

LITTLE LEAVES PRE-SCHOOL

England & Wales · Charity number 1029991

Details

Other names	GREENASH PLAYSCHOOL, GREENASH PRE-SCHOOL
Status	Registered
Legal form	Other
Registered	1993-12-10
Register	View on the Charity Commission register

Contact

Address	Little Leaves Pre-School Youth and Community Centre Ash Road New Ash Green DA3 8JY
Phone	01474 873519
Email	littleleaves@outlook.com
Website	https://littleleavespreschool.weebly.com/

Activities

Objects: The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;(c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Activities: Pre School

Classification

- **How:** Provides Human Resources
- **What:** Education/training
- **Who:** Children/young People

Geography

- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£142,864	£154,887	-	-
2024-08-31	£153,121	£147,681	-	-
2023-08-31	£117,963	£117,458	-	-
2022-08-31	£117,655	£121,725	-	-
2021-08-31	£112,740	£95,081	-	-
2020-08-31	£86,319	£80,666	-	-

Trustees

Name	Role	Appointed
Ian Nurdin	Chair	2021-08-10
Ashley Assiter		2022-06-17
Hannah Ward		2022-06-17
Helen Bakie		2022-10-19
John Kelly		2022-03-30
Laura Manston		2021-08-10
Melanie Skinner		2020-11-12
Nikki Hawthorne		2022-06-17

LITTLE LEAVES PRE-SCHOOL

England & Wales - Charity number 1029991

Accounts

LITTLE LEAVES PRE-SCHOOL - ANNUAL MEETING - 11th JUNE 2025

Interim Chairman's message

It is with a sense of pride and pleasure that once again I would like to take this opportunity to extend my thanks to the wonderful team at Little Leaves and for everything they have done for the children.

My thanks to Jo as Setting Manager and to Jamie as her deputy for all their hard work and enthusiasm in making sure we offer our children the best experience and fun during their time with us.

Many thanks to Charmaine who has worked very hard with the SENCO role, as well as looking after our administration needs, keeping us on track.

The wonderful team who look after the children every day are amazing, we are so lucky to have such dedicated members of staff. We are very grateful for all their hard work and enthusiasm! Our thanks to Charlotte B, Grace, Charlotte G, Gemma, Gill and Melanie, and also to Gemma S and Zoe who have kindly been our brilliant "bank" team members.

It has been lovely to welcome Melanie back into the setting, she and her family are very much in our thoughts and I am grateful to the staff for all the care and kindness they have shown the family.

The Pre-school has to constitutionally be run by a committee and we are very lucky to have a small but wonderful group of people who are dedicated to doing what we can for the pre-school.

As well as myself as the interim Chairman we have Laura Manston as Secretary, John Kelly as Treasurer and Ashley, Nikki, Lauren, Zara and Sophie as Committee members. We also have Melanie and Grace who sit on the committee and are members of the pre-school team. Jo as Setting Manager and Charmaine as Administration Officer are also invited to Committee Meetings. Our thanks to them all for everything they do, especially to our Secretary Laura, who sadly is stepping down from her role after this AGM. We are very grateful for all her hard work on our behalf and we are going to miss her.

Our Financial Accounts are beautifully looked after by Jan Parsons and her team at NP Associates and we are very grateful to Jan, Thelma and Andrea for all the work they do for us.

Our plans to change the status of the Pre-School to that of a Charitable Incorporated Organisation (CIO) are still there in the background and is something to be addressed if the present committee feel we should progress the idea further.

We still need to find willing volunteers to take over the Chair of the pre-school committee and the Secretary role. Please have a think about these positions, I would be happy to have a chat with anyone to discuss what is involved on a no-obligation basis. Likewise if you can think of anyone outside of the setting who might be interested then they would be very welcome to find out more.

Our thanks to all parents and carers who send their children to Little Leaves, we do hope that they find their stay with us is an enjoyable experience and helps prepare the children for the exciting move to Primary school.

Thank you all for your support, it is very much appreciated.

Ian Nurdin

Interim Chairman

Little Leaves Pre-School
Reports & financial statements for the year ended
31 August 2025

**Copperville House
Fawkham Green Road
Longfield
Kent
DA3 8NN**

**Telephone 01474871414
E Mail: jan.parsons@npassociates.co.uk**

N P Associates Ltd

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Business Information

Little Leaves Pre-School

Youth Centre
North Square
New Ash Green
DA3 8JY

Accountants

N P Associates Ltd
Copperville House
Fawkham Green Road
Kent
DA3 8NN

Little Leaves Pre-School

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing N P Associates Ltd with all information and explanations necessary for their compilation.

Ian Nurdin

20 May 2026

Little Leaves Pre-School

Accountants' report on the unaudited accounts to Little Leaves Pre-School

You have approved the accounts for the year ended 31 August 2025 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

N P Associates Ltd
Accountants

Copperville House
Fawkham Green Road
Fawkham , Longfield
Kent
DA3 8NN

20 May 2026

**Little Leaves Pre-School
Profit and Loss Account
for the year ended 31 August 2025**

	2025	2024
	£	£
Sales	148,188	154,974
Cost of sales	5,324	1,853
Gross profit	<u>142,864</u>	<u>153,121</u>
Expenses		
Wages, salaries and other staff costs	132,054	126,937
Rent, rates, power and insurance costs	15,513	15,092
Repairs and renewals of property and equipment	458	731
Telephone, fax, stationery and other office costs	2,212	1,970
Accountancy, legal and other professional fees	4,355	2,922
Other business expenses	295	29
	<u>154,887</u>	<u>147,681</u>
(Loss)/profit	<u>(12,023)</u>	<u>5,440</u>

**Little Leaves Pre-School
Balance Sheet
as at 31 August 2025**

	Notes	2025 £	2024 £
Current assets			
Trade debtors	4,416	2,675	
Bank/building society balances	54,494	68,905	
Cash in hand	182	(184)	
	<u>59,092</u>	<u>71,396</u>	
Current liabilities			
Trade creditors	2,382	2,010	
Other liabilities and accruals	3,859	4,512	
	<u>6,241</u>	<u>6,522</u>	
Net current assets		52,851	64,874
Net assets		<u>52,851</u>	<u>64,874</u>
Capital account			
Balance at start of period		64,874	59,434
Net (loss)/profit		(12,023)	5,440
		<u>52,851</u>	<u>64,874</u>

Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2025

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2025	2024
	£	£
Sales		
Nursery fees	13,794	20,689
KCC Funding	133,111	133,362
Comp voucher & CAF	-	50
Interest receivable	528	495
Fund raising	755	378
	<u>148,188</u>	<u>154,974</u>
Cost of sales		
Equipment expensed	4,326	981
Fundraising expenses	255	6
Other direct costs	19	-
Weekly snacks & sweets	724	866
	<u>5,324</u>	<u>1,853</u>
Wages, salaries and other staff costs		
Wages and salaries	124,901	120,450
Pensions	1,637	1,476
Employer's NI	4,881	3,055
Staff training and welfare	635	1,956
	<u>132,054</u>	<u>126,937</u>
Rent, rates, power and insurance costs		
Rent	15,217	14,840
Cleaning	296	252
	<u>15,513</u>	<u>15,092</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>458</u>	<u>731</u>
Telephone, fax, stationery and other office costs		
Postage	14	39
Stationery and printing	373	616
Computers & software	812	-
Subscriptions	1,013	1,315
	<u>2,212</u>	<u>1,970</u>

**Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2025**

Accountancy, legal and other professional fees

Accountants fees	3,240	2,100
Payroll Fees	1,080	600
DBS checks	-	187
Information Commissioner	35	35
	<u>4,355</u>	<u>2,922</u>

Other business expenses

Gifts & sundries	<u>295</u>	<u>29</u>
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England & Wales - Charity number 1029991

Accounts



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The Youth & Community Centre
New Ash Green, Kent DA3 8JY
Charity No. 1029991
<https://littleleavespreschool.weebly.com>
littleleavescommittee@outlook.com
01474 872 441



LITTLE LEAVES PRE-SCHOOL AGM
WEDNESDAY 19TH JUNE 2024 - 09:05 - MEETING ROOM, NAG YOUTH CENTRE

MINUTES

1. Attendees

Ian Nurdin (Chair), John Kelly (Treasurer), Laura Manston (Secretary), Jo Smith (Setting Manager), Sarah Green (Grandparent), Zara Lilleycrop (Parent)

2. Apologies

Ashlie Assiter (Committee member), Hannah Ward (Committee member), Nikki Hawthorne (Committee member), Melanie Tutt (Committee Member), Grace Wilkinson (Committee Member), Sophie French (Committee member), Charmaine Brooks (Manager)

3. Report from the Treasurer

Little Leaves is financially stable as a not-for-profit organisation. In order to offer children a variety of snacks, inclusive of all dietary requirements, the setting plans to introduce a voluntary contributions box.

4. Report from Accountants

NP Associates continues to provide accounting services for Little Leaves.

5. Report from the Chair

Thank you to our staff, committee, parents and children for collectively building a wonderful setting.

6. Report from the Setting Manager

We will be starting in September 2024 with a virtually full preschool and it looks like a repeat for 2025. We have a waiting list for 2026 already.

Two new staff members joined in September and are really getting stuck in, learning their roles on the job, all statutory training has been completed including Paediatric First Aid. Another bonus staffing wise is we welcomed our Charlotte back after a sabbatical.

IAN NURDIN
IAN NURDIN
10th JUNE 2025

We have had some lovely additions to our continuous provision, a beautiful wooden playhouse for the garden which was donated by the family of a former student and the most amazing new kitchen set up for our home corner, both of which the children adore.

World book day was a resounding success with so many dressing up (staff as well as children) and lots of storytelling throughout the day, story sacks were sent home with children to share with their parents which I'm told were greatly enjoyed.

