Company Number: 05249263 (England & Wales)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2021

FOR

NEWPORT ROAD MAINTENANCE LIMITED

NEWPORT ROAD MAINTENANCE LIMITED

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FOR THE YEAR ENDED 31ST DECEMBER 2021

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NEWPORT ROAD MAINTENANCE LIMITED

COMPANY INFORMATION

FOR THE YEAR ENDED 31ST DECEMBER 2021

Directors:	E Davies
	N Jarjis
	M Currie
	S Morris
	P Parry
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 2021

The directors present their report and accounts for the year ended 31st December 2021.

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

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:

P. E PARRY

DIRECTOR

Approved by the board on:

JUNE 22 2022

NEWPORT ROAD MAINTENANCE LIMITED

BALANCE SHEET

FOR THE YEAR ENDED 31ST DECEMBER 2021

	NOTE	2021	2020
		£	£
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 22 2022

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 2021 nor for the previous year ended 31st December 2020.

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

	2021	2020
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 2021 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 2021

NEWPORT ROAD MAINTENANCE LIMITED

ADMIRAL HOUSE
FOR THE YEAR ENDED 31 DECEMBER 2021

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 2021

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 2021 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 nor 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

9th June, 2022

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.21
Income and Expenditure Summary

	2021	2020
Income		
Schedule 1 - residential	357,094	380,004
Schedule 2 - car park	38,420	47,414
	395,514	**427,418**
Expenditure		
Schedule 1 - residential	375,773	380,191
Schedule 2 - car park	50,659	47,414
Total expenditure	**(426,432)**	**(427,605)**
Operating Income/(Expenditure) on Ordinary Activities	**(30,918)**	**(187)**
Interest Received	-	187
Taxation	-	-
Income/Expenditure for the Financial Year	**(30,918)**	**0**

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.21
Balance Sheet

	2021 £		2020 £	
FIXED ASSETS				
Car Parking Spaces		13,545		13,545
CURRENT ASSETS				
Service charge debtors	253,075		24,706	
Prepayments	59,764		55,590	
Cash at bank	667,911		176,950	
	980,750		257,246	
CREDITORS				
Trade/Service Charge Creditors	108,556		95,343	
Accruals	11,386		9,912	
	119,942		105,255	
Net Current Assets/Liabilities		860,808		151,991
TOTAL ASSETS LESS CURRENT LIABILITIES		**874,353**		**165,536**
CAPITAL & RESERVES				
Reserves B/F	165,536		186,247	
Income& Expenditure Account for Year	-		-	
Section 20 Funds	707,935		-	
Contribution from Reserves - Schedule A	(18,679)		(34,246)	
Contribution from Reserves - Schedule B	(12,239)		(10,265)	
CY Reserve Fund Contribution - Residential	30,000		22,000	
CY Reserve Fund Contribution - Car Park	1,800		1,800	
CY Deficit to be Recharged	-		-	
		874,353		165,536
		874,353		**165,536**

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.21
Income and Expenditure Account - Residential

	2021	2020
Service Charge Receivable - Residential	357,094	345,758
Reserve Fund Contribution re Cladding	-	15,309
Reserve Fund Contribution re Water Maintenance	-	13,859
Reserve Fund Contribution re Electricity	-	5,078
Reserve Fund Contribution to Insurances	10,113	-
Reserve Fund Contribution to Professional Fees	1,056	-
Reserve Fund Contribution to Staff Wages & Expenses	6,626	-
Reserve Fund Contribution to General Maintenance	884	-
Bank Interest Received	-	187
	375,773	**380,191**
Expenditure - Residential		
Accountancy fee	1,500	1,500
Electrical testing and maintenance	4,626	10,506
Electricity	24,148	29,041
Fire Alarm Testing/Maintenance	4,983	2,638
Gardening	1,621	808
General maintenance	18,108	12,738
Health and safety	1,201	2,521
Insurances	48,528	41,540
Lift maintenance and repairs	9,493	7,370
Lift phone	679	752
Management fee	28,835	27,995
Pest Control	820	270
Postage & Stationery	793	583
Professional fees	3,056	17,456
Registrar of Companies	13	13
Salaries/Staff Expenses	124,527	118,857
Security/CCTV	238	459
Site management overheads	1,279	2,487
Visitors Car Parking Spaces	3,680	3,434
Water rates	58,916	55,358
Water treatment and maintenance	4,343	17,479
Window cleaning	4,386	4,386
	345,773	**358,191**
Contribution to reserve fund	**30,000**	**22,000**
Total Expenditure	**375,773**	**380,191**
Year End Surplus/(Deficit)	**0**	**0**

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.21
Income and Expenditure Account - Car Park

