



Scribe Accounts - An Introduction for Councillors

Why use Scribe?

Scribe is a dedicated accounts package, purpose built for parish and town councils. Scribe will give you, as a Councillor, compliant in-depth reporting on your council's financial position, but without your clerk spending hours manually producing reports. At any time your full financial position can be accurately reported upon.

Who are we?

We've been making our flagship product Scribe Accounts for over 20 years. We began when an experienced Responsible Financial Officer became increasingly frustrated with how time-consuming it was to provide his Council the data they needed. We're now trusted by hundreds of councils across the country.

What difference will Scribe make to your council?

With resources being stretched it's important that your budget is well managed. Scribe will save your Clerk many hours of manual work each month, as well as ensuring your finances are managed using best-practice and in a transparent way. Using the latest technology our secure cloud based system means data is stored securely on UK servers using bank-grade encryption.

Next steps

As part of your Scribe License your Clerk receives unlimited access to our Support Team. Once you have purchased Scribe, our Support Team will contact you to arrange online access and set-up. We will then provide your Clerk an initial training session to help them learn the basics and help them to get started with setting Scribe up for your Council's requirements.

Training is unlimited and additional sessions can be booked with our qualified accountant on request.

“The time saving comes from the reports generated. We used to report on the budget to the Council every four months. Now we report every Full Council meeting. We also provide bank reconciliation and in-depth reports to two committees.”

Liz Shayler, Clerk
Banwell Parish Council



Frequently Asked Questions

What are the alternatives to Scribe Accounts?

Whilst there are many different software options available, most are designed primarily for businesses with Profit and Loss accounts. This means there are complicated ledgers that are unnecessary for councils, and you can't produce the reports you need to meet your statutory obligations.

Many councils find using these packages difficult, so stick to Excel spreadsheets, but this has no audit trail and requires time to be spent on producing manual reports. Scribe is purpose built for town and parish Councils.

Why do I pay a recurring annual license?

In part the annual license fee covers software updates - we ensure that our software remains up-to-date with the latest requirements for local councils, and release regular software updates. However, the annual license also includes unlimited access to our Support Team. We provide regular training webinars, in addition to on-going phone and email support.

Receipts and Payments vs Income and Expenditure

Most councils with a budget of under £200,000 keep more simplified "receipts and payments" accounts, however, larger councils use "income and expenditure". Scribe works for both, and is a full receipts and payments accounts system, with an option to convert at year end to income and expenditure accounts.

What happens at the year end?

We know that the financial year end is the most stressful time of year for councils. With Scribe it will be pain-free. If your accounts data has been correctly added and reconciled, throughout the year; it is simply a case of clicking a few buttons to generate your year end reporting.

"Scribe is so user friendly, it guides you through everything and has the ability to produce every report you would need as a Town Clerk. I no longer use any external resources to produce end of year, Scribe does everything for you and populates the Annual Return."

Sue Piergianni, Clerk
Whittlesey Town Council

Simple, Transparent Pricing

To make Scribe affordable for all councils, our annual license fee is based upon the size of your Council's precept and receipts. All pricing is ex VAT.

PRECEPT /RECEIPTS	PRECEPT/RECEIPTS	PRECEPT/RECEIPTS	PRECEPT/RECEIPTS	PRECEPT/RECEIPTS
Up to £25,000	£25,000 to £50,000	£50,000 to £100,000	£100,000 to £200,000	£200,000+
Single User License	Single User License	Single User License	Single User License	Single User License
£257 per year	£283 per year	£347 per year	£385 per year	£487 per year
Unlimited User License	Unlimited User License	Unlimited User License	Unlimited User License	Unlimited User License
£385 per year	£425 per year	£520 per year	£577 per year	£730 per year

Councils with an overall income of less than £10,000 can benefit from specialist reduced pricing.

Learn more about how Scribe Accounts can help your Council

www.scribeaccounts.com

Scribe Accounts + Tywyn Town Council

Tell us about yourself

My name is Francesca Pridding, I'm the Clerk at Tywyn Town Council in South Wales.

What was the main reason you started using Scribe?

The council has used Scribe since 2016, I started August 2017. The system being used before was a pencil and a ledger, when my predecessor took over he was slightly more computer literate and started using Scribe, every month, however, he still produced a Financial Report for the Council on an Excel spreadsheet.