Funding rates have been confirmed by KCC and they have risen slightly for 3 to 4 years to £5.16 per hour and the new 2-year funding is coming in at a rate of £7.55 per hour.

Preparations are being put in place for our graduation this summer, gifts/medals etc have been purchased and we will be sending invites to parents nearer the time. We have 22 children leaving us for school this year and 1 leaving us at Easter.

7. Report from the Secretary

Committee meeting dates for the coming year: 9 Oct 2024 and 5 Feb 2025.

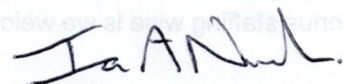
Committee meetings take place at 9:05am on a Wednesday morning in the meeting room of the Youth and Community Centre. However, we are looking at changing the time, dates and venue to allow more parents and carers to take part. Please email littleleaves@outlook.com to enquire about joining the committee.

Laura suggested we invite parents to join the committee at school drop off. Sarah suggested a survey to see what would make joining the committee work for our parents and carers. Laura to put this together.

8. AOB

DBS certification - all relevant certificates are in place.

- Meeting closed at 10:40



IAN NURDIN

10th JUNE 2025



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31 August 2024

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DE Solutions Ltd

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North Square

New Ash Green

DA3 8LY

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DE Solutions Ltd

Copperville House

Fawkham Green Road

Kent

DA3 8NN

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North Square
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DA3 8JY

Accountants

DE Solutions Ltd
Copperville House
Fawkham Green Road
Kent
DA3 8NN

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Approval statement

Accountants' report on the unaudited accounts to Little Leaves Pre-School

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DE Solutions Ltd with all information and explanations necessary for their compilation.

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Ian Nurdin

Ian Nurdin

18 March 2025

DE Solutions Ltd
Accountants
Oxleyville House
Fawkham Green Road
Fawkham, Longfield
Kent
DA3 8NN
18 March 2025

Ian Nurdin
18 March 2025

Little Leaves Pre-School

Little Leaves Pre-School

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Ian Nurdan

18 March 2025

DE Solutions Ltd
Accountants

Copperville House
Fawkham Green Road
Fawkham , Longfield
Kent
DA3 8NN

18 March 2025

IAN Nurdan
IAN NURDAN
10th June 2025

**Little Leaves Pre-School
Profit and Loss Account
for the year ended 31 August 2024**

	2024 £	2023 £
Sales	154,974	117,963
Cost of sales	1,853	3,089
Gross profit	<u>153,121</u>	<u>114,874</u>
Expenses		
Wages, salaries and other staff costs	126,937	97,165
Rent, rates, power and insurance costs	15,092	14,762
Repairs and renewals of property and equipment	731	280
Telephone, fax, stationery and other office costs	1,970	2,134
Advertising and business entertainment costs	-	23
Accountancy, legal and other professional fees	2,922	2,921
Depreciation and loss/(profit) on sale	-	13
Other business expenses	29	160
	<u>147,681</u>	<u>117,458</u>
Profit/(loss)	<u>5,440</u>	<u>(2,584)</u>

IAN NURDIN
IAN NURDIN
10th JUNE 2025

**Little Leaves Pre-School
Balance Sheet
as at 31 August 2024**

	Notes	2024 £	2023 £
Current assets			
Trade debtors		2,675	4,021
Bank/building society balances		68,905	58,614
Cash in hand		(184)	169
		<u>71,396</u>	<u>62,804</u>
Current liabilities			
Trade creditors		2,010	487
Other liabilities and accruals		4,512	2,883
		<u>6,522</u>	<u>3,370</u>
Net current assets		64,874	59,434
Net assets		<u>64,874</u>	<u>59,434</u>
Capital account			
Balance at start of period		59,434	62,018
Net profit/(loss)		5,440	(2,584)
		<u>64,874</u>	<u>59,434</u>

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IAW NURAN
10th JUNE 2025

**Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2024**

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2024 £	2023 £
Sales		
Nursery fees	20,689	43,767
SSP Grant	-	843
KCC Funding	133,362	73,168
Interest receivable	495	128
Fund raising	378	57
	<u>154,974</u>	<u>117,963</u>
Cost of sales		
Equipment expensed	981	2,371
Fundraising expenses	6	23
Weekly snacks & sweets	866	695
	<u>1,853</u>	<u>3,089</u>
Wages, salaries and other staff costs		
Wages and salaries	120,450	94,468
Pensions	1,476	1,279
Employer's NI	3,055	479
Staff training and welfare	1,956	939
	<u>126,937</u>	<u>97,165</u>
Rent, rates, power and insurance costs		
Rent	14,840	14,452
Cleaning	252	310
	<u>15,092</u>	<u>14,762</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	731	280
Telephone, fax, stationery and other office costs		
Postage	39	31
Stationery and printing	616	795
Subscriptions	1,315	1,308
	<u>1,970</u>	<u>2,134</u>
Advertising and business entertainment costs		
Advertising and PR	-	23

IAN NURDIN
IAN NURDIN

10th JUNE 2025

**Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2024**

Accountancy, legal and other professional fees

Accountants fees	2,100	2,100
Payroll Fees	600	600
DBS checks	187	186
Information Commissioner	35	35
	<u>2,922</u>	<u>2,921</u>

Depreciation and loss/(profit) on sale

Depreciation	-	13
	<u>-</u>	<u>13</u>

Other business expenses

Miscellaneous	-	15
Gifts & sundries	29	145
	<u>29</u>	<u>160</u>

103,363	103,363
488	488
378	378
117,983	117,983

2,371	2,371
23	23
888	888
3,889	3,889

94,488	94,488
1,379	1,379
479	479
939	939
97,185	97,185

14,452	14,452
310	310
14,762	14,762

282	282
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31	31
788	788
1,308	1,308
2,124	2,124

23	23
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I. A. Nurdin
IAN NURDIN
10th JUNE 2025

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Ian Nurdin

Ian Nurdin

18 March 2025

DE Solutions Ltd
Accountants
Oxleyville House
Fawkham Green Road
Fawkham, Longfield
Kent
DA3 8NN
18 March 2025

Ian Nurdin
18 March 2025

Little Leaves Pre-School

Little Leaves Pre-School

**Accountants' report on the unaudited accounts
to Little Leaves Pre-School**

Approval statement

You have approved the accounts for the year ended 31 August 2024 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.



Ian Nurdan

18 March 2025

DE Solutions Ltd
Accountants

Copperville House
Fawkham Green Road
Fawkham , Longfield
Kent
DA3 8NN

18 March 2025

IAN Nurdan
IAN NURDAN
10th June 2025

**Little Leaves Pre-School
Profit and Loss Account
for the year ended 31 August 2024**

	2024 £	2023 £
Sales	154,974	117,963
Cost of sales	1,853	3,089
Gross profit	<u>153,121</u>	<u>114,874</u>
Expenses		
Wages, salaries and other staff costs	126,937	97,165
Rent, rates, power and insurance costs	15,092	14,762
Repairs and renewals of property and equipment	731	280
Telephone, fax, stationery and other office costs	1,970	2,134
Advertising and business entertainment costs	-	23
Accountancy, legal and other professional fees	2,922	2,921
Depreciation and loss/(profit) on sale	-	13
Other business expenses	29	160
	<u>147,681</u>	<u>117,458</u>
Profit/(loss)	<u>5,440</u>	<u>(2,584)</u>

IAN NURDIN
IAN NURDIN
10th JUNE 2025

**Little Leaves Pre-School
Balance Sheet
as at 31 August 2024**

	Notes	2024 £	2023 £
Current assets			
Trade debtors		2,675	4,021
Bank/building society balances		68,905	58,614
Cash in hand		(184)	169
		<u>71,396</u>	<u>62,804</u>
Current liabilities			
Trade creditors		2,010	487
Other liabilities and accruals		4,512	2,883
		<u>6,522</u>	<u>3,370</u>
Net current assets		64,874	59,434
Net assets		<u>64,874</u>	<u>59,434</u>
Capital account			
Balance at start of period		59,434	62,018
Net profit/(loss)		5,440	(2,584)
		<u>64,874</u>	<u>59,434</u>

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IAW NURAN
10th JUNE 2025

**Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2024**

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2024 £	2023 £
Sales		
Nursery fees	20,689	43,767
SSP Grant	-	843
KCC Funding	133,362	73,168
Interest receivable	495	128
Fund raising	378	57
	<u>154,974</u>	<u>117,963</u>
Cost of sales		
Equipment expensed	981	2,371
Fundraising expenses	6	23
Weekly snacks & sweets	866	695
	<u>1,853</u>	<u>3,089</u>
Wages, salaries and other staff costs		
Wages and salaries	120,450	94,468
Pensions	1,476	1,279
Employer's NI	3,055	479
Staff training and welfare	1,956	939
	<u>126,937</u>	<u>97,165</u>
Rent, rates, power and insurance costs		
Rent	14,840	14,452
Cleaning	252	310
	<u>15,092</u>	<u>14,762</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>731</u>	<u>280</u>
Telephone, fax, stationery and other office costs		
Postage	39	31
Stationery and printing	616	795
Subscriptions	1,315	1,308
	<u>1,970</u>	<u>2,134</u>
Advertising and business entertainment costs		
Advertising and PR	-	23

IAN NURDIN
IAN NURDIN

10th JUNE 2025

**Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2024**

Accountancy, legal and other professional fees

Accountants fees	2,100	2,100
Payroll Fees	600	600
DBS checks	187	186
Information Commissioner	35	35
	<u>2,922</u>	<u>2,921</u>

Depreciation and loss/(profit) on sale

Depreciation	-	13
	<u>-</u>	<u>13</u>

Other business expenses

Miscellaneous	-	15
Gifts & sundries	29	145
	<u>29</u>	<u>160</u>

	137,983	134,974
	<u>137,983</u>	<u>134,974</u>

	2,371	981
	23	6
	698	888
	<u>3,092</u>	<u>1,883</u>

	120,480	120,480
	1,378	1,378
	3,022	478
	1,888	938
	<u>126,837</u>	<u>123,185</u>

