
Fire Alarm Testing/Maintenance	401		526	
General maintenance	144		486	
Insurance	987		822	
Lift maintenance	6,069		5,723	
Lift phone	84		90	
Lift repairs	14,581		5,028	
Management fee	2,877		2,794	
Professional fees	0		0	
Salaries/Staff Expenses	12,400		12,746	
Security/CCTV	51		24	
Site Management Overheads	187		321	
Visitors Car Parking Spaces to Schedule A	(3,434)		(3,221)	
		45,614		34,465
Contribution to reserve fund		1,800		1,800
Total Expenditure		47,414		36,265
Year End Surplus/(Deficit)		0		0

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.20
Reserves

		2020	2019
Reserves - Residential			
Reserves B/F at 1st January		**125,628**	**107,628**
Less:	Income/Expenditure for the Year	-	-
	Contribution from Reserve Fund	(34,246)	-
Add:	PY Deficit Recharged to Leaseholders	-	-
	CY Reserve Fund Contribution - Residential	22,000	18,000
	CY Service Charge Deficit to be Recharged	-	-
Reserves C/F at 31st December		**113,382**	**125,628**
Reserves - Car Park			
Reserves B/F at 1st January		**60,619**	**58,819**
Less:	Income/Expenditure for the Year	-	-
	Contribution from Reserve Fund	(10,265)	-
Add:	PY Deficit Recharged to Leaseholders	-	-
	CY Reserve Fund Contribution - Residential	1,800	1,800
	CY Service Charge Deficit to be Recharged	-	-
Reserves C/F at 31st December		**52,154**	**60,619**
Total Reserve Fund Balance C/F at 31st December		**165,536**	**186,247**

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.20
Debtors & Prepayments

	2,020	2,019
Service Charge Debtors		
Service Charge Debtors	24,706	38,840
	24,706	**38,840**
Prepayments	**55,590**	**16,045**

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.20
Creditors & Accruals

	2020	2019
Trade/Service Charge Creditors	95,343	61,259
Accruals	9,912	17,482

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.20
Budget vs Actual Expenditure (page 1 of 2)

	Budget 2020 £	Actual 2020 £	Over/Under Spend £	Budget 2021 £
Schedule A				
Accountancy fee	1,500	1,500	0	1,500
Broadband	500	0	500	0
Electrical testing and maintenance	12,500	10,506	1,994	10,000
Electricity	18,000	29,041	(11,041)	25,000
Fire Alarm Testing/Maintenance	4,000	2,638	1,362	3,000
Garden Maintenance	1,500	808	692	1,500
General maintenance	12,500	12,738	(238)	12,500
Health and safety	2,000	2,521	(521)	2,000
Insurances	40,715	41,540	(825)	38,415
Lift maintenance & repairs	9,226	7,370	1,856	9,448
Lift phone	455	752	(297)	442
Management fee	27,995	27,995	0	28,835
Pest Control	500	270	230	500
Postage & Stationery	700	583	117	700
Professional fees	2,000	17,456	(15,456)	2,000
Registrar of Companies	13	13	0	13
Reserve Fund Contribution	22,000	22,000	0	30,000
Staff Wages & Staff Expenses	114,104	118,857	(4,753)	118,114
Security/CCTV	500	459	41	500
Site management overheads	2,500	2,487	13	3,400
Visitor parking spaces	3,434	3,434	0	3,680
Water rates	60,616	55,358	5,258	57,047
Water treatment and maintenance	4,000	17,479	(13,479)	4,000
Window cleaning	4,500	4,386	114	4,500
Total costs	**345,758**	**380,191**	**(34,433)**	**357,094**
Add: Bank Interest Received			187	
Add: Reserve Fund Contribution to Water Maintenance			13,859	
Add: Reserve Fund Contribution to Professional Fees			15,309	
Add: Reserve Fund Contribution to Electricity			5,078	
Total service charge	**345,758**	**380,191**	**0**	**357,094**

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.20
Budget vs Actual Expenditure (page 2 of 2)

	Budget 2020 £	Actual 2020 £	Over/Under Spend £	Budget 2021 £
Schedule B				
Electricity	4,459	7,260	(2,801)	6,250
Electronic Gate Maintenance	1,500	2,699	(1,199)	2,500
Electrical Testing/Maintenance	1,000	1,308	(308)	800
Fire Alarm Testing/Maintenance	200	401	(201)	200
General maintenance	1,000	144	856	1,000
Insurance	868	987	(119)	884
Lift maintenance	6,047	6,069	(22)	6,346
Lift Phone	455	84	371	442
Lift Repairs	7,000	14,581	(7,581)	5,000
Management fee	2,877	2,877	0	2,964
Professional fees	300	0	300	300
Reserve Fund Contribution	1,800	1,800	0	1,800
Salaries & Staff Expenses	12,677	12,400	277	13,114
Security/CCTV	50	51	(1)	50
Site Management Overheads	350	187	163	450
Visitor parking spaces	(3,434)	(3,434)	0	(3,680)
Total costs	**37,149**	**47,414**	**(10,265)**	**38,420**
Add: Reserve Fund Contribution to Lift Repairs			10,265	
Total service charge	**37,149**	**47,414**	**0**	**38,420**