To:  Tim Smith, All Parish Councillors

**Managing North Luffenham Parish Council accounts– Proposal to move to Scribe**

At present, North Luffenham’s Parish Council manages its accounts on Excel. This is not straightforward, particularly for an inexperienced Clerk, and requires accurate and knowledgeable recording in several places. We have discussed the use of accounting systems and now have an attractive quote from Scribe Accounts, attached separately. This requires an immediate decision.

This is my view of the risks and benefits of making such a change.

**Risks**

* There is some additional work for the Clerk over a 90 day period of transition.
* NLPC might feel tied to this supplier. While this is partially true, Scribe are currently dealing with 800 councils, so it is not in their best interest to price themselves out of the market.
* Is NLPC’s present system simply cheaper to run? This may be correct with a Clerk with a stronger accounts background but, even then, it is still slow. The turnover of Clerks is inevitable and I am finding the post difficult to contain within paid hours. The company’s current estimate is that the system will save the average Clerk 12 hours a month. This would help make the job more sustainable in the longer-term.

**Benefits**

* Scribe have a clear track record in dealing with small councils
* They also have a strong focus on providing training for users. See comments on the Scribe academy
* This system should make the key points in the financial year less stressful.
* They provide a source of independent advice available to users during standard working hours
* Immediately accessible read-only access (potentially for 8 users) is available on all accounts across the month,
* Their presentation is acceptable to outside bodies in particular HMRC and Audit.
* There are options available to make wider use of their system for a fee. At present, Scribe offers support on allotments and village hall bookings at some additional cost.

For further information, you may want to study their Trustpilot reviews

[Scribe Reviews | Read Customer Service Reviews of scribeaccounts.com | 2 of 3 (trustpilot.com)](https://uk.trustpilot.com/review/scribeaccounts.com?page=2)

SC Hammond,

Parish Clerk