	14,840	14,452
	292	310
	<u>15,132</u>	<u>14,762</u>

	731	282
	<u>731</u>	<u>282</u>

	38	31
	618	788
	1,318	1,308
	<u>1,974</u>	<u>2,127</u>

	23	23
--	----	----

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IAN NURDIN
10th JUNE 2025

I. A. N. W.
IAN NURDIN

LITTLE LEAVES PRE-SCHOOL

England & Wales - Charity number 1029991

Accounts



Little Leaves Pre-School
The Youth & Community Centre
New Ash Green, Kent DA3 8JY
Charity No. 1029991
<https://littleleavespreschool.weebly.com>
littleleavescommittee@outlook.com
01474 872 441



LITTLE LEAVES PRE_SCHOOL COMMITTEE AGM
MONDAY 19th JUNE 2023 - 09:05 - MEETING ROOM, NAG YOUTH CENTRE

MINUTES

1. Attendees

Ian Nurdin (Chair), John Kelly (Treasurer), Laura Manston (Secretary), Jo Smith (Manager), Nikki Hawthorne (Committee member), Helen Bakie (Committee member), Alison Williams (The Education People) and 3 parents/carers

2. Apologies

Ashlie Assiter (Committee member), Hannah Ward (Committee member)

3. Minutes of previous AGM

Jo Smith proposed that we approve the minutes from last year. Laura Manston seconded. All voted in favour.

4. Committee

Laura proposed that no changes be made to the committee and the following people remain in post: Chair (Ian Nurdin), Treasurer (John Kelly), Secretary (Laura Manston). John Kelly seconded this proposal and all voted in favour.

Other committee members are currently: Jo Smith (Manager), Charmaine Brooks, Mel Tutt, Nikki Hawthorne, Helen Bakie, Hannah Ward and Ashlie Assiter. Grace Wilkinson volunteered to join the committee at the meeting - welcome!

All parents/carers are invited to join the committee which is a great way of engaging more with the setting and even having an input into how it is run. Also, the current Chair, Treasurer and Secretary are temporarily in post and looking for volunteers to take over the reins. Please contact the pre-school if you are interested in joining the committee and/or finding out more about the Chair/Treasurer/Secretary roles.

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5. Treasurer's Report (and Statement of Accounts)

John Kelly remains interim Treasurer. Our accountants have taken on some of the extra workload for us. Ian is awaiting access to the bank accounts. Some of our funds are reserved in case of staff redundancies.

Current account balance: £39,580 (down £20k from last year)

Savings account balance: £36,128 (up £10k from last year)

6. Manager's Report

Well another year has come and gone as quick as a flash! I actually can't believe we are in our last term before we have to say goodbye to our little leavers. We have been running at full capacity for quite a while now and it looks like September 23 will be no different, our waiting list is very healthy and we even have several for September 25 on there!

As you know we had our ofsted inspection and it was unannounced as ofsted hadn't updated their records with our new telephone number but after getting over the shock of opening the door dressed as princess Elsa complete with fake plait and crown to a very official looking inspector I am pleased to say the day went perfectly, she got a true reflection of us as a setting and I wish that all inspections were unannounced! We retain our good status, not that I had any doubt we would as the team is amazing and all work so hard daily to give the children the best experiences in their early education and make them feel safe, respected and loved. The inspector made 2 small recommendations which have both been acted on immediately.

We recently held an open afternoon which was well attended.

Funded places as per the Government's new plan, no rates have been released as yet to see if providing this new funding is viable. Most parents are unaware as to how low the rates are compared to the outgoings of a setting and a lot of preschools are closing their doors as they just can't survive with only funded children. We need to have a fundraiser for basic items like paper etc in the not too distant future, charmaine has held some fab events in the past as chair so we need to get some fundraisers on board pretty please!

I've got my forest school level one certificate and work has started on the wooded area to make it viable for us to use this again (it's a little overgrown at the moment). If anyone is a keen gardener and has some large pots they could donate we would like to put some in the garden by our trees and we have a planter that we are going to have sensory plants in for the children to tend, any plant suggestions gratefully received, green fingers I don't have!

Collab funding - new slide playhouse, peppa pig figures, bamboo fencing and a staff training package for one year.

Graduation is Friday 21st July and gifts have been purchased for our 14 little leavers so that is all ready to go!

7. Chair's Report

> add in Ians report

8. Ofsted Inspection

This took place with no prior notice which the staff preferred and did a great job on (in full fancy dress as it was World Book Day!) and maintained a GOOD status. Well done to all staff!

9. Funding challenges

Overall, we are £10k down on last year. Fundraising ideas were discussed and the committee welcomes other ideas and details of grants that parents hear about. The committee notes that

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we are the best value setting in the area. Staff received a pay rise this year but not as much as we would have liked to award them.

The setting gets funded milk and the funding for 3 and 4 year olds will increase in September but could only be a matter of pennies.

The setting now provides morning snacks but, with the increase in cost of food, this has increased the setting costs. Alison suggested starting a food basket where parents can donate fruit on the morning drop off. This will be considered, as will asking parents/carers for a voluntary donation for snacks.

Alison also suggested we could have a Giving Tree to show parents/carers what we need (eg. stationary cleaning products). Then parents/carers could donate those items if they wish - perhaps when they get a BOGOF deal.

10. Any Other Business

We are still 1 staff member down but we have 1 bank staff and are hoping to recruit a second bank staff member shortly.

11. AOB

None

- Meeting closed at 10:45 -

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- Annual Report
- Notes to the Accounts
- Change of Control

Little Leaves Pre-School

Reports & financial statements for the year ended

31 August 2023

**Copperville House
Fawkham Green Road
Longfield
Kent
DA3 8NN**

**Telephone 01474871414
E Mail: jan.parsons@npassociates.co.uk**

DE Solutions Ltd

Jan Parsons

Jan Parsons

**Little Leaves Pre-School
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Little Leaves Pre-School
Reports & financial statements for the year ended
31 August 2018

DE 2018/01/19

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Fawkham Green Road
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Kent
DA3 2HN
Telephone: 01474 811114
E-Mail: jan.parsons@ngsassociates.co.uk

Jan Parsons

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Business Information

Little Leaves Pre-School

Youth Centre
North Square
New Ash Green
DA3 8JY

Accountants

DE Solutions Ltd
Copperville House
Fawkham Green Road
Kent
DA3 8NN

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Little Leaves Pre-School

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DE Solutions Ltd with all information and explanations necessary for their compilation.

Ian Nurdin

25 May 2024

Ian Nurdin

Ian Nurdin

Little Leaves Pre-School

**Accountants' report on the unaudited accounts
to Little Leaves Pre-School**

You have approved the accounts for the year ended 31 August 2023 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

DE Solutions Ltd
Accountants

Copperville House
Fawkham Green Road
Fawkham , Longfield
Kent
DA3 8NN

25 May 2024

**Little Leaves Pre-School
Profit and Loss Account
for the year ended 31 August 2023**

	2023	2022
	£	£
Sales	117,963	117,655
Cost of sales	3,089	4,185
Gross profit	<u>114,874</u>	<u>113,470</u>
Expenses		
Wages, salaries and other staff costs	97,165	97,074
Rent, rates, power and insurance costs	14,762	15,964
Repairs and renewals of property and equipment	280	178
Telephone, fax, stationery and other office costs	2,134	1,413
Accountancy, legal and other professional fees	2,921	2,534
Depreciation and loss/(profit) on sale	13	181
Other business expenses	160	196
	<u>117,458</u>	<u>117,540</u>
Loss	<u>(2,584)</u>	<u>(4,070)</u>

Jan Ansd

**Little Leaves Pre-School
Balance Sheet
as at 31 August 2023**

	Notes	2023 £	2022 £
Fixed assets			
Equipment, machinery and motor vehicles		-	13
Current assets			
Trade debtors	4,021	7,195	
Bank/building society balances	58,614	67,189	
Cash in hand	169	210	
	<u>62,804</u>	<u>74,594</u>	
Current liabilities			
Trade creditors	487	5,130	
Other liabilities and accruals	2,883	7,459	
	<u>3,370</u>	<u>12,589</u>	
Net current assets		59,434	62,005
Net assets		<u>59,434</u>	<u>62,018</u>
Capital account			
Balance at start of period		62,018	66,088
Net loss		(2,584)	(4,070)
		<u>59,434</u>	<u>62,018</u>



Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2023

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2023	2022
	£	£
Sales		
Nursery fees	43,767	25,855
SSP Grant	843	559
KCC Funding	73,168	90,777
Comp voucher & CAF	-	462
Interest receivable	128	2
	<u>117,963</u>	<u>117,655</u>
Cost of sales		
Equipment expensed	2,371	3,476
Weekly snacks & sweets	695	709
	<u>3,089</u>	<u>4,185</u>
Wages, salaries and other staff costs		
Wages and salaries	94,468	93,553
Pensions	1,279	1,216
Employer's NI	479	864
Staff training and welfare	939	1,441
	<u>97,165</u>	<u>97,074</u>
Rent, rates, power and insurance costs		
Rent	14,452	15,374
Cleaning	310	590
	<u>14,762</u>	<u>15,964</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>280</u>	<u>178</u>
Telephone, fax, stationery and other office costs		
Postage	31	42
Stationery and printing	795	211
Computers & software	-	154
Subscriptions	1,308	177
Other insurance costs	-	829
	<u>2,134</u>	<u>1,413</u>
Accountancy, legal and other professional fees		
Accountants fees	2,100	1,800

Jan A. N...

**Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2023**

Payroll Fees	600	600
DBS checks	186	99
Information Commissioner	35	35
	<u>2,921</u>	<u>2,534</u>
Depreciation and loss/(profit) on sale		
Depreciation	<u>13</u>	<u>181</u>
Other business expenses		
Miscellaneous	15	79
Gifts & sundries	145	117
	<u>160</u>	<u>196</u>

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- Annual Report
- Annual Accounts
- Annual Return
- Company Information
- Shareholder Information
- Change of Control

Little Leaves Pre-School

Reports & financial statements for the year ended

31 August 2023

**Copperville House
Fawkham Green Road
Longfield
Kent
DA3 8NN**

**Telephone 01474871414
E Mail: jan.parsons@npassociates.co.uk**

DE Solutions Ltd

Jan Parsons

Jan Parsons

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Ian Nurdin

25 May 2024

Ian Nurdin

Ian Nurdin

Little Leaves Pre-School

Little Leaves Pre-School
Profit and Loss Account
for the year ended 31 August 2023

**Accountants' report on the unaudited accounts
to Little Leaves Pre-School**

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DE Solutions Ltd
Accountants

Copperville House
Fawkham Green Road
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Jan Anord

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as at 31 August 2023**

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Net assets		<u>59,434</u>	<u>62,018</u>
Capital account			
Balance at start of period		62,018	66,088
Net loss		(2,584)	(4,070)
		<u>59,434</u>	<u>62,018</u>



Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2023

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Rent	14,452	15,374
Cleaning	310	590
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Jan A. N...

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LITTLE LEAVES PRE-SCHOOL

England & Wales - Charity number 1029991

Accounts



Little Leaves Pre-School
The Youth & Community Centre,
New Ash Green, Kent DA3 8JY
Charity No. 1029991
01474 872441



LITTLE LEAVES PRE-SCHOOL COMMITTEE AGM

WEDNESDAY 8th JUNE 2022 - 09:00 - MEETING ROOM, NAG YOUTH CENTRE

Minutes

1. Welcome

- Those present: Ian, John, Charlotte, Jo, Mel, Laura + 6 parents

2. Apologies for Absence

- None

3. Treasurer's Report

- We are a registered charity
- SEN funding is received and allocated as necessary
- The account summary as of 16 June 2022 is:
Main account balance £56057.35
Savings account balance £21677.25
- The main account currently has additional funds ready to pay staff holiday payments due in July.
- Our accountant has prepared the accounts for the year ending 31 August 2021. The summary of the accounts show a large profit (£17659) compared to a small loss the previous year. We have seen an increase in the wages paid, due to a national minimum wage increase during this year.
- This will be my last Committee meeting. I have really enjoyed being part of the LLPS Committee. I would encourage as many parents as possible to join the Committee and have an active role in managing the accounts of the pre-school. It is important to ensure that the pre-school can continue to function correctly but also ensure funds are used to make the school setting as enriching as possible.
- As one of my last tasks on the Committee I will be reviewing the Savings account balance. This is to ensure we have sufficient funds to pay redundancy if this is ever needed.

Ian Nurdin
IAN NURDIN 29.06.23

4. Report from the Setting Manager

Wow I cannot believe a whole year has passed! We are currently in the process of organising our leavers graduation ceremony, which has come about so fast, it's such an emotional time of year! As I'm sure you are all aware we have been at full capacity since around Christmas last year and this September's intake is looking very promising already, even before we hold our open afternoon on June 29th (if you know of any families who might be interested, please let them know.)

We are unfortunately losing our wonderful Gemma at the end of the summer and we are going to miss her dreadfully! Our staff members are keeping their continued professional development up to date taking various online and face to face courses that will benefit the children greatly. One of which is the Level one forest school ethos which will allow us to utilise the wooded area more and create some great learning experiences for the children. Mel has completed her level 2 qualification and has already moved on to level 3, Gemma is very near to completing her level 3 so I'd like to say a huge well done to all our wonderful ladies for all their hard work throughout this year. Huge thanks to our committee also for all they do as without them we would not have a preschool!

We continue to strive to make the children's early education experiences with us as varied and as fun as possible.

5. Report from the Chair

I took over the chair of the Little Leaves Committee last year on an interim basis and from a personal point of view I would like to say how much I have enjoyed being involved with the setting and the joys and challenges that it gives us.

Huge thanks and well done to Jo, who as Manager has wonderfully led the team for another excellent year, despite the many challenges thrown your way! Many thanks indeed to Gemma S, who has been a great deputy to Jo, although it is with much sadness that we say goodbye to Gemma at the end of this term as she starts a new chapter in West Kingsdown. Our loss is their gain and we wish her well in her new venture!

Many thanks to Charmaine who has meticulously kept us legal and compliant with all aspects of the necessary administration - not an easy task but she has set very high standards which are a credit to her. Charmaine has also taken on the SENCO role in the setting and has made it her own.

The Pre-School couldn't function without the dedicated staff who always have a smile on their face and a cheer in their voice as they greet the children every day. Their hard work and enthusiasm is infectious and we know the children thoroughly enjoy their days at Little Leaves, thanks to the hard work put in by the team. We are very grateful to Charlotte, Gemma, Gill, Jamie and Melanie.

Ia ANord
IAN NURDIN 29.06.23

The Setting wouldn't be able to function without the committee and I am very thankful that we have such a dedicated team - albeit a small team - there is plenty of room for more people!

Thank you Charlotte for being a brilliant Treasurer and for going over and beyond in sticking with us, really hoping that now we have the new payments process in place with the Accountant you will soon be able to step back from your role but hopefully stay with us in a Finance advisory capacity.

Thank you Laura for picking up the Secretarial role, it's great to have you with us, albeit again in an interim capacity. Many thanks also to John, a newly elected committee member, who brings a vast wealth of experience with him to the committee, it's great to have him on board. Big, big thanks to Melanie, it's so good to have her input and knowledge on the committee, it is very helpful and we are grateful for all that she does.

At the EGM last year it was agreed that the Pre-School would change its status to that of a Charitable Incorporated Organisation (CIO), to help relieve the pressure of always trying to persuade parents to become committee members. The CIO status will mean that non-parents can be on the committee and it is an opportunity to be able to expand the reach of potential members to others.

You will have seen that some committee members are in "Interim" roles, whilst we work hard to fill the roles on a longer-term basis. We have to have a committee to enable the setting to legally function and any offers of help from parents, carers and indeed from the wider community would be very welcome.

The door is always open for any parent or carer who would like to help the committee function by joining us and having a say on how the setting is run, ensuring that everything we do is for the benefit of Little Leaves and the children who so enjoy what it provides for them.

Our thanks to all parents and carers who put their trust in Little Leave and our ability to ensure that their child(ren) will receive the very best pre-school experience that we can give. Thank you for your support, it is very much appreciated.

Ian Nurdin
Interim Chairman

11. Any Other Business - NA

- Meeting closed -

Ian Nurdin

IAN NURDIN 29.06.23

Little Leaves Pre-School
Reports & financial statements for the year ended
31 August 2022

**Copperville House
Fawkham Green Road
Longfield
Kent
DA3 8NN**

**Telephone 01474871414
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DE Solutions Ltd

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Little Leaves Pre-School

Youth Centre
North Square
New Ash Green
DA3 8JY

Accountants

DE Solutions Ltd
Copperville House
Fawkham Green Road
Kent
DA3 8NN

Little Leaves Pre-School

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DE Solutions Ltd with all information and explanations necessary for their compilation.

A handwritten signature in black ink that reads "Ian Nurdin". The signature is written in a cursive style with a large initial 'I' and 'N'.

Ian Nurdin

29 June 2023

Little Leaves Pre-School

**Accountants' report on the unaudited accounts
to Little Leaves Pre-School**

You have approved the accounts for the year ended 31 August 2022 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

DE Solutions Ltd
Accountants

Copperville House
Fawkham Green Road
Fawkham , Longfield
Kent
DA3 8NN

29 June 2023

Ian A Nordin

IAN NORDIN

29.06.23

**Little Leaves Pre-School
Profit and Loss Account
for the year ended 31 August 2022**

	2022 £	2021 £
Sales	117,655	112,740
Cost of sales	4,185	410
Gross profit	<u>113,470</u>	<u>112,330</u>
Expenses		
Wages, salaries and other staff costs	97,074	83,823
Rent, rates, power and insurance costs	15,964	7,207
Repairs and renewals of property and equipment	178	61
Telephone, fax, stationery and other office costs	1,413	1,359
Accountancy, legal and other professional fees	2,534	1,835
Depreciation and loss/(profit) on sale	181	181
Other business expenses	196	205
	<u>117,540</u>	<u>94,671</u>
(Loss)/profit	<u>(4,070)</u>	<u>17,659</u>

Ian Nurdin

IAN NURDIN

29.06.23

**Little Leaves Pre-School
Balance Sheet
as at 31 August 2022**

	Notes	2022 £	2021 £
Fixed assets			
Equipment, machinery and motor vehicles	3	13	194
Current assets			
Trade debtors		7,195	6,594
Bank/building society balances		67,189	63,091
Cash in hand		210	192
		<u>74,594</u>	<u>69,877</u>
Current liabilities			
Trade creditors		5,130	1,605
Other liabilities and accruals		7,459	2,378
		<u>12,589</u>	<u>3,983</u>
Net current assets		62,005	65,894
Net assets		<u>62,018</u>	<u>66,088</u>
Capital account			
Balance at start of period		66,088	48,429
Net (loss)/profit		(4,070)	17,659
		<u>62,018</u>	<u>66,088</u>