When I took over (having never been a Clerk before) I soon started looking for anything that made my life easier and Scribe was perfect, and that's now all I use.

What are the main benefits you get from Scribe?

I love the way that every month I just click a couple of buttons that produce a complete report that I can give to the Councillors along with a lovely tidy Bank Reconciliation. The VAT report is absolutely invaluable and saves hours of time. I'm a lawyer by training, figures are not my natural happy place, but Scribe makes me feel slightly smug about being able to produce financial reports that impress the Councillors and look so professional.

Do you save any time each month now you have Scribe, if so how much?

Flipping hours! Easily 8 hours per month and then another 4 hours per quarter on the VAT, and then the total lack of headache that I'm anticipating at the Year End.

What would you say to another Clerk considering using Scribe?

Do it! The Internal Auditor will love you, your Councillors will love you, the VAT man will have no issues, you'll be able to sleep at night! You can even tick a little box and all your s137 payments are accounted for, you can even add little notes to each entry. The system is easier than producing a functioning Excel spreadsheet and the Customer Support is fantastic. I was completely new to the system when I started in August and yet I have picked it up easily with a bit of help from the outstanding Customer Support.

Learn more about how Scribe Accounts can help your Council

www.scribeaccounts.com

What support is included with my annual license?

All Scribe customers pay an annual license fee. Included in this is unlimited technical support, training and advice from our qualified Support Accountant. We typically find most new customers require between 1 and 5 hours of training in their first month of using Scribe.

All customers have access to our online knowledge base and can contact our support team during office hours by phone or email. We will ensure that you know how to use Scribe to process your accounts, help you resolve technical issues and show you how to resolve accounting problems.

When will I need Scribe Professional Services?

Our Professional Services are an affordable alternative to hiring a bookkeeper or accountant to perform accounting work on your behalf. The most frequent requests are for us to:

- Enter historical transaction data into Scribe (for example from your bank statements).
- Find and resolve accounting errors that are causing the accounts not to balance or reconcile.
- Help process your financial year end paperwork.

How does the pricing work?

Rather than charging an hourly rate, which creates open-ended costs and causes uncertainty as to the final bill, we charge transparent flat-fees for the work to be undertaken. This means you know in advance how much you will be charged, allowing you to get concrete approval from your council.

We have different tiers depending on the size of the council and the amount of data we're being asked to work with. This is simply because the greater the amount of data the longer it takes to find errors and resolve accounting problems. Our pricing ensures that minor issues, especially for councils with low volumes of transactions, can be handled inexpensively.

Do I have to use Scribe Professional Services?

At no point are you required to use Scribe Professional Services. We will fully train you, and provide unlimited technical support as part of your license fee. Our Professional Services are there to back you up if you need help with processing your accounts and are entirely optional.

How do we pay for Scribe Professional Services?

After you've confirmed that you would like to go ahead, we will email you an invoice that is due within 10 days. Payment can be made by card, cheque or bank transfer.

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www.scribeaccounts.com

	PRECEPT Up to £25,000	PRECEPT £25,000 to £50,000	PRECEPT £50,000 to £100,000	PRECEPT £100,000 to £200,000	PRECEPT £200,000+
<p>Tier 1</p> <p>Involves only a small amount of data.</p> <p>For example, you would like us to:</p> <ul style="list-style-type: none"> - Resolve errors in a single routine monthly reconciliation. - Key in one or two months of transaction data. 	£19	£29	£39	£49	£79
<p>Tier 2</p> <p>Involves quite a bit of data.</p> <p>For example, you would like us to:</p> <ul style="list-style-type: none"> - Resolve errors in several months of unreconciled accounts. - Key in several months of transaction data. 	£79	£99	£149	£199	£299*
<p>Tier 3</p> <p>Involves lots of data.</p> <p>For example, you would like us to:</p> <ul style="list-style-type: none"> - Resolve errors in many months of unreconciled accounts. - Find errors causing your year end accounts to not balance. - Key in many months of transaction data. 	£199	£299	£399	£499*	£599*

All prices quoted exclude VAT.

All Scribe Professional Services are completed by, or under the supervision of, a qualified accountant. We endeavour to provide accurate advice and adhere to industry best-practice. However, a town or parish council's Responsible Financial Officer (RFO) is legally accountable for the accuracy of the council's accounts, regardless of whether Scribe Professional Services have been involved.

