



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

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

10 May 2019 (2019-2020)

Capital Items and New Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Christmas				3,000.00		3,000	3,000
2	In Bloom				3,000.00	350.00	2,650	2,650
14	Car Park Renovation					3,375.00	-3,375	-3,375
41	Village Fair				15,000.00	5,071.00	9,929	9,929
42	Harvest Festival				2,000.00	1,700.00	300	300
SUB TOTAL					23,000.00	10,496.00	12,504	12,504

Councillor Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Election Expenses							
SUB TOTAL								

Donations

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	School Donation					350.00	-350	-350
27	Charity Donation							
28	Personal Donation							
SUB TOTAL						350.00	-350	-350

Grounds Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11	Building Renovation					600.00	-600	-600
12	Grass Cutting					1,345.00	-1,345	-1,345
13	Tree and Hedge Cutting					200.00	-200	-200
23	Bins					1,100.00	-1,100	-1,100
35	Litter					240.00	-240	-240
39	Car Park				1,500.00	100.00	1,400	1,400
40	Village Hall Grounds				750.00	965.00	-215	-215
SUB TOTAL					2,250.00	4,550.00	-2,300	-2,300

Historical

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	War Memorial				650.00	245.00	405	405
33	Remembrance Gardens				500.00	400.00	100	100
34	Historic Quay Promenade				2,000.00	500.00	1,500	1,500

Dayworth Parish Council

	Bank Reconciliation at 30/04/2019		
	Cash in Hand 30/04/2019		108,609.07
	ADD		
	Receipts 01/04/2019 - 30/04/2019		111,094.22
	SUBTRACT		219,703.29
	Payments 01/04/2019 - 30/04/2019		74,989.99
A	Cash in Hand 30/04/2019 (per Cash Book)		144,713.30
	Cash in hand per Bank Statements		
	Cash 30/04/2019	0.00	
	HSBC Current Account 30/04/2019	94,615.45	
	HSBC Money Manager 30/04/2019	50,122.63	
	HSBC Bond	0.00	
	Petty Cash 30/04/2019	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	Clerk's Salary	18/04/2019		HSBC	102379	Clerk's salary	Jane Smith	E	612.38	0.00	612.38
19	Hall Hire	19/04/2019		HSBC	102380	Hall hire	Dayworth Village Hall	E	80.00	0.00	80.00
20	Playing Field	19/04/2019		HSBC	102381	Mowing	WODC	S	141.86	28.37	170.23
21	Other S137	19/04/2019		HSBC	102382	Refund - expenses	Matthew James	S	8.13	1.63	9.76
22	VH/CRF Maintenance	19/04/2019		HSBC	102383	Lawn treatment - village	Lawnservice Ltd	E	37.50	0.00	37.50
23	Donations given out	19/04/2019		HSBC	102384	Annual Donation	Dayworth & District Day	E	80.00	0.00	80.00
24	Donations given out	19/04/2019		HSBC	102385	Annual Donation	Dayworth Grapevine	E	100.00	0.00	100.00
25	Donations given out	19/04/2019		HSBC	102386	Annual Donation	Dayworth Parochial	E	500.00	0.00	500.00
26	Mapping Software	19/04/2019		HSBC	102387	Mapping Software	Get Mapping plc (Parish	S	28.00	5.60	33.60
27	Donations given out	19/04/2019		HSBC	102388	Donation	Dayworth Preschool	E	100.00	0.00	100.00
28	VH/CRF Maintenance	19/04/2019		HSBC	102389	V.Hall Insurance Renewal	Westminster Inc	E	1,196.30	0.00	1,196.30
29	VH/CRF Loan Servicing	26/04/2019		HSBC	DD	Loan Servicing	Public Works Loan Board	E	2,779.14	0.00	2,779.14
30	Clerk's Salary	25/04/2019		HSBC	102390	Clerk's salary	Jane Smith	E	612.38	0.00	612.38
31	Hall Hire	01/05/2019		HSBC	102391	Hall hire	Dayworth Village Hall	E	12.50	0.00	12.50
32	Playing Field	01/05/2019		HSBC	102392	Mowing	Lawn Inc	S	70.93	14.19	85.12
33	Play Area Maintenance	01/05/2019		HSBC	102393	Play area maintenance	Mary Ward	E	74.06	0.00	74.06
34	Grass Cutting	01/05/2019		HSBC	102394	Mowing	Paul Black	E	415.00	0.00	415.00
35	VH/CRF Maintenance	01/05/2019		HSBC	102394	Mowing	Paul Black	E	335.00	0.00	335.00
36	Play Area Maintenance	01/05/2019		HSBC	102394	Mowing	Paul Black	E	180.00	0.00	180.00
37	Other S137	02/05/2019		HSBC	102395	Refund - expenses	Amazon EU Sarl	S	20.70	4.14	24.84
38	Stationery	02/05/2019		HSBC	102395	Stationery	Amazon EU Sarl	S	14.67	1.38	16.05
39	Litter Collection	03/05/2019		HSBC	102396	Litter picking	John Adams	E	250.00	0.00	250.00
41	GOR Maintenance	03/05/2019		HSBC	102398	Gate painting - GOR	Pinks Maintenance	S	545.00	109.00	654.00
Total									8,193.55	164.31	8,357.86