Ian Nordin

IAN NORDIN

29.06.23

Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2022

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2022	2021
	£	£
Sales		
Nursery fees	25,855	23,603
SSP Grant	559	96
KCC Funding	90,777	86,368
Comp voucher & CAF	462	2,539
Interest receivable	2	14
Fund raising	-	120
	<u>117,655</u>	<u>112,740</u>
Cost of sales		
Equipment expensed	3,476	151
Other direct costs	-	259
Weekly snacks & sweets	709	-
	<u>4,185</u>	<u>410</u>
Wages, salaries and other staff costs		
Wages and salaries	93,553	81,852
Pensions	1,216	1,004
Employer's NI	864	-
Staff training and welfare	1,441	967
	<u>97,074</u>	<u>83,823</u>
Rent, rates, power and insurance costs		
Rent	15,374	7,131
Cleaning	590	76
	<u>15,964</u>	<u>7,207</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>178</u>	<u>61</u>
Telephone, fax, stationery and other office costs		
Postage	42	62
Stationery and printing	211	193
Computers & software	154	154
Subscriptions	177	135
Other insurance costs	829	815
	<u>1,413</u>	<u>1,359</u>

Ian A Nurdin
IAN NURDIN
 29.06.23

**Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2022**

Accountancy, legal and other professional fees

Accountants fees	1,800	1,200
Payroll Fees	600	600
DBS checks	99	-
Information Commissioner	35	35
	<u>2,534</u>	<u>1,835</u>

Depreciation and loss/(profit) on sale

Depreciation	<u>181</u>	<u>181</u>
--------------	------------	------------

Other business expenses

Ofsted	-	100
Miscellaneous	79	20
Gifts & sundries	117	85
	<u>196</u>	<u>205</u>

Ian Nurdin

IAN NURDIN

29.06.23

3 Plant, machinery and motor vehicles

	Office equipment £
Cost	
At 1 September 2021	722
At 31 August 2022	<u>722</u>
Depreciation	
At 1 September 2021	528
Charge for the year	181
At 31 August 2022	<u>709</u>
Net book value	
At 31 August 2022	<u>13</u>
At 31 August 2021	<u>194</u>

Ian Nurdin

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29.06.23

Little Leaves Pre-School
Reports & financial statements for the year ended
31 August 2022

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Ian Nurdin

29 June 2023

Little Leaves Pre-School

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to Little Leaves Pre-School**

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Ian Nurdin
IAN NURDIN
29.06.23

LITTLE LEAVES PRE-SCHOOL

England & Wales - Charity number 1029991

Accounts

Fairbairn

17/06/2022

**Little Leaves Pre-School
The Youth & Community Centre,
New Ash Green, Kent DA3 8JY
Charity No. 1029991
01474 872441**

Little Leaves Pre-School Committee – Annual General Meeting

25 June (16:00) held via Zoom

Attendees: Helen Reeves (Chair), Charlotte Fairbairn (Treasurer), Melanie Skinner, Jo Smith, Charmaine Brooks

Apologies: Ian Nurdin, Sian Lucas (Secretary)

1. Welcome and Apologies (Helen)

Helen began the AGM by welcoming the attendees. Helen read the comments from Ian who was unable to attend the meeting:

I need to write to you all to give my sincere apologies for not being able to attend the AGM on Friday.

From a personal point of view, may I say a huge "thank you" to everyone on the Committee and also to Jo and Charmaine and the fabulous team at the Preschool.

Thank you Helen for all your leadership and guidance as Chair, we are going to miss you. Thank you Charlotte for being a brilliant Treasurer, really hoping you can hang on a little bit longer..... Thank you Sian for picking up the Secretarial reins, it's great to have you with us. Thank you also to Mel for your help and support!

Well done Jo and team for another excellent year, despite the myriad of challenges thrown your way! You have all risen to the occasion fantastically and we are very grateful, I'm sure.

Really hoping that someone will volunteer to take over the chair, if they don't, I am happy to step in to provide continuity, whilst we work to grow the Committee

Charlotte has been amazing looking after the money, if no one comes forward to take on the Treasurer role and it is thought that we should perhaps investigate outsourcing the role then that has my support.

I am also fully supportive of the proposed move to change our status to a Charitable Incorporated Organisation (CIO), to help relieve the pressure of always having to persuade parents to become committee members.

Ian Nurdin

2. Minutes of previous AGM (Helen)

The minutes of the 2020 AGM held on 8 October 2020 were agreed. These will be posted to the Charity Commission website.

3. Chair's Report (Helen)

It does not seem that long ago that we held our last AGM and indeed it was only 8 months.

It has been another challenging period for Little Leaves with lockdowns and constantly changing regulations. Lateral flow tests and new ways of working testing the professionalism and resilience of staff members.

Mairbairn

17/06/2022

I would like to thank Jo and Gemma as supervisor and deputy and all the staff for their continuing efforts in keeping the pre-school Covid safe. To Jo and Charmaine for keeping up with the guidance and regulations whilst working with the changing picture with the neighbouring school and pre-schools. Facebook has been a wonderful wealth of information for parents and those looking for information about Little leaves and the children always look like they are having a great time.

This I believe is evidenced in the numbers at the pre school which have held through this period and now includes a full day on Friday.

We are hopeful along with the rest of the world that as things ease open days and fundraising opportunities will present themselves although I think the most pressing issue is in the filling of committee roles and members.

As indicated at the last committee meeting I am from today standing down as chair of Little Leaves and the committee as my work commitments have continued change and increase, I am not able to give the time and energy that are needed to carry out this role well. It has been a privilege to work alongside you all and I hope to still be involved at Little Leaves but in the role I am 'called' to – that of vicar!

Charlotte is also stepping down as treasurer so there are two key vacancies to fill.

Consideration of changing to a CIO is something which needs to be given consideration and action – but this still requires people to be on a committee – however small and Little Leaves needs this support to continue.

So I close in offering both mine and the whole committees thanks to all the staff who have worked so hard and continue to work in challenging times to offer a quality provision to the pre schoolers of New Ash Green.

Rev Helen Reeves

4. Secretary's Report

The Committee noted their thanks to Lindsay, our previous Secretary. Due to COVID it has been difficult to arrange a thorough handover of the role but we will work with the new Secretary, Sian, to arrange this as soon as possible.

5. Treasurer's Report and Annual Accounts 2019/2020 (Charlotte)

The LLPS accounts remain healthy with a summary below:

Account	Balance at Previous AGM (05/10/20)	Current Balance (24/06/2021)
Main current account	23,517.37	46,227.89
Reserve account	21,661.43	21,675.08
Total	45,178.80	67,902.97

For the financial year ending 31 August 2021 there was a small loss £1,897. This was mostly due to a decreased nursery fees and KCC funding received. We also had an increased spend on equipment, this was planned expenditure using funds received in the previous year via CO-OP fundraising. There was a decrease to staff training in the past year, due to COVID.

Account balances remain healthy, although we are due to make holiday payments in the next couple of months (for summer holidays).

CFairbairn
17/06/2022

During this year we had the annual increase to salaries, this was agreed by the Committee and was in line with the increase to minimum wage.

Charlotte Fairbairn

6. Supervisor's Report (Jo)

What a year! It's been a learning curve for all of us over the last 18 months with changes in the guidelines and restrictions due to COVID changing on what seemed like a daily basis at one point, but it looks like we are on the way back to normality!

We've been focusing a lot on wellbeing for both the children and staff and on socialisation. Lots of lovely topics with environment being at the top of the list. We have made the switch from paper towel in the bathroom to reusable towels. They are working really well, in fact the outlay to buy them only worked out to the equivalent of 3 boxes of paper, so this is cost effective as well as good for the environment.

All the children are making good progress which is lovely to see. It's coming up to our sad time of year and the bit we dread, when we lose some of our little friends to big school. Graduation gifts have been brought and the speech is being tweaked. Invites will be sent to parents as soon as it is finalised.

Numbers are looking good for September and open evening on Wednesday was a success, it was lovely to welcome new families to Little Leaves.

To finish I just want to thank all the staff at Little Leaves for their ongoing support and commitment, and to our Committee without whom Little Leaves would not be here.

Jo Smith

7. OFSTED

There has been no OFSTED inspection this year and no Annual Conversation. On-site OFSTED inspections have resumed so we expect a visit to be scheduled next year.

8. Capacity

Currently all AM sessions are full and there are only a couple of sessions to fill on Friday PM. At the end of the year fifteen children will be leaving the setting. We are filling these places fast!

9. Fees

There was a fee increase in January 2021. It was agreed that there would be no fee increase at this point.

10. Fundraising

Although the account balances are healthy it was noted that fundraising is part of the setting constitution. Some ideas to utilise the resources we already have were discussed, for example selling the soft toys at an event the church is arranging or using the table-top games.

We have a pending application for the CO-OP community funding scheme and the Amazon Smile account is working well.

Chairbairn

17/06/2022

11. Voting on New Committee – Chair and Treasurer

The Committee Chair (Helen) and Treasurer (Charlotte) stood down at the meeting. Remaining members of the Committee would like to remain (Ian, Sian, Melanie).

It was agreed that an additional meeting would need to be held (Extraordinary General Meeting) to decide on the Committee roles. A new round of advertising to promote the Committee to parents and local volunteers would need to be drafted for the EGM. Ian agreed to be interim-Chair.

12. Consideration of becoming a CIO (Charlotte)

The CIO process would mean that LLPS remains a charity but the liability moves to the new legal entity that is created (compared to liability being on the Committee). The Pre-School would still need a Committee to run the setting and we would need to have a constitution but depending on the type of constitution we choose (Association or Foundation) there would be less of a focus on parent Committee members.

The process follows three main stages:

I) Decision to convert to a CIO:

- a. Committee decision required with a couple of official meetings*
- b. Decide on the CIO version (our thinking is Foundation so it does not necessarily need to be parent members) and adopt a constitution (templates / models are available)*
- c. New Charity Commission application started (need to confirm Committee members and account information)*

II) Work to re-register the setting and prepare for the transfer of assets

- d. New OFSTED application (including checks for Committee members)*
- e. Official committee meeting to transfer assets to new setting and paperwork to Early Years and Charity Committee for the transfer*
- f. New HMRC application*

III) Final stage to open new setting

- g. Transfer of staff to the new setting (process to ensure that staff retain current benefits and contract, including pension and redundancy)*
- h. Final administration tasks, including PAYE*
- i. Finalise new OFSTED registration*
- j. Process complete and new setting opened!*

The setting can remain open throughout all of the stages. We have contacted a company (Dinky Ones) that will support us through the process, including arranging all meetings, helping to complete documentation, support to transfer assets and staff and work to dissolve old charity. This support would cost £1499 to complete the process (normally takes 8-12 months to complete).

