



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



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**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  
10<sup>th</sup> 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](mailto: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*

IAN NURDIN

10<sup>th</sup> JUNE 2025

**Little Leaves Pre-School**  
**Reports & financial statements for the year ended**  
**31 August 2024**

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

**Telephone 01474871414  
E Mail: [jan.parsons@npassociates.co.uk](mailto:jan.parsons@npassociates.co.uk)**

**DE Solutions Ltd**

# Little Leaves Pre-School

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Business information
Approval statement
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## Business Information

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New Ash Green	
DA3 8JY	1

### Accountants

DE Solutions Ltd	2
Copperville House	3
Fawkham Green Road	3
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DA3 8NN	3

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.

IANurdi.

Ian Nurdin

18 March 2025

**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 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.

DE Solutions Ltd  
Accountants

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

18 March 2025

IAN NURDIN  
IAN NURDIN  
10<sup>th</sup> June 2025

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

	2024 £	2023 £
<b>Sales</b>	154,974	117,963
<b>Cost of sales</b>	1,853	3,089
<b>Gross profit</b>	<u>153,121</u>	<u>114,874</u>
<b>Expenses</b>		
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>
<b>Profit/(loss)</b>	<u>5,440</u>	<u>(2,584)</u>

IAN NURDIN  
10<sup>th</sup> JUNE 2025



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

	Notes	2024 £	2023 £
<b>Current assets</b>			
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>	
<b>Current liabilities</b>			
Trade creditors	2,010	487	
Other liabilities and accruals	4,512	2,883	
	<u>6,522</u>	<u>3,370</u>	
<b>Net current assets</b>		64,874	59,434
<b>Net assets</b>		<u>64,874</u>	<u>59,434</u>
<b>Capital account</b>			
Balance at start of period	59,434	62,018	
Net profit/(loss)	5,440	(2,584)	
	<u>64,874</u>	<u>59,434</u>	

I.A.N. Nurd.  
IAAN NURAN  
10<sup>th</sup> 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 £
<b>Sales</b>		
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>
<b>Cost of sales</b>		
Equipment expensed	981	2,371
Fundraising expenses	6	23
Weekly snacks & sweets	866	695
	<u>1,853</u>	<u>3,089</u>
<b>Wages, salaries and other staff costs</b>		
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>
<b>Rent, rates, power and insurance costs</b>		
Rent	14,840	14,452
Cleaning	252	310
	<u>15,092</u>	<u>14,762</u>
<b>Repairs and renewals of property and equipment</b>		
Repairs and maintenance	<u>731</u>	<u>280</u>
<b>Telephone, fax, stationery and other office costs</b>		
Postage	39	31
Stationery and printing	616	795
Subscriptions	1,315	1,308
	<u>1,970</u>	<u>2,134</u>
<b>Advertising and business entertainment costs</b>		
Advertising and PR	-	23

*IAN N.*  
 IAN NURDIN

10<sup>th</sup> 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
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**Other business expenses**

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

2,371	981
23	6
695	695
<u>3,089</u>	<u>1,682</u>

94,468	120,450
1,379	1,476
479	3,052
939	1,959
<u>97,265</u>	<u>126,937</u>

14,452	14,840
310	252
<u>14,762</u>	<u>15,092</u>

<u>280</u>	<u>731</u>
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31	39
795	816
1,308	1,315
<u>2,134</u>	<u>2,170</u>

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