Registered number
05249263

Newport Road Maintenance Limited

Report and Unaudited Financial Statements

31 December 2016

Newport Road Maintenance Limited

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Newport Road Maintenance Limited

Company information
for the year ended 31st December, 2016

Directors	E. Davies G.A. Garrard N.A. Jarjis P. Parry M. Currie
Secretary	N. Gregory
Registered office	46 Whitchurch Road, Roath, Cardiff CF14 3LX
Registered number	05249263
Accountants	J.S. Weber & Co. Ltd. 29 Woodvale Avenue, Cyncoed, Cardiff CF23 6SP

Newport Road Maintenance Limited

Registered number: 05249263

Directors' Report

The directors present their report and accounts for the year ended 31st December, 2016.

Principal Activity

The company is dormant and has not traded during the year nor subsequent to the year end. The principal activity of the company was the management of a property known as Admiral House, Newport Road, Cardiff and administering service charges as agents of the statutory trust for the residents. The company has no income nor 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
G.A. Garrard
N.A. Jarjis
P. Parry
M. Currie

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 19.06.2017 and signed on its behalf.

Director

Newport Road Maintenance Limited

Balance Sheet Registered Number 05249263

as at 31 December 2016

	Notes	2016 £	2015 £
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 480 of the Companies Act 2006 relating to dormant companies.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to 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 companies subject to the small companies regime.

Director

Approved by the board on 19.06.2017.

Newport Road Maintenance Limited
Notes to the Financial Statements
for the year ended 31st December, 2016

1 Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective 2015).

2 Corporation Tax

There is no corporation tax payable on the result for this year nor the previous year.

3 Income and Expenditure

The company has no income nor 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.

2 Share capital	**2016**	**2015**
	£	**£**
The company has no share capital		
The company is limited by guarantee	-	-

3 Ultimate controlling party

There is no ultimate controlling party.

6 Contractual Commitments

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, 2016 the company had not entered into any non-cancelleable contractual commitments.

ACCOUNTANTS' REPORT TO THE MANAGING AGENTS OF NEWPORT ROAD MAINTENANCE LIMITED ADMIRAL HOUSE FOR THE YEAR ENDED 31 DECEMBER 2016

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 2016 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

8 June 2017

NEWPORT ROAD MAINTENANCE LIMITED
ADMIRAL HOUSE
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2016

	2016 £	2015 £
Income		
Service charge	338,412	339,501
Bank interest received	106	140
	338,518	339,641
Expenditure		
Schedule 1 - residential	305,051	284,000
Schedule 2 - car park	37,470	40,707
Total expenditure	342,521	324,707
Surplus/(Deficit) for the year	**(4,003)**	**14,934**

NEWPORT ROAD MAINTENANCE LIMITED
ADMIRAL HOUSE
BALANCE SHEET
FOR THE YEAR ENDED 31 DECEMBER 2016

	2016 £	2015 £
Fixed Assets		
Car Parking Spaces	13,545	13,545
Current assets		
Service charge debtors	22,734	19,419
Prepayments	14,081	9,974
Cash at bank	88,194	90,073
	125,009	119,466
Creditors: amounts falling due within one year		
Trade creditors	3,556	392
Accruals and deferred income	3,665	6,908
	7,221	7,300
Total assets less current liabilities	**131,333**	**125,711**
Capital and reserves		
Reserve fund - Residential	76,677	78,582
Reserve funds - Car Park	54,656	47,129
	131,333	**125,711**

NEWPORT ROAD MAINTENANCE LIMITED
ADMIRAL HOUSE
SERVICE CHARGE SUMMARY
FOR THE YEAR ENDED 31 DECEMBER 2016

	2016 £	2015 £
Schedule		
Schedule 1 - residential	306,522	309,437
Schedule 2 - car park	31,890	30,064
	338,412	**339,501**

NEWPORT ROAD MAINTENANCE LIMITED
ADMIRAL HOUSE
SCHEDULE 1 - RESIDENTIAL
FOR THE YEAR ENDED 31 DECEMBER 2016

Summary of costs	**2016** **£**	**2015** **£**
Accountancy fee	1,500	1,500
Annual General Meeting costs	250	200
Broadband	528	915
Electrical testing and maintenance	25,183	11,603
Electricity	19,919	19,989
Fire Alarm Testing/Maintenance	2,696	1,543
Gardening	1,212	1,262
General maintenance	17,570	11,185
Health and safety	2,700	5,356
Insurances	34,691	31,143
Lift maintenance and repairs	9,349	7,020
Lift phone	794	457
Management fee	24,786	22,770
Professional fees	2,566	5,827
Registrar of Companies	13	13
Salaries	106,823	100,267
Security/CCTV	325	1,635
Site management overheads	3,366	4,344
Water rates	28,686	34,941
Water treatment and maintenance	2,708	2,893
Window cleaning	4,386	4,137
Total costs	**290,051**	**269,000**
Contribution to reserve fund	15,000	15,000
Total service charge	**305,051**	**284,000**
Reserve fund for future expenses		
Balance brought forward	93,582	78,582
Contributions to Major Works	-6,468	-
PY Surplus Refunded to Leasehold	-25,437	-
Contribution to reserve fund	15,000	15,000
Balance carried forward	**76,677**	**93,582**