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
Cash	0.00
GRAND TOTAL (Banks and Cash)	£144,838.08

SAMPLE REPORT

Dayworth Parish Council

Value Added Tax Return for the period 01/04/2019 to 30/06/2019

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 01/04/2018 to 31/03/2019

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		
		31/03/2018 £	31/03/2019 £	
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	

Dayworth Parish Council
Cost Centre Year Comparison Summary
All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Income								
Precept	17,000.00	17,000.00	0.00	0.00	15,000.00	15,000.00	0.00	0.00
Sundry Income	0.00	0.00	0.00	0.00	0.00	49.65	0.00	0.00
Allotment fees	250.00	655.00	0.00	0.00	250.00	244.50	0.00	0.00
Donations	456.88	15,000.00	0.00	0.00	0.00	10.00	0.00	0.00
SUB TOTAL	17,706.88	32,655.00	0.00	0.00	15,250.00	15,304.15	0.00	0.00
Grounds Maintenance								
Grasscutting	0.00	0.00	800.00	1,235.00	0.00	0.00	800.00	1,348.00
General grounds maintenance	0.00	0.00	0.00	11,234.00	0.00	0.00	0.00	1,701.99
SUB TOTAL	0.00	0.00	800.00	12,469.00	0.00	0.00	800.00	3,049.99
Allotments								
Allotment maintenance	0.00	0.00	500.00	1,497.00	0.00	0.00	500.00	1,421.00
Water	0.00	0.00	670.00	134.00	0.00	0.00	0.00	0.00
SUB TOTAL	0.00	0.00	1,170.00	1,631.00	0.00	0.00	500.00	1,421.00
Office Costs								
Stationery	0.00	0.00	0.00	-80.00	0.00	0.00	0.00	0.00
Printer	0.00	0.00	0.00	0.00	0.00	0.00	85.00	35.00
Phone & Broadband	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00
Water	0.00	0.00	0.00	0.00	0.00	0.00	670.00	0.00
SUB TOTAL	0.00	0.00	100.00	-80.00	0.00	0.00	855.00	35.00
Admin								
Printer	0.00	0.00	85.00	54.00	0.00	0.00	0.00	0.00
Staff Costs	0.00	0.00	10,000.00	23,250.00	0.00	0.00	10,000.00	6,800.00
Hall hire	0.00	0.00	280.00	123.00	0.00	0.00	280.00	50.00
Electricity	0.00	0.00	1,000.00	1,715.00	0.00	0.00	1,000.00	1,330.00
Water	0.00	0.00	199.98	0.00	0.00	0.00	0.00	0.00
SUB TOTAL	0.00	0.00	11,564.98	25,142.00	0.00	0.00	11,280.00	8,180.00
Earmarked Reserves								
Resurfacing car park	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00
Play park	0.00	0.00	0.00	2,350.00	0.00	0.00	0.00	0.00
SUB TOTAL	0.00	0.00	5,000.00	2,350.00	0.00	0.00	0.00	0.00