It was advised that the Committee would still need 4-6 members depending on the constitution. Two thirds of the Committee must be non-paid staff. It was advised that before starting the transfer process the Committee members should be identified.

Charlotte Fairbairn

13. Date of the next meeting – EGM / AGM

We agreed to hold an EGM on 14 July at 17.30 to discuss new Committee members and moving forward to convert Little Leaves to a CIO.

Mairbairn

17/06/2022

14. AOB

No additional items were raised.

Clairbain

17/06/2022

Little Leaves Pre-School

Reports & financial statements for the year ended

31 August 2021

**Copperville House
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DE Solutions Ltd

17/06/2022

Clairebain

17/06/2022

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O'Fairbairn

17/06/2022

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Little Leaves Pre-School

17/06/2022

C Fairbairn

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C Fairbairn

14 December 2021

Little Leaves Pre-School

Mairbairn

17/06/2022

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14 December 2021

C Fairbairn

17/06/2022

**Little Leaves Pre-School
Profit and Loss Account
for the year ended 31 August 2021**

	2021 £	2020 £
Sales	112,740	86,319
Cost of sales	410	7,550
Gross profit	<u>112,330</u>	<u>78,769</u>
Expenses		
Wages, salaries and other staff costs	83,823	70,332
Rent, rates, power and insurance costs	7,207	6,173
Repairs and renewals of property and equipment	61	618
Telephone, fax, stationery and other office costs	1,359	1,550
Bank, credit card and other finance charges	-	(50)
Accountancy, legal and other professional fees	1,835	1,868
Depreciation and loss/(profit) on sale	181	83
Other business expenses	205	92
	<u>94,671</u>	<u>80,666</u>
Profit/(loss)	<u>17,659</u>	<u>(1,897)</u>

Little Leaves Pre-School
 Balance Sheet
 as at 31 August 2021

Chairsairn
 17/06/2022

	Notes	2021 £	2020 £
Fixed assets			
Equipment, machinery and motor vehicles	3	194	375
Current assets			
Trade debtors		6,594	4,121
Bank/building society balances		63,091	46,321
Cash in hand		192	165
		<u>69,877</u>	<u>50,607</u>
Current liabilities			
Trade creditors		1,605	753
Other liabilities and accruals		2,378	1,800
		<u>3,983</u>	<u>2,553</u>
Net current assets		65,894	48,054
Net assets		<u>66,088</u>	<u>48,429</u>
Capital account			
Balance at start of period		48,429	50,326
Net profit/(loss)		17,659	(1,897)
		<u>66,088</u>	<u>48,429</u>

Stairbairn

17/06/2022

**Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2021**

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2021	2020
	£	£
Sales		
Nursery fees	23,603	13,215
SSP Grant	96	-
KCC Funding	86,368	62,562
Comp voucher & CAF	2,539	10,499
Interest receivable	14	43
Fund raising	120	-
	<u>112,740</u>	<u>86,319</u>
Cost of sales		
Equipment expensed	151	7,373
Fundraising expenses	-	120
Other direct costs	259	57
	<u>410</u>	<u>7,550</u>
Wages, salaries and other staff costs		
Wages and salaries	81,852	69,007
Pensions	1,004	601
Staff training and welfare	967	724
	<u>83,823</u>	<u>70,332</u>
Rent, rates, power and insurance costs		
Rent	7,131	5,804
PPE	-	300
Cleaning	76	69
	<u>7,207</u>	<u>6,173</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>61</u>	<u>618</u>
Telephone, fax, stationery and other office costs		
Postage	62	79
Stationery and printing	193	613
Computers & software	154	151
Subscriptions	135	-
Other insurance costs	815	707
	<u>1,359</u>	<u>1,550</u>
Bank, credit card and other finance charges		
Bank charges	<u>-</u>	<u>(50)</u>
Accountancy, legal and other professional fees		

07airbain

17/06/2022

Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2021

Accountants fees	1,200	1,200
Payroll Fees	600	600
DBS checks	-	68
Information Commissioner	35	-
	<u>1,835</u>	<u>1,868</u>
Depreciation and loss/(profit) on sale		
Depreciation	<u>181</u>	<u>83</u>
Other business expenses		
Ofsted	100	-
Miscellaneous	20	-
Gifts & sundries	85	92
	<u>205</u>	<u>92</u>

O'airbairn

17/06/2022

3 Plant, machinery and motor vehicles

	Office equipment £
Cost	
At 1 September 2020	722
At 31 August 2021	<u>722</u>
Depreciation	
At 1 September 2020	347
Charge for the year	181
At 31 August 2021	<u>528</u>
Net book value	
At 31 August 2021	<u>194</u>
At 31 August 2020	<u>375</u>

Clairbain

17/06/2022

Little Leaves Pre-School

Reports & financial statements for the year ended

31 August 2021

**Copperville House
Fawkham Green Road
Longfield
Kent
DA3 8NN**

**Telephone 01474871414
E Mail: jan.parsons@npassociates.co.uk**

DE Solutions Ltd

17/06/2022

Clairebain

17/06/2022

**Little Leaves Pre-School
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Accountants' report	3
Profit and loss account	4
Balance sheet	5
Notes to the accounts	6

O'Fairbairn

17/06/2022

Business Information

Little Leaves Pre-School

Youth Centre
North Square
New Ash Green
DA3 8JY

Accountants

DE Solutions Ltd
Copperville House
Fawkham Green Road
Kent
DA3 8NN

Little Leaves Pre-School

17/06/2022

C Fairbairn

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DE Solutions Ltd with all information and explanations necessary for their compilation.

C Fairbairn

14 December 2021

Little Leaves Pre-School

Mairbairn

17/06/2022

**Accountants' report on the unaudited accounts
to Little Leaves Pre-School**

You have approved the accounts for the year ended 31 August 2021 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

DE Solutions Ltd
Accountants

Copperville House
Fawkham Green Road
Fawkham , Longfield
Kent
DA3 8NN

14 December 2021

C Fairbairn

17/06/2022

**Little Leaves Pre-School
Profit and Loss Account
for the year ended 31 August 2021**

	2021 £	2020 £
Sales	112,740	86,319
Cost of sales	410	7,550
Gross profit	<u>112,330</u>	<u>78,769</u>
Expenses		
Wages, salaries and other staff costs	83,823	70,332
Rent, rates, power and insurance costs	7,207	6,173
Repairs and renewals of property and equipment	61	618
Telephone, fax, stationery and other office costs	1,359	1,550
Bank, credit card and other finance charges	-	(50)
Accountancy, legal and other professional fees	1,835	1,868
Depreciation and loss/(profit) on sale	181	83
Other business expenses	205	92
	<u>94,671</u>	<u>80,666</u>
Profit/(loss)	<u>17,659</u>	<u>(1,897)</u>

Little Leaves Pre-School
 Balance Sheet
 as at 31 August 2021

Chairsairn
 17/06/2022

	Notes	2021 £	2020 £
Fixed assets			
Equipment, machinery and motor vehicles	3	194	375
Current assets			
Trade debtors		6,594	4,121
Bank/building society balances		63,091	46,321
Cash in hand		192	165
		<u>69,877</u>	<u>50,607</u>
Current liabilities			
Trade creditors		1,605	753
Other liabilities and accruals		2,378	1,800
		<u>3,983</u>	<u>2,553</u>
Net current assets		65,894	48,054
Net assets		<u>66,088</u>	<u>48,429</u>
Capital account			
Balance at start of period		48,429	50,326
Net profit/(loss)		17,659	(1,897)
		<u>66,088</u>	<u>48,429</u>

Stairbairn

17/06/2022

**Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2021**

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2021	2020
	£	£
Sales		
Nursery fees	23,603	13,215
SSP Grant	96	-
KCC Funding	86,368	62,562
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Fund raising	120	-
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Other direct costs	259	57
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Wages and salaries	81,852	69,007
Pensions	1,004	601
Staff training and welfare	967	724
	<u>83,823</u>	<u>70,332</u>
 Rent, rates, power and insurance costs		
Rent	7,131	5,804
PPE	-	300
Cleaning	76	69
	<u>7,207</u>	<u>6,173</u>
 Repairs and renewals of property and equipment		
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 Telephone, fax, stationery and other office costs		
Postage	62	79
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Computers & software	154	151
Subscriptions	135	-
Other insurance costs	815	707
	<u>1,359</u>	<u>1,550</u>
 Bank, credit card and other finance charges		
Bank charges	<u>-</u>	<u>(50)</u>
 Accountancy, legal and other professional fees		

Chairbain

17/06/2022

**Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2021**

Accountants fees	1,200	1,200
Payroll Fees	600	600
DBS checks	-	68
Information Commissioner	35	-
	<u>1,835</u>	<u>1,868</u>
Depreciation and loss/(profit) on sale		
Depreciation	<u>181</u>	<u>83</u>
Other business expenses		
Ofsted	100	-
Miscellaneous	20	-
Gifts & sundries	85	92
	<u>205</u>	<u>92</u>

O'airbairn

17/06/2022

3 Plant, machinery and motor vehicles

	Office equipment £
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Depreciation	
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Charge for the year	181
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Net book value	
At 31 August 2021	<u>194</u>
At 31 August 2020	<u>375</u>

LITTLE LEAVES PRE-SCHOOL

England & Wales - Charity number 1029991

Accounts



Little Leaves Pre-School
The Youth & Community Centre,
New Ash Green, Kent DA3 8JY
Charity No. 1029991
01474 872441



Little Leaves Pre School AGM 8th October 2020 @ 6pm via. Zoom

Attendees:

Helen Reeves

Lindsay Smith

Charlotte Fairbairn

Ian Nurdin

Joanne Smith

Gemma Spackman

Mairead O'Sullivan

Melanie Skinner

Natasha Wood

Katie Warrener

Grace Wilkinson

Apologies:

None

Welcome and Apologies

The Chair welcomed and thanked everyone for attending the AGM via Zoom. We had hoped for a few more attendees as we were holding the meeting via zoom and hoped it would attract more parents.

