J.S. Weber & Co. Ltd.

Chartered Accountants

Service Charge Certificate

Newport Road Maintenance Limited
Admiral House, Newport Road, Cardiff

For the year ended 31 December 2013

NEWPORT ROAD MAINTENANCE LIMITED

ADMIRAL HOUSE
FOR THE YEAR ENDED 31 DECEMBER 2013

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ACCOUNTANTS' REPORT TO THE MANAGING AGENTS OF NEWPORT ROAD MAINTENANCE LIMITED ADMIRAL HOUSE FOR THE YEAR ENDED 31 DECEMBER 2013

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 7 in respect of Newport Road Maintenance Limited, for the year ended 31 December 2013 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

10 April 2014

NEWPORT ROAD MAINTENANCE LIMITED
ADMIRAL HOUSE
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2013

	2013	2012
	£	£
Income		
Service charge	185,861	360,987
Car Park recovery summary 2012	17,027	0
Bank interest received - net	40	0
	202,928	360,987
Expenditure		
Schedule 1 - residential	213,383	363,547
Schedule 2 - car park	28,487	52,497
Total expenditure	241,870	416,044
Deficit for the year	(38,942)	(55,057)

NEWPORT ROAD MAINTENANCE LIMITED
ADMIRAL HOUSE
BALANCE SHEET
FOR THE YEAR ENDED 31 DECEMBER 2013

	2013 £	2012 £
Current assets		
Service charge debtors	34,439	14,083
Defict to be recovered by service charge	38,942	55,057
Prepayments	17,412	17,909
Cash at bank	34,166	37,179
	124,959	124,228
Creditors: amounts falling due within one year		
Trade creditors	74	33,984
Accruals and deferred income	24,174	17,494
	24,248	51,478
Total assets less current liabilities	100,711	72,750
Capital and reserves		
Reserve fund - Residential	53,582	45,000
Reserve funds - Car Park	47,129	27,750
	100,711	72,750

NEWPORT ROAD MAINTENANCE LIMITED
ADMIRAL HOUSE
SERVICE CHARGE SUMMARY
FOR THE YEAR ENDED 31 DECEMBER 2013

	2013 £	2012 £
Schedule		
Schedule 1 - residential	167,275	363,657
Schedule 2 - car park	18,586	52,497
	185,861	416,044

NEWPORT ROAD MAINTENANCE LIMITED
ADMIRAL HOUSE
SCHEDULE 1 - RESIDENTIAL
FOR THE YEAR ENDED 31 DECEMBER 2013

Summary of costs	**2013** **£**	**2012** **£**
Lift maintenance	12,900	7,305
Window cleaning	7,776	7,788
On site staff	0	142,744
Site management overheads	7,286	5,726
Security	0	5,431
Electrical testing and maintenance	35,920	0
Electricity	24,953	25,877
Fire Alarm Testing/Maintenance	3,904	0
Health and safety	2,254	20,901
Landscaping	1,111	1,111
Insurance	24,552	26,028
Management fee	21,463	36,000
Professional fees	8,102	2,688
Accountancy fee	1,087	1,425
Registrar of Companies	13	14
Annual General Meeting costs	306	
Water rates	43,675	46,789
Water treatment and maintenance	3,207	0
General maintenance	6,290	12,720
Total costs	**204,801**	**342,547**
Contribution to reserve fund	8,582	21,000
Total service charge	**213,383**	**363,547**
Reserve fund for future expenses		
Balance brought forward	45,000	24,000
Contribution to reserve fund	8,582	21,000
Balance carried forward	**53,582**	**45,000**

NEWPORT ROAD MAINTENANCE LIMITED
ADMIRAL HOUSE
SCHEDULE 2 - CAR PARK
FOR THE YEAR ENDED 31 DECEMBER 2013

		2013	2012
Summary of costs		£	£
Capital contribution to lift	6,289		
Contribution from tenant owners	(2,400)		
		3,889	
Lift maintenance		66	240
On site staff			4,174
Security			1,068
Electricity		2,768	5,691
Management fee		2,385	3,600
Professional fees			12,944
General maintenance			780
Total costs		9,108	28,497
Contribution to reserve fund		19,379	24,000
Total service charge		28,487	52,497
Reserve fund for future expenses			
Balance brought forward		27,750	3,750
Contribution to reserve fund		19,379	24,000
Balance carried forward		47,129	27,750

NEWPORT ROAD MAINTENANCE LIMITED
ADMIRAL HOUSE
RESERVE FUND
FOR THE YEAR ENDED 31 DECEMBER 2013

Reserve fund for future expenditure	**Schedule 1 Residential £**	**Schedule 2 Car park £**	**TOTAL**
Balance brought forward	45,000	27,750	72,750
Movement in the year	8,582	19,379	27,961
Balance carried forward	53,582	47,129	100,711

Approved by the managing agent

Western Permanent Property Limited
46 Whitchurch Road,
Cardiff
CF14 3LX