



## Felixstowe Town Council

### What does your subscription fee cover?

#### Scribe Accounts Web-based Software

Access to the latest version of Scribe Accounts software including:

- **cloud data storage** on UK Amazon servers, located in London: no risk of interception after the data Privacy Shield changed between EU and USA in June 2020;
- **fully GDPR compliant:** logs audit trails tracking the date of when data is acquired;
- **daily backups** run automatically;
- all customers receive the latest **upgrades and enhancements;**
- **unlimited** number of user **logins**, 'read only' for councillors and auditor logins.

#### Fully Inclusive Training

When you purchase Scribe we will set you up with access to your own online account and provide you with training. Depending on your experience level, we typically find most Clerks require 1 to 5 hours of training in their first month of using Scribe. If your Clerk/RFO changes, or you employ someone new, we'll happily repeat the training at no extra charge.

#### Uncapped Support

Once you're up and running you will continue to have unlimited access to the Scribe Support Team. We're available by email, phone and Zoom calls during office hours Monday to Friday. Not only do we provide technical support, you'll also be able to ask questions about accounting too. With your permission, we can access your account and solve questions remotely and quickly.

#### Online Knowledge Base

If you prefer to self-learn, our online knowledge base is filled with tutorials, frequently asked questions, and help documents.

#### Financial Year End Support

We know from experience that the most stressful time of the year for Clerks, is the financial year end. As it approaches we offer free webinars and additional focused training sessions, to help take the pressure off. For any specific questions, we are at the end of the phone ready to help.



## Your quotation

### Scribe Accounts

Subscription fee @ £89/month, billed annually	£ 1 068
Once off set-up fee	£ 497

Total

**£ 1 565 + VAT**

*This quote is valid for 30 days from 10/03/2021*

Features included:

Full Accounting System	Invoicing & Payments, incl. split transactions	Cost Centres & Cost Codes
POs & Sales Invoices	Asset Register	Budgets vs. Actuals
Monthly Reconciliation	Reserves	VAT Form 126 / VAT 100 Making Tax Digital
Year End Reporting	Download Accounts	30+ Council Reports

## Next steps

Once you've seen Scribe, all that's left is to present this quote and information to your councillors at the next meeting. If it is approved in the meantime, we're happy to go ahead with the set up and start training before payment is received.

## Felixstowe Town Council

### What does your subscription fee cover?

#### Scribe Cemetery Web-based Software

Access to the latest version of Scribe Cemetery software including:

- **cloud data storage** on UK Amazon servers, located in London:  
no risk of interception after the data Privacy Shield changed between EU and USA in June 2020;
- **fully GDPR compliant:**  
logs audit trails tracking the date of when data is acquired;
- **daily backups** run automatically;
- all customers receive the latest **upgrades and enhancements**;
- **unlimited** number of user **logins**, 'read only' for councillors and auditor logins.

#### Fully Inclusive Training

When you purchase Scribe Cemetery we will set you up with access to your own online account and provide you with training. If your Clerk/Council changes or you employ someone new, we'll happily repeat the training at no extra charge.

#### Uncapped Support

Once you're up and running you will continue to have unlimited access to the Scribe Support Team. We're available by email, phone and Zoom calls during office hours Monday to Friday. With your permission, we can access your account and solve questions remotely and quickly.

#### Online Knowledge Base

If you prefer to self-learn, our online knowledge base is filled with tutorials, frequently asked questions, and help documents.

#### Satellite Mapping

Satellite mapping is included as part of the Cemetery package. You can add burials, memorials and empty plots directly to the map as well as defining different areas of the Cemetery to create your own bespoke Cemetery plan.

#### Inspection reporting

To keep on top of Health and Safety it is important to regularly inspect your Cemetery. Scribe Cemetery enables you to record this information with photographs within individual plot records.



## Your quotation

### Scribe Cemetery

Subscription fee @ £43/month, billed annually £ 516

Once off set-up fee £ 297

Total **£ 813 + VAT**

*This quote is valid for 30 days from 10/03/2021*

Mapping of Cemetery	Full Cemetery Management System	Invoices link to Scribe Accounts
Record Database	Log Inspections (Topple Tests)	Adjustable Notices like Exclusive Right to Burial
Calendar	Reports: Burial, Condition and Management	Manage Cemetery expansions
Grave digging instructions	Memorial preparations	Cemetery areas, types and fees

## Next Steps

Once you've seen Scribe Cemetery, all that's left is to present this quote and information to your councillors at the next meeting. If it is approved in the meantime, we're happy to go ahead with the setup and start training before payment is received.