Flyers were provided to parents inviting them to meeting, along with posters outside pre-school and also Facebook advert.

We all took it in turns to introduce ourselves and speak about our connection to Little Leaves. Chair expressed her thanks and how nice it was to have parents present.

No apologies received.

Minutes of previous AGM

The minutes for the last AGM on 17th June 2019 were agreed, as proposed by Ian Nurdin, seconded by Charlotte Fairbairn. And unanimously agreed.

Chair Report

This is my first AGM as chair and I note from last year's minutes that Amy, the former chair commented on the role of chair easing due to having a fabulous administrator who undertakes many tasks which would otherwise fall in the chairs remit. So I would like to

DocuSigned by:

Charlotte Fairbairn

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30 June 2021

thank Charmaine for her time and dedication to LLPS and her gentle coaching of new committee members over the past year.

Looking back is difficult as it's almost as if time started on 23rd March 2020 when we went into lockdown and I shall let Jo speak about that event in her report. But there are a few things of note prior to that date.

During the autumn last year the committee held a couple of open sessions in the kitchen area of the youth centre with refreshments and a lucky dip for the children; the aim was to encourage parents to chat with the committee, find out a little more about it and to see if we could generate some interest and recruit some parent members. Tea and coffee was drunk, cake was eaten and the dips were lucky but sadly this did not lead to any new members. Other such events sadly have not been possible since.

The setting supervisor Katie left at Christmas last year, and I would like the committee's thanks for all her hard work, care and dedication to the children, staff and parents of LL noted in the AGM minutes.

Katie's parting left a supervisors position to be filled and applications were sought. The successful candidate was Joanne Smith who may not have applied had she known what was coming in March!! However she was the right person for the job and has already made her mark in the setting, on the website and Facebook page raising the profile of Little Leaves despite lockdown.

At this point I would like to thank Jo and Charmaine for the amazing job they did in getting the pre-school Covid safe as we now call it. There was and still is reams of guidance from multiple sources which changed continually and they conscientiously worked through that, making the necessary changes, collaborating with other pre-schools and communicating with parents and committee members throughout. Thank you both for that diligent work.

We were pleased as a committee to have been able to continue paying staff throughout lockdown and they undertook training and work from home during that time.

We have also recruited a new deputy supervisor from within staff members, Gemma Spackman was the successful applicant and Jo and Gemma are now working well as a team alongside all the staff who make Little Leaves the wonderful pre-school it is.

So I close in offering the committees thanks to all the staff who have worked so hard and continue to work in some very challenging times – the preschool is running smoothly and happily due to your wonderful efforts.

Secretary Report

Charmaine, our Administrator has kept all Policies and Procedures up to date within the setting. Charmaine has been a great support and her experience within the Education sector has been invaluable.

Recruitment: we said goodbye to Katie Holding, the setting supervisor and very much welcomed Jo Smith as her replacement. Jo has been a great asset to the pre-school, especially during lockdown ensuring the safe return of the children and staff. Jo goes above and beyond to make the setting the best it can be and the Committee would like to thank Jo for her hard work and commitment.

DocuSigned by:

Charlotte Fairbairn

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30 June 2021

During lockdown we held Zoom interviews for Deputy Supervisor role, and have appointed Gemma Spackman. We would all like to welcome Gemma into the role.

2020 Leavers: the staff held an outdoor ceremony in July, this was arranged inline with Covid guidelines. The ceremony was lovely, with each child receiving a gift, was lovely to be invited to attend – like a little graduation!

It was really lovely to be able to watch the children have their leavers ceremony after such a difficult and uncertain time during the pandemic.

The website is available but have found Facebook a good platform to communicate with parents. The staff at Little Leaves have interacted by posted photos of activities taken place during the day and also photos of some of the new equipment, which has been a great improvement to the setting.

Treasurer Report

The accounts for the year ended 31 August 2019 were finalised on 21 June 2020. Within 2019 LLPS reported a profit of £24,346 compared to the previous year's account which showed a loss of £9,503. The profit mainly relates to increased funding received via nursery fees and KCC funding compared to the previous year. The accounts show an increase in wages and salaries on the previous and increase in spend on staff training.

The account balances are shown below:

Account	Balance as Aug 19 accounts	Current balance (05/10/20)
Main current account	28,373.56	23,517.37
Reserve account	21,618.19	21,661.43
Total	49,991.75	45,178.80

The LLPS account balance remains healthy, we maintain the reserve account balance in case of emergencies and will continue to do so. The Committee agreed additional spend this year on new equipment for the setting (approx. £6200), this will be shown as part of the August 2020 accounts for the setting. The new equipment was purchased using the COOP funds received previously.

During COVID-19 LLPS continued to receive KCC funding and the Committee agreed that this should be used to cover staff wages as staff members continued to support the Pre-School by working from home. The Committee also voted to continue to pay for the Youth Centre hire throughout the pandemic despite the closure of the setting.

Annual Accounts 2018-2019

Accounts will be uploaded to Charity Commissioner website and available to view.

We would all like to thank Szilvia Komaromi for all her hard work over the past few years in keeping the Accounts healthy and wish her all the best.

Supervisors Report

This year has been a challenging one to say the least, however, we have managed to get through and every member of staff has gone above and beyond to help where they can. We delivered activity packs to all the children, kept in touch with all our families offering support and advice and posted daily activities onto our facebook page for the children. We remained open to children of keyworkers but we merged settings with Molly's to do this as we are in a collaboration with them and it made sense as neither setting had many children so we shared staffing and their building. We reopened in June to all families, prioritizing children who were transitioning to Primary school in the first instance and opening to all within a couple of weeks.

During Lockdown we interviewed several candidates for the Deputy supervisor role via zoom and i am pleased to say Gemma Spackman was the successful candidate and she is already working wonders in the setting!

All staff completed many online courses during lockdown to update their own CPD and for the benefit of all the children once we could safely reopen. Gemma Hopgood has successfully completed her Level 2 qualification and has gone straight on to do her level 3 so a huge well done to Gemma, Mel has just started her training for her level 2 qualification and Jamie is currently in the process of her level 3, both are doing exceptionally well. Continued professional development is very important to us at Little Leaves as it keeps our minds fresh and keeps our knowledge up to date.

Initially we were concerned that we would be very low on numbers for the September term but we have had many new children start with us and have many on the waiting list for the coming months so we are pleased and very proud so many parents are happy to share and entrust their children with us.

We have bought a lot of new resources for both inside and outside using the COOP funding and the children are loving all the new experiences these resources are giving them. We are currently looking at joining the Amazon Smile initiative as another source of charitable funding as who doesn't love an Amazon online shop? and we would receive a donation for every purchase made by our supporters so it's a win win situation!

Ofsted

Whilst there has not been an OFSTED Inspection this year, an annual conversation was carried out in March with the setting to discuss improvements and recommendations.

All actions from the previous Annual Conversation have been completed.

Recommendations:

Current staffing arrangements

Induction of forest school training: no face to face training currently available.

Use of Tapestry

Next Ofsted Inspection will hopefully take place in January 2021.

DocuSigned by:

Charlotte Fairbairn

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30 June 2021

Capacity

We currently have 30 children on roll, with several on the waiting list for coming months. We already have 10 children on our waiting list for the Friday sessions, which will start in January. We are receiving at least 2 enquires weekly and have had some lovely comments from parents saying that they have been recommended to come here.

Fees

Last year we managed to keep fees at same rate but Fees will increase as of term 2 from £15.50 per 3 hour session to £16.50 per 3 hour session, Little Leaves still remain one of the most competitive pre-schools within the area.

Draft letter will be produced to inform parents.

Fundraising

The pre-school took part in the local Co-op Fund and received over £10,000!

Over the summer Jo used some of the money to purchase new outdoor equipment, tablets and sofas for the children, these have been greatly received by the children.

We are looking into forest school for the setting with the remaining funds.

We are now looking at joining the Amazon Smile initiative as another source of charitable funding.

At present we have not planned for any future fundraising events due to Covid 19, this can be reviewed as and when we are able.

Voting on of New Committee

The committee is made up of officers (the chair, secretary and treasurer) and other committee members who assist with these roles and events.

As a charity pre-school, Officers roles are to be filled by volunteers that are not employed by little leaves, this is a requirement needed to operate and remain open. There is also a requirement that there should be 60% of members of the committee are parents of current preschool children.

Thank you to the Committee members who give up their free time to support us in all that we do and we would welcome any new members to the committee.

After 2 years on the committee, Lindsay is unable to continue as Secretary and would like to give you the opportunity to join the Committee and help run the Pre School for your children to enjoy.

Any Interest?

Ian Nurdin to remain on Committee – all agreed

Melanie Skinner to remain on Committee – all agreed

Natasha Wood: interested in joining Committee, to email and arranged DBS checks and EY2.

Mairead O’Sullivan: possibly interested in Secretary role, to email to discuss role and arrange DBS checks and EY2.

Chair: Helen Reeves: to remain – all agreed

Treasurer: Charlotte Fairbairn: to remain – all agreed

Secretary: Lindsay Smith: stepping down, will remain until new member appointed and necessary checks carried out – all agreed

Proposed by Helen Reeves and seconded by Lindsay Smith and unanimously agreed.

Date of Next Meeting

To be confirmed.

