



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 Nordin
IAN NORDIN 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 ANordli
IAN NORDEN 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
E Mail: jan.parsons@npassociates.co.uk**

DE Solutions Ltd

Little Leaves Pre-School Contents

	Page
Business information	1
Approval statement	2
Accountants' report	3
Profit and loss account	4
Balance sheet	5
Notes to the accounts	6

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.

A handwritten signature in black ink, appearing to read 'Ian Nurdin'.

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 Nordin

IAN NORDIN

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 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 Nordin

IAN NORDIN

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	<u>181</u>
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 Nordin

IAN NORDIN

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

DE Solutions Ltd

Little Leaves Pre-School Contents

	Page
Business information	1
Approval statement	2
Accountants' report	3
Profit and loss account	4
Balance sheet	5
Notes to the accounts	6

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.

A handwritten signature in black ink, appearing to read 'Ian Nurdin'.

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 Nordin

IAN NORDIN

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 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 Nordin

IAN NORDIN

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	<u>181</u>
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 Nordin

IAN NORDIN

29.06.23