

To: Members of the Strategy & Review Committee

1. Terms of Reference

Outline of costs and benefits associated with the change of accounts processing system.

2. Background

The Town Council currently uses Sage Accounts 50 package for processing its accounts. The cost of this is £1032 per annum. This is a basic package and is dated in terms of its functionality, specifically reporting and integration with the functions of the Town Council. This results in poor reporting to the Town Council, laborious processing, and additional work at the end of the year to pull both the Picture House and Town Council accounts together for the AGAR.

3. Recommendations

- a. To subscribe to a sector specific package which will allow functions such as allotments management to be integrated and support the AGAR.
 - b. To subscribe to a system which is user friendly, with multiple log ons available for the team, enabling purchase order numbers to be raised and reducing the need for multiple and repetitive data input.
 - c. To ensure that the system complies with statutory obligations in respect of digital VAT returns.
 - d. To ensure that the financial details are reported on an Income and Expenditure basis in accordance with the Accounts & Audits Regulations 2015 and proper practices,
 - e. A sum of £4000 is allocated in the 2026-27 budget for Accounts Software.
 - f. To satisfy the requirements that Supplier 1 be appointed.
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4. Information

SUPPLIER 1 - Year one costs £2526.00 (plus allotment package)

Pros: Simple format, user friendly, excellent functionality, good reporting, unlimited users

Cons: R&P accounting with a year-end conversion to I&E, no automatic BACs Payments

SUPPLIER 2 - Year One costs £5124.00.00

Pros: Good reporting.

Cons: More complex data entry, does not accommodate the HRTC & HBPH chart of accounts simply, one user included

SUPPLIER 3 - Year One Costs - £19870.20

Pros: Excellent functionality and reporting, five users

Cons: Above budget – significantly more expensive. Can time savings be justified.