

# **LITTLE LEAVES PRE-SCHOOL - ANNUAL MEETING - 11<sup>th</sup> 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](mailto:jan.parsons@npassociates.co.uk)**

**N P Associates Ltd**

## **Little Leaves Pre-School Contents**

	<b>Page</b>
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**

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**

	<b>2025</b> <b>£</b>	<b>2024</b> <b>£</b>
<b>Sales</b>	148,188	154,974
Cost of sales	5,324	1,853
<b>Gross profit</b>	<u>142,864</u>	<u>153,121</u>
<b>Expenses</b>		
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>
<b>(Loss)/profit</b>	<u>(12,023)</u>	<u>5,440</u>

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

	Notes	2025 £	2024 £
<b>Current assets</b>			
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>	
<b>Current liabilities</b>			
Trade creditors	2,382	2,010	
Other liabilities and accruals	3,859	4,512	
	<u>6,241</u>	<u>6,522</u>	
<b>Net current assets</b>		52,851	64,874
<b>Net assets</b>		<u>52,851</u>	<u>64,874</u>
<b>Capital account</b>			
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**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Sales</b>		
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>
<b>Cost of sales</b>		
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>
<b>Wages, salaries and other staff costs</b>		
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>
<b>Rent, rates, power and insurance costs</b>		
Rent	15,217	14,840
Cleaning	296	252
	<u>15,513</u>	<u>15,092</u>
<b>Repairs and renewals of property and equipment</b>		
Repairs and maintenance	<u>458</u>	<u>731</u>
<b>Telephone, fax, stationery and other office costs</b>		
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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