	2021		2020	
Service Charges Receivable - Car Park		38,420		37,149
Reserve Fund Contribution re Lift Repairs		12,239		10,265
		50,659		**47,414**
Electricity	6,037		7,260	
Electronic Gate Maintenance	880		2,699	
Electrical Testing/Maintenance	359		1,308	
Fire Alarm Testing/Maintenance	554		401	
General maintenance	-		144	
Insurance	987		987	
Lift maintenance	8,366		6,069	
Lift phone	75		84	
Lift repairs	18,076		14,581	
Management fee	2,964		2,877	
Salaries/Staff Expenses	14,073		12,400	
Security/CCTV	26		51	
Site Management Overheads	142		187	
Visitors Car Parking Spaces to Schedule A	(3,680)		(3,434)	
		48,859		**45,614**
Contribution to reserve fund		**1,800**		**1,800**
Total Expenditure		**50,659**		**47,414**
Year End Surplus/(Deficit)		**0**		**0**

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.21
Reserves

		2021	2020
Reserves - Residential			
Reserves B/F at 1st January		**113,382**	**125,628**
Less:	Income/Expenditure for the Year	-	-
	Contribution from Reserve Fund	(18,679)	(34,246)
Add:	Section 20 Funds	707,935	-
	CY Reserve Fund Contribution - Residential	30,000	22,000
Reserves C/F at 31st December		**832,638**	**113,382**
Reserves - Car Park			
Reserves B/F at 1st January		**52,154**	**60,619**
Less:	Income/Expenditure for the Year	-	-
	Contribution from Reserve Fund	(12,239)	(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		**41,715**	**52,154**
Total Reserve Fund Balance C/F at 31st December		**874,353**	**165,536**

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.21
Debtors & Prepayments

	2021	2020
Service Charge Debtors		
Service Charge/Section 20 Debtors	253,075	24,706
	253,075	**24,706**
Prepayments	**59,764**	**55,590**

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.21
Creditors & Accruals

	2021	2020
Trade/Service Charge Creditors	108,556	95,343
Accruals	11,386	9,912

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.21
Budget vs Actual Expenditure (page 1 of 2)

	Budget 2021 £	Actual 2021 £	Over/Under Spend £	Budget 2022 £
Schedule A				
Accountancy fee	1,500	1,500	0	1,500
Electrical testing and maintenance	10,000	4,626	5,374	6,000
Electricity	25,000	24,148	852	25,000
Fire Alarm Testing/Maintenance	3,000	4,983	(1,983)	4,200
Garden Maintenance	1,500	1,621	(121)	1,500
General maintenance	12,500	18,108	(5,608)	15,000
Health and safety	2,000	1,201	799	2,000
Insurances	38,415	48,528	(10,113)	53,342
Lift maintenance & repairs	9,448	9,493	(45)	10,151
Lift phone	442	679	(237)	388
Management fee	28,835	28,835	0	29,700
Pest Control	500	820	(320)	500
Postage & Stationery	700	793	(93)	820
Professional fees	2,000	3,056	(1,056)	2,000
Registrar of Companies	13	13	0	13
Reserve Fund Contribution	30,000	30,000	0	30,000
Staff Wages & Staff Expenses	118,114	124,527	(6,413)	133,515
Security/CCTV	500	238	262	500
Site management overheads	3,400	1,279	2,121	1,500
Visitor parking spaces	3,680	3,680	0	4,537
Water rates	57,047	58,916	(1,869)	61,000
Water treatment & maintenance	4,000	4,343	(343)	4,000
Window cleaning	4,500	4,386	114	4,500
Total costs	**357,094**	**375,773**	**(18,679)**	**391,666**
Add: Bank Interest Received				
Add: Reserve Fund Contribution to Insurances			10,113	
Add: Reserve Fund Contribution to Professional Fees			1,056	
Add: Reserve Fund Contribution to Staff Wages & Expenses			6,626	
Add: Reserve Fund Contribution to General Maintenance			884	
Total service charge	**357,094**	**375,773**	**0**	**391,666**

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.21
Budget vs Actual Expenditure (page 2 of 2)

	Budget 2021 £	Actual 2021 £	Over/Under Spend £	Budget 2022 £
Schedule B				
Electricity	6,250	6,037	213	6,100
Electronic Gate Maintenance	2,500	880	1,620	2,000
Electrical Testing/Maintenance	800	359	441	700
Fire Alarm Testing/Maintenance	200	554	(354)	470
General maintenance	1,000	0	1,000	1,000
Insurance	884	987	(103)	1,046
Lift maintenance	6,346	8,366	(2,020)	6,676
Lift Phone	442	75	367	388
Lift Repairs	5,000	18,076	(13,076)	10,000
Management fee	2,964	2,964	0	3,053
Professional fees	300	0	300	300
Reserve Fund Contribution	1,800	1,800	0	1,800
Salaries & Staff Expenses	13,114	14,073	(959)	14,848
Security/CCTV	50	26	24	50
Site Management Overheads	450	142	308	180
Visitor parking spaces	(3,680)	(3,680)	0	(4,537)
Total costs	**38,420**	**50,659**	**(12,239)**	**44,074**
Add: Reserve Fund Contribution to Lift Repairs			12,239	
Total service charge	**38,420**	**50,659**	**0**	**44,074**

NEWPORT ROAD MAINTENANCE LIMITED - ADMIRAL HOUSE
Year End: 31.12.21
Section 20 Expenditure

	2021
Section 20 Income	782,395
Section 20 Expenditure	74,460
	707,935