* Where indicated these prices are only estimates, as we will require more information to provide a final quotation. Our nominal day rate used in calculating fees is £499.

Learn more about how Scribe Accounts can help your Council

www.scribeaccounts.com

Dayworth Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
Capital Items and New Projects		5.00	5	72,660.00	47,446.68	25,213	25,218
Councillor Expenditure				3,360.00	371.58	2,988	2,988
Grounds Maintenance				4,975.00	3,797.89	1,177	1,177
Income	52,157.00	52,951.28	794				794
Insurance				725.00	446.42	279	279
Newsletter				4,000.00	3,058.35	942	942
Office Costs				2,851.00	1,543.93	1,307	1,307
Repairs and Maintenance				1,560.00	936.22	624	624
S137 Monies				5,250.00		5,250	5,250
Staffing				12,991.00	12,100.64	890	890
Subscriptions and Professional				12,716.00	1,758.92	10,957	10,957
Youth				1,000.00	4,829.25	-3,829	-3,829
NET TOTAL	52,157.00	52,956.28	799	122,088.00	76,289.88	45,798	46,597
V.A.T.		2,137.89			10,645.56		
GROSS TOTAL		55,094.17			86,935.44		

SAMPLE REPORT

Dayworth Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
3	Play Park	250.00		-250				-250
4	Allotments	7,000.00	6,375.00	-625				-625
5	Interest	100.00	15.45	-85				-85
6	Rental property	1,400.00	1,627.00	227				227
8	Other		10,532.98	10,533				10,533
9	Salary (Inc Tax and N.I)				16,000.00	17,284.87	-1,285	-1,285
10	Admin Expenses (General)				5,000.00	4,684.97	315	315
11	Insurance				700.00	483.82	216	216
12	Grounds Maintenance				6,000.00	4,707.00	1,293	1,293
14	Newsletter				1,500.00	1,162.00	338	338
15	Allotments				1,000.00	589.00	411	411
16	Play Park				5,000.00	3,500.00	1,500	1,500
17	Grants				2,000.00	2,529.25	-529	-529
19	Waste				500.00	212.00	288	288
20	Section 137					100.00	-100	-100
21	Public Conveniences				20,000.00	12,543.41	7,457	7,457
22	Christmas Lighting				3,000.00	1,200.00	1,800	1,800
23	Play Area/Equipment				1,000.00	69.20	931	931
24	Annual Building Safety Survey				650.00		650	650
26	Beach Cleaning / Awards				1,500.00	2,048.00	-548	-548
27	Parish Plan				3,000.00	250.00	2,750	2,750
28	Professional Services				3,000.00	3,659.95	-660	-660
29	Precept	58,490.00	58,490.00					
30	Election Expenses				3,000.00	2,609.02	391	391
NET TOTAL		67,240.00	77,040.43	9,800	72,850.00	57,632.49	15,218	25,018
V.A.T.						5,054.67		
GROSS TOTAL			77,040.43			62,687.16		

SAMPLE REPORT

Dayworth Parish Council

Bank Reconciliation at 30/04/2018		
Cash in Hand 30/04/2018		
		108,609.07
ADD		
Receipts 01/04/2018 - 30/04/2018		111,094.22
		219,703.29
SUBTRACT		
Payments 01/04/2018 - 30/04/2018		74,989.99
A	Cash in Hand 30/04/2018 (per Cash Book)	144,713.30
Cash in hand per Bank Statements		
Cash	30/04/2018	0.00
HSBC Current Account	30/04/2018	94,615.45
HSBC Money Manager	30/04/2018	50,122.63
HSBC Bond	30/04/2018	0.00
Petty Cash	30/04/2018	100.00
		144,838.08
Less unpresented cheques As attached		124.78
		144,713.30
Plus unpresented receipts As attached		0.00
B	Adjusted Bank Balance	144,713.30
A = B Checks out OK		

