



Proposal for

Simon Pritchard

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	£150

Accounts subtotal £150 + 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

Dayworth Town Council 01603 856521
bookings@dayworthtowncouncil.gov.uk

Dayworth Town Hall
★ 4.9 (google reviews) £31.25 - £250.00/hour

Video Available

Make an Enquiry

Select date:
05/11/2021

Start time (min slot 1 hour)
11:00

End time (max slot 24 hours)
12:00


Number of Attendees
1

Next

Hall • 200 standing • Parking available • Catering facilities • Projector facilities • 1 hour room preparation time • 1 hour time slots
Dayworth's beautiful Town Hall is an ideal venue for your wedding ceremony with a wealth of local history.
The Dayworth Town Hall is suitable for ceremonies, corporate events, music practice, parties and weddings.

Location
68 New Rd, North Walsham NR28 9DF, UK

Additional Services
Parking
Catering
Projector
£5.00 per booking



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

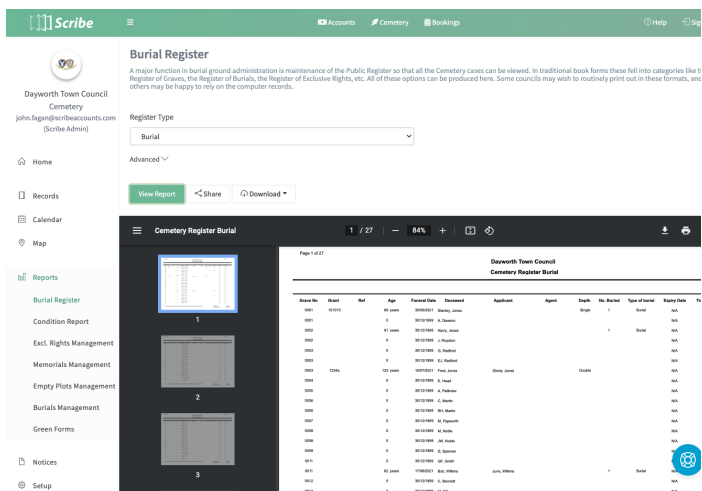
Workflows

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

28 October 2021 (2021-2022)

Dayworth Town Council
ANNUAL RETURN - Section 2 : Statement of Accounts
Accounts for Year from 01/04/2021 to 31/03/2022

This is prepared based on information in "Governance and Accountability for Local Councils - a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	0.00	3248.33
2	Annual precept	0.00	0.00
3	Total other receipts	0.00	10529.90
4	Staff Costs	0.00	16650.02
5	Loan interest/capital repayments	0.00	0.00

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

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

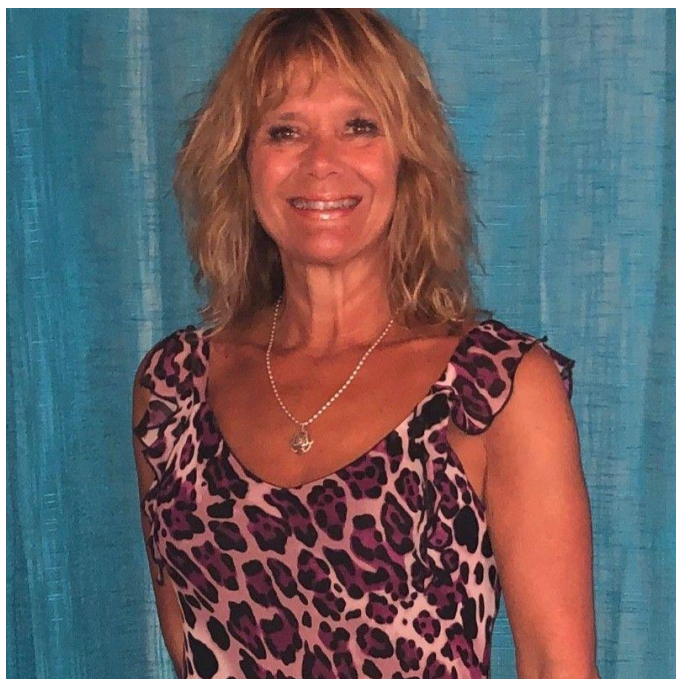
Free Parish & Town Council Budgeting Spreadsheet

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