Any Other Business

Lindsay Smith to contact Mairead O’Sullivan to discuss Secretary role and await email from Natasha Wood to send DBS & EY2 links.

AGM scheduled for 17th June 2021 – venue to confirmed

Chair thanked everyone’s support and attending the AGM.

Signed on behalf of the Pre-school

By Helen Reeves, Chairperson

Date of signing: 25 June 2021 - AGM 2021

Little Leaves Pre-School
Reports & financial statements for the year ended
31 August 2020

**Copperville House
Fawkham Green Road
Longfield
Kent
DA3 8NN**

**Telephone 01474871414
E Mail: jan.parsons@npassociates.co.uk**

DE Solutions Ltd

DocuSigned by:

Charlotte Fairbairn

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30 June 2021

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DocuSigned by:

Charlotte Fairbairn

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30 June 2021

Business Information

Little Leaves Pre-School

Youth Centre
North Square
New Ash Green
DA3 8JY

Accountants

DE Solutions Ltd
Copperville House
Fawkham Green Road
Kent
DA3 8NN

Little Leaves Pre-School

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DE Solutions Ltd with all information and explanations necessary for their compilation.

C Fairbairn

25 June 2021

Little Leaves Pre-School

Accountants' report on the unaudited accounts to Little Leaves Pre-School

You have approved the accounts for the year ended 31 August 2020 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

DE Solutions Ltd
Accountants

Copperville House
Fawkham Green Road
Fawkham , Longfield
Kent
DA3 8NN

25 June 2021

**Little Leaves Pre-School
Profit and Loss Account
for the year ended 31 August 2020**

	2020	2019
	£	£
Sales	86,319	100,057
Cost of sales	7,550	1,559
Gross profit	<u>78,769</u>	<u>98,498</u>
Expenses		
Wages, salaries and other staff costs	70,332	60,205
Car, van and travel expenses	-	50
Rent, rates, power and insurance costs	6,173	9,335
Repairs and renewals of property and equipment	618	622
Telephone, fax, stationery and other office costs	1,550	799
Bank, credit card and other finance charges	(50)	-
Accountancy, legal and other professional fees	1,868	2,905
Depreciation and loss/(profit) on sale	83	83
Other business expenses	92	153
	<u>80,666</u>	<u>74,152</u>
(Loss)/profit	<u>(1,897)</u>	<u>24,346</u>

**Little Leaves Pre-School
Balance Sheet
as at 31 August 2020**

	Notes	2020 £	2019 £
Fixed assets			
Equipment, machinery and motor vehicles	3	375	164
Current assets			
Trade debtors		4,121	1,416
Bank/building society balances		46,321	49,992
Cash in hand		165	1,323
		<u>50,607</u>	<u>52,731</u>
Current liabilities			
Trade creditors		753	99
Other liabilities and accruals		1,800	2,470
		<u>2,553</u>	<u>2,569</u>
Net current assets		48,054	50,162
Net assets		<u>48,429</u>	<u>50,326</u>
Capital account			
Balance at start of period		50,326	25,980
Net (loss)/profit		(1,897)	24,346
		<u>48,429</u>	<u>50,326</u>

Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2020

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2020	2019
	£	£
Sales		
Nursery fees	13,215	22,671
Edenred	-	1,513
KCC Funding	62,562	72,817
Comp voucher & CAF	10,499	2,151
Interest receivable	43	44
Fund raising	-	861
	<u>86,319</u>	<u>100,057</u>
Cost of sales		
Equipment expensed	7,373	990
Fundraising expenses	120	15
Other direct costs	57	-
Weekly snacks & sweets	-	554
	<u>7,550</u>	<u>1,559</u>
Wages, salaries and other staff costs		
Wages and salaries	69,007	57,678
Pensions	601	404
Staff training and welfare	724	2,123
	<u>70,332</u>	<u>60,205</u>
Car, van and travel expenses		
Motor expenses	-	50
	<u>-</u>	<u>50</u>
Rent, rates, power and insurance costs		
Rent	5,804	9,173
PPE	300	-
Cleaning	69	162
	<u>6,173</u>	<u>9,335</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	618	622
	<u>618</u>	<u>622</u>
Telephone, fax, stationery and other office costs		
Postage	79	79
Stationery and printing	613	528
Literature	-	18
Computers & software	151	174
Other insurance costs	707	-
	<u>1,550</u>	<u>799</u>
	<u>1,550</u>	<u>799</u>

**Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2020**

Bank, credit card and other finance charges		
Bank charges	(50)	-
Accountancy, legal and other professional fees		
Accountants fees	1,200	1,200
Payroll Fees	600	600
KCC Egress licence	-	30
DBS checks	68	340
Pre School Learning Alliance	-	700
Information Commissioner	-	35
	<u>1,868</u>	<u>2,905</u>
Depreciation and loss/(profit) on sale		
Depreciation	83	83
Other business expenses		
Ofsted	-	50
Miscellaneous	-	6
Gifts & sundries	92	97
	<u>92</u>	<u>153</u>

3 Plant, machinery and motor vehicles

	Office equipment £
Cost	
At 1 September 2019	330
Additions	392
At 31 August 2020	<u>722</u>
Depreciation	
At 1 September 2019	166
Charge for the year	181
At 31 August 2020	<u>347</u>
Net book value	
At 31 August 2020	<u>375</u>
At 31 August 2019	<u>164</u>

Little Leaves Pre-School
Reports & financial statements for the year ended
31 August 2020

**Copperville House
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Longfield
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DA3 8NN**

**Telephone 01474871414
E Mail: jan.parsons@npassociates.co.uk**

DE Solutions Ltd

DocuSigned by:

Charlotte Fairbairn

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30 June 2021

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Little Leaves Pre-School

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DE Solutions Ltd with all information and explanations necessary for their compilation.

C Fairbairn

25 June 2021

Little Leaves Pre-School

Accountants' report on the unaudited accounts to Little Leaves Pre-School

You have approved the accounts for the year ended 31 August 2020 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

DE Solutions Ltd
Accountants

Copperville House
Fawkham Green Road
Fawkham , Longfield
Kent
DA3 8NN

25 June 2021

**Little Leaves Pre-School
Profit and Loss Account
for the year ended 31 August 2020**

	2020	2019
	£	£
Sales	86,319	100,057
Cost of sales	7,550	1,559
Gross profit	<u>78,769</u>	<u>98,498</u>
Expenses		
Wages, salaries and other staff costs	70,332	60,205
Car, van and travel expenses	-	50
Rent, rates, power and insurance costs	6,173	9,335
Repairs and renewals of property and equipment	618	622
Telephone, fax, stationery and other office costs	1,550	799
Bank, credit card and other finance charges	(50)	-
Accountancy, legal and other professional fees	1,868	2,905
Depreciation and loss/(profit) on sale	83	83
Other business expenses	92	153
	<u>80,666</u>	<u>74,152</u>
(Loss)/profit	<u>(1,897)</u>	<u>24,346</u>

**Little Leaves Pre-School
Balance Sheet
as at 31 August 2020**

	Notes	2020 £	2019 £
Fixed assets			
Equipment, machinery and motor vehicles	3	375	164
Current assets			
Trade debtors		4,121	1,416
Bank/building society balances		46,321	49,992
Cash in hand		165	1,323
		<u>50,607</u>	<u>52,731</u>
Current liabilities			
Trade creditors		753	99
Other liabilities and accruals		1,800	2,470
		<u>2,553</u>	<u>2,569</u>
Net current assets		48,054	50,162
Net assets		<u>48,429</u>	<u>50,326</u>
Capital account			
Balance at start of period		50,326	25,980
Net (loss)/profit		(1,897)	24,346
		<u>48,429</u>	<u>50,326</u>

Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2020

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2020	2019
	£	£
Sales		
Nursery fees	13,215	22,671
Edenred	-	1,513
KCC Funding	62,562	72,817
Comp voucher & CAF	10,499	2,151
Interest receivable	43	44
Fund raising	-	861
	<u>86,319</u>	<u>100,057</u>
Cost of sales		
Equipment expensed	7,373	990
Fundraising expenses	120	15
Other direct costs	57	-
Weekly snacks & sweets	-	554
	<u>7,550</u>	<u>1,559</u>
Wages, salaries and other staff costs		
Wages and salaries	69,007	57,678
Pensions	601	404
Staff training and welfare	724	2,123
	<u>70,332</u>	<u>60,205</u>
Car, van and travel expenses		
Motor expenses	-	50
	<u>-</u>	<u>50</u>
Rent, rates, power and insurance costs		
Rent	5,804	9,173
PPE	300	-
Cleaning	69	162
	<u>6,173</u>	<u>9,335</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	618	622
	<u>618</u>	<u>622</u>
Telephone, fax, stationery and other office costs		
Postage	79	79
Stationery and printing	613	528
Literature	-	18
Computers & software	151	174
Other insurance costs	707	-
	<u>1,550</u>	<u>799</u>
	<u>1,550</u>	<u>799</u>

**Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2020**

Bank, credit card and other finance charges		
Bank charges	(50)	-
Accountancy, legal and other professional fees		
Accountants fees	1,200	1,200
Payroll Fees	600	600
KCC Egress licence	-	30
DBS checks	68	340
Pre School Learning Alliance	-	700
Information Commissioner	-	35
	<u>1,868</u>	<u>2,905</u>
Depreciation and loss/(profit) on sale		
Depreciation	83	83
Other business expenses		
Ofsted	-	50
Miscellaneous	-	6
Gifts & sundries	92	97
	<u>92</u>	<u>153</u>

3 Plant, machinery and motor vehicles

	Office equipment £
Cost	
At 1 September 2019	330
Additions	392
At 31 August 2020	<u>722</u>
Depreciation	
At 1 September 2019	166
Charge for the year	181
At 31 August 2020	<u>347</u>
Net book value	
At 31 August 2020	<u>375</u>
At 31 August 2019	<u>164</u>