Dayworth Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
18	18/04/2018		HSBC	102379	Clerk's salary	Jane Smith	E	612.38	0.00	612.38
19	19/04/2018		HSBC	102380	Hall hire	Dayworth Village Hall	E	80.00	0.00	80.00
20	19/04/2018		HSBC	102381	Mowing	WODC	S	141.86	28.37	170.23
21	19/04/2018		HSBC	102382	Refund - expenses	Matthew James	S	8.13	1.63	9.76
22	19/04/2018		HSBC	102383	Lawn treatment - village	Lawnservice Ltd	E	37.50	0.00	37.50
23	19/04/2018		HSBC	102384	Annual Donation	Dayworth & District Day	E	80.00	0.00	80.00
24	19/04/2018		HSBC	102385	Annual Donation	Dayworth Grapevine	E	100.00	0.00	100.00
25	19/04/2018		HSBC	102386	Annual Donation	Dayworth Parochial	E	500.00	0.00	500.00
26	19/04/2018		HSBC	102387	Mapping Software	Get Mapping plc (Parish	S	28.00	5.60	33.60
27	19/04/2018		HSBC	102388	Donation	Dayworth Preschool	E	100.00	0.00	100.00
28	19/04/2018		HSBC	102389	V.Hall Insurance Renewal	Westminster Inc	E	1,196.30	0.00	1,196.30
29	26/04/2018		HSBC	DD	Loan Servicing	Public Works Loan Board	E	2,779.14	0.00	2,779.14
30	25/04/2018		HSBC	102390	Clerk's salary	Jane Smith	E	612.38	0.00	612.38
31	01/05/2018		HSBC	102391	Hall hire	Dayworth Village Hall	E	12.50	0.00	12.50
32	01/05/2018		HSBC	102392	Mowing	Lawn Inc	S	70.93	14.19	85.12
33	01/05/2018		HSBC	102393	Play area maintenance	Mary Ward	E	74.06	0.00	74.06
34	01/05/2018		HSBC	102394	Mowing	Paul Black	E	415.00	0.00	415.00
35	01/05/2018		HSBC	102394	Mowing	Paul Black	E	335.00	0.00	335.00
36	01/05/2018		HSBC	102394	Mowing	Paul Black	E	180.00	0.00	180.00
37	02/05/2018		HSBC	102395	Refund - expenses	Amazon EU Sarl	S	20.70	4.14	24.84
38	02/05/2018		HSBC	102395	Stationery	Amazon EU Sarl	S	14.67	1.38	16.05
39	03/05/2018		HSBC	102396	Litter picking	John Adams	E	250.00	0.00	250.00
41	03/05/2018		HSBC	102398	Gate painting - GOR	Pinks Maintenance	S	545.00	109.00	654.00
Total								8,193.55	164.31	8,357.86

SAMPLE

Dayworth Parish Council
BANK ACCOUNTS

HSBC Current Account	£96,615.45
HSBC Money Manager	£50,122.63
Petty Cash	£100.00
HSBC Bond	£0.00

Total in Banks	£144,838.08
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Cash	0.00
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GRAND TOTAL (Banks and Cash)	£144,838.08
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SAMPLE REPORT

Dayworth Parish Council
Value Added Tax Return for the period 01/04/2017 to 30/06/2017

VAT due in this period on sales and other outputs	Box 1	£0.00
VAT due in this period on acquisitions from other EC Member States	Box 2	None
Total VAT due (the sum of boxes 1 & 2)	Box 3	£0.00
VAT reclaimed in this period on purchases and other inputs	Box 4	£1,100.96
Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 & 4)	Box 5	£1,100.96
Total value of sales and all other outputs excluding any VAT. Excludes any 'X' outputs	Box 6	£69,275
Total value of purchases and all other inputs excluding any VAT. Excludes any 'X' outputs	Box 7	£15,724
Total value of all supplies of goods and related costs, excluding VAT, to other EC Member States	Box 8	None
Total value of all acquisitions of goods and related costs, excluding VAT, from other EC Member States	Box 9	None

Dayworth Parish Council
ANNUAL RETURN - Section 1 : Statement of Accounts

Accounts for Year from 01/04/2017 to 31/03/2018

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 10% from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

Box No.	Description	Year ending		
		31/03/2017 £	31/03/2018 £	
1	Balances brought fwd	0.00	43,912.83	*
2	Annual precept	0.00	0.00	
3	Total other receipts	0.00	35,382.48	*
4	Staff Costs	0.00	(376.44)	*
5	Loan interest/capital repayments	0.00	(1.10)	*
6	Total other payments	0.00	18,552.68	*
7	Balances carried forward	43,912.83	61,120.17	*
8	Total Cash and Short Term Investments	43,912.83	61,120.17	*
9	Total Fixed Assets and Long Term Investments	0.00	0.00	
10		0.00	0.00	