# Proposal for

## Modbury Parish Council

Created by

Evan Parry, Scribe Expert

# Plan details & pricing

We outlined the following package based on our discussion, including:

- Unlimited users at no extra cost
- Uncapped support and training from our team of accountants
- Unlimited software upgrades
- Daily backups
- Full audit trail
- Online Knowledge base

| Item | Subtotal |
|---|---|
| Annual Subscription Fee Accounts | £288 |
| Initial Set-up Fee Accounts | £197 |

Accounts subtotal     £485 + VAT

*This proposal is valid until 30/04/2022*

# About Us

Scribe provides purpose-built cloud applications that enable local councils in England and Wales to manage their financial accounts, facilities bookings, and cemeteries with pin-point accuracy.  Scribe provides continuous, free training sessions from the Scribe Academy, with uncapped support from our team of qualified and part-qualified Accountants and Clerks.

Scribe is the fastest growing software and training provider operating in the local government sector.   Scribe's mission is to help local communities work smarter and have over 800 customers.

## We help you

- Demonstrate the responsible, secure management of public funds, facilities and cemeteries
- Enhance transparency with unlimited, read-only users

- Reduced risk of mismanagement, errors and costly failed audits
- Avoid GDPR & Data Protection Act (2018) pitfalls
- Increase confident decision making with clear, accurate reporting



WATCH https://www.youtube.com/watch?v=x20JNh5FhQA&t=1s

# Meet your experienced support team

We have a team of qualified and part qualified accountants, expert trainers and problem solvers.  All our calls, emails and messages are responded to within minutes.

**Jane Dafforn**, Head of Support

**Hannah Driver (MAT)**, Senior Accountant

**Jess Shackley (AATQB)**

Customer Support

**Jo Peters (CiLCA)**

Customer Success

**Tracy Russell**

Customer Support

# Scribe Bookings

**Block bookings** for your regular hirers **-** you can even restrict bookings to the 31st March to avoid invoicing that straddles two financial years

**Live calendar** to view provisional and confirmed bookings and filter by specific venues

**Preferential rates** for on and off-peak times or for particular groups

**Notifications** - Automatic SMS and email notifications save you time



**Public Bookings page** - Unique bookings webpage where customers can view availability, enquire and book venues. Key Features:

**Facility list** - parking, catering, equipment & more..

**Imagery** - upload multiple images

**Video** - embed videos from youtube and Vimeo

**Live Availability** - provide full availability information via the calendar and minimum booking slots

**Payments** - accept payments via stripe

**Invoicing** - Send to Scribe Accounts

# Scribe Cemetery

**Notices** - choose from the twenty we have available at the click of a button or add your own

**Inspections** and condition report - monitor the safety of your cemetery and record the condition of graves

**Mapping** - maintain a topical record of your cemetery as a standard map or satellite view

**Burial Register** - maintain the Public Register so that all cemetery cases can be viewed and reported on
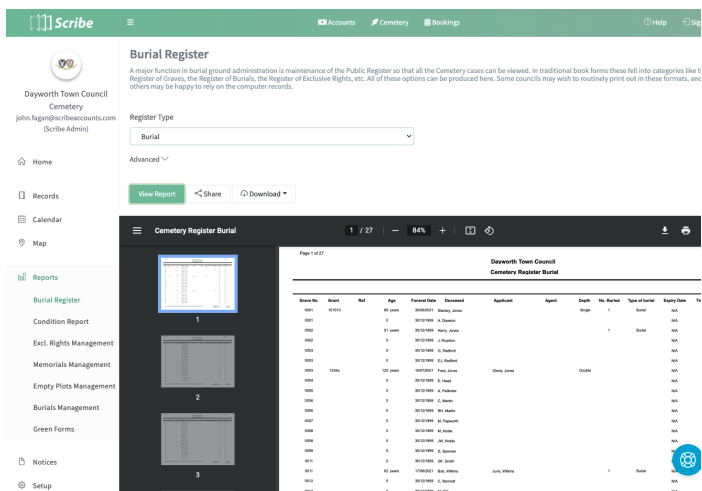
## Workflows