NEWPORT ROAD MAINTENANCE LIMITED
ADMIRAL HOUSE
SCHEDULE 2 - CAR PARK
FOR THE YEAR ENDED 31 DECEMBER 2016

Summary of costs	**2016** **£**	**2015** **£**
Electricity	4,980	4,997
Electrical Testing/Maintenance	2,205	5,606
Fire Alarm Testing/Maintenance	300	171
General maintenance	504	3,637
Insurance	709	253
Lift maintenance	3,894	3,847
Lift phone	417	419
Lift repairs	8,428	1,942
Management fee	2,582	2,531
Professional fees	285	1,941
Salaries	11,869	11,141
Security/CCTV	1,042	4,222
Site Management Overheads	255	-
Total costs	**37,470**	**40,707**
Contribution to reserve fund	0	0
Total service charge	**37,470**	**40,707**
Reserve fund for future expenses		
Balance brought forward	47,129	47,129
Contribution to Major Works	-3,116	-
PY Deficit Recharged to Leaseholders	10,643	-
Contribution to reserve fund	0	0
Balance carried forward	**54,656**	**47,129**

NEWPORT ROAD MAINTENANCE LIMITED
ADMIRAL HOUSE
RESERVE FUND
FOR THE YEAR ENDED 31 DECEMBER 2016

Reserve fund for future expenditure	**Schedule 1 Residential £**	**Schedule 2 Car park £**	**TOTAL**
Balance brought forward	93,582	47,129	140,711
Movement in the year	15,000	0	15,000
PY Surplus/Deficit Recharged/Refunded	-25,437	10,643	-14,794
Reserve Funding for Major Works	-6,468	-3,116	-9,584
Balance carried forward	**76,677**	**54,656**	**131,333**

Approved by the managing agent

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

NEWPORT ROAD MAINTENANCE LIMITED
ADMIRAL HOUSE
BUDGET VS ACTUAL EXPENDITURE (page 1 of 2)
FOR THE YEAR ENDED 31 DECEMBER 2016

	Budget 2016 £	Actual 2016 £	Over/Under Spend £	Budget 2017 £
Schedule A				
Accountancy fee	1,500	1,500	0	1,500
Annual General Meeting costs	0	250	(250)	0
Broadband	1,000	528	472	500
Electrical testing and maintenance	10,000	25,183	(15,183)	25,000
Electricity	21,538	19,919	1,619	23,372
Fire Alarm Testing/Maintenance	2,700	2,696	4	2,700
Gardening	1,500	1,212	288	1,500
General maintenance	19,439	17,570	1,869	20,500
Health and safety	4,500	2,700	1,800	4,500
Insurances	33,860	34,691	(831)	37,270
Lift maintenance and repairs	8,500	9,349	(849)	8,500
Lift phone	400	794	(394)	400
Management fee	24,786	24,786	0	25,621
Professional fees	3,000	2,566	434	3,000
Registrar of Companies	13	13	0	13
Salaries	105,000	106,823	(1,823)	106,000
Security/CCTV	2,000	325	1,675	1,000
Site management overheads	4,100	3,366	734	4,000
Visitor Car Parking Spaces	0	0	0	3,079
Water rates	40,000	28,686	11,314	30,000
Water treatment and maintenance	3,300	2,708	592	3,300
Window cleaning	4,386	4,386	0	4,386
Total costs	**291,522**	**290,051**	**1,471**	**306,141**
Contribution to reserve fund	15,000	15,000	0	18,500
Bank Interest Received		106	106	
Total service charge	**306,522**	**305,157**	**1,577**	**324,641**

NEWPORT ROAD MAINTENANCE LIMITED
ADMIRAL HOUSE
BUDGET VS ACTUAL EXPENDITURE (page 2 of 2)
FOR THE YEAR ENDED 31 DECEMBER 2016

	Budget 2016 £	Actual 2016 £	Over/Under Spend £	Budget 2017 £
Schedule B				
Electricity	5,385	4,980	405	5,843
Electrical Testing/Maintenance	0	2,205	(2,205)	0
Fire Alarm Testing/Maintenance	300	300	0	300
General maintenance	2,000	504	1,496	2,000
Insurance	0	709	(709)	800
Lift maintenance	4,000	3,894	106	4,250
Lift Phone	360	417	(57)	400
Lift Repairs	2,000	8,428	(6,428)	2,000
Management fee	2,582	2,582	0	2,633
Professional fees	492	285	207	300
Salaries	11,600	11,869	(269)	11,790
Security/CCTV	3,000	1,042	1,958	4,050
Site Management Overheads	171	255	(84)	231
Visitor Parking Spaces	0	0	0	(3,079)
Total costs	**31,890**	**37,470**	**(5,580)**	**31,518**
Contribution to reserve fund	0	0	0	0
Total service charge	**31,890**	**37,470**	**(5,580)**	**31,518**
	338,412	**342,627**	**(4,003)**	**356,159**