**Templates –** Create templates for memorial preparation, grave digging notices and more

**Transfers –** transfer exclusive rights to new applicants and keep record of trail

**Link Records –** link burial records, exclusive rights and memorials to same records

**Invoicing** - Send to Scribe Accounts

# Scribe Accounts

**Annual Return/ Year End** - run your annual return and year-end reports at the click of a button

**VAT** - produce your VAT Return or VAT Form 126 and submit it directly to HMRC through our MTD portal

**Invoicing** - produce a personalised, professional invoice and run an outstanding invoice report

**Bank Reconciliations** - run monthly bank reconciliations that can be printed and signed for approval



**Budgeting & Forecasting -**Monitor your actuals vs budgets and commit spend throughout the year, forecast for your year-end position and set your proposed budget for the next financial year

# Integrations



Stripe allows customers to pay online while making a booking or via a link printed on the invoice



HMRC to submit VAT Returns, check what you owe and view VAT payment history

# Scribe Community Engagement

## Free webinars and conferences

We have hosted

- 171 events for 2021
- Attracting over 6,800 attendees.

Scribefest 1 day Conference attracted 650 registrations

## Free Community Support

Council Clerks' Mastermind - 1,255 members (November 2021)

The Councillor's Corner - 438 members (November 2021

## Free Toolkits and Guides

Total 1,430 downloads in 2021

Free Code Of Conduct Guide For Councillors

The Ultimate Marketing Checklist For Village & Town Halls

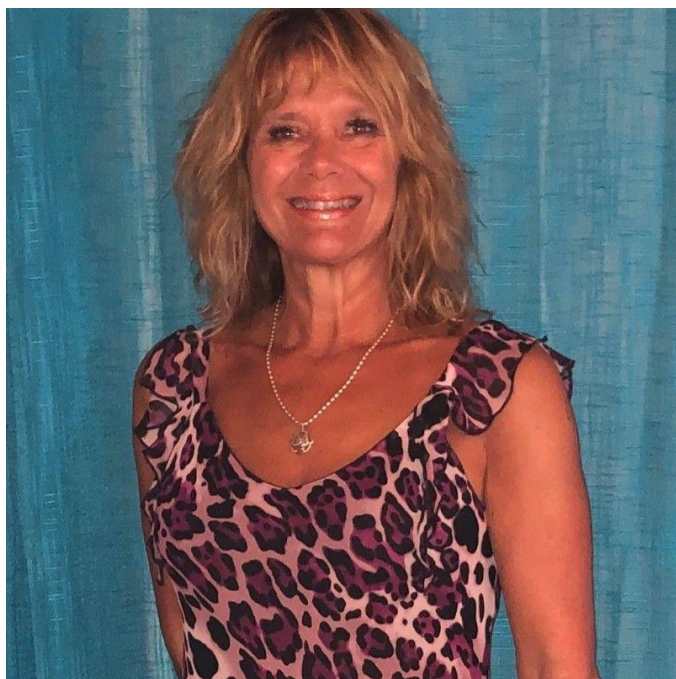A-Z Of Grant Funding For Town And Parish Councils

Free Parish & Town Council Budgeting Spreadsheet

Free Parish & Town Council Year-End Checklist

Council Accounting Whitepaper

# What our customers say



"Scribe saved me so much time, I have managed to secure £50,000 in grants"

Sally Ferguson, Clerk at North Petherton Town Council, Loxton and Lympsham  Parish Council

## On average our customers report

**12 hrs**

per month saved per user



"Scribe is easy &  intuitive. My quarterly budget report used to take 3-4 days, now it takes 1 hour"

Nicola Gray - Corfe Mullen Town Council



"Scribe has  listened and upgraded the bookings system based on my suggested improvements "

Wendy Alcock - Eye Town Council