

Business Case: Upgrading the Finance System Software & the parish council's IT Software.

1. Executive Summary

This business case proposes the implementation of a new finance system and upgrading the Parish council's IT software to enhance the efficiency and accuracy of the financial processes and administration within the parish council.

The project aims to streamline financial operations, reduce manual errors, improve data security, and provide real-time insights for better decision-making.

2. Problem Statement

The current finance system lacks scalability and is outdated, leading to frequent system crashes and prolonged processing times. The system is inflexible and all reports are exported and manually reworked to provide something that is readable and suitable to make decisions.

Almost all the finance and admin work are manually entered in several places for example the expenditure is entered into the finance system and then re-entered into the bank system, sales invoices are entered onto a word template and then into the finance system, rights of burial entered into the cemeteries system and then onto a word template. Manual entry creates additional room for error as well as increase time to complete tasks.

The current finance system and IT software do not work well together for remote working with reports being saved in a file that is not accessible when working remote.

3. Objectives

- Implement a new finance system and new upgraded office 365 software within the parish council, which will improve the remote working offering, financial management and reporting capabilities.
- Increase the efficiency of financial processes and reduce manual intervention which will save time and allow your resource to add additional value to support decision making and future planning.

4. Benefits

- Improved efficiency: The new finance system & additional modules will automate many manual tasks reducing processing times and improving overall productivity of the Parish office.
- Enhanced accuracy: Software features will minimise the manual processing which in turn will reduce the small errors.
- The new system and IT will create a better remote working facility which will support in attracting staff.
- Upgraded software will ensure the latest security measures are in place to protect against cyber threats and data breaches.
- Cloud based software is updated in real time ensuring that the Parish office is always working on the latest versions.
- All computers are running on different versions and licenses which is making opening and working on documents difficult resulting in more calls to IT.
- Security of documents with access rights being given to particular team members enhancing the overall security of the parish office.

5. Scope

We are requesting the implementation of Rialtas software for Finance, cemeteries, allotments, and assets. This is a sector specific software and therefore the

comparatives are Edge (our current system) and Scribe which is more suited to smaller parish councils.

With the Rialtas software is the ability to link all supporting evidence and move Melbourn Parish Council to a modern paperless office, this element only works with Sharepoint. We are therefore requesting that the current office IT system is moved to Office 365 and a suitable Sharepoint platform is created.

Benefits of Office 365 compared to a local server include:

- Accessibility and collaboration: with Office 365, users can access all applications anywhere with an internet connection. Teams can work on documents together in real time. Will enhance the councils remote working offering and attracting staff.
- Office 365 offers flexible subscription plans that can be adjusted to accommodate the changing needs of the council.
- Automatic updates and maintenance provide access to the latest features and security.
- Office 365 provides robust security measures including data encryption, multi factor authentication and threat protection. It has built in disaster recovery and backup capabilities
- You have all the Microsoft tools needed for a modern office under one subscription including Excel, Word, PowerPoint, outlook, teams, SharePoint. Office 365 regularly introduce new features which will enhance the IT offering in the Parish Council office.

6. Cost Analysis

The project will involve setup and training on all modules with Rialtas these costs are detailed below:

Rialtus	
Purchase & set up of Software	£4,772
Training	£2,100
Annual Costs	£3,275
Total	10,147

The Annual costs are invoiced to March should we go live in June this will be pro - rata.

You can

Estimated Annual on the current system £2,265.38 assuming a 3% increase. We are tied into Edge for one more year so would be an exit fee or the annual cost as well.

Additional modules and functionality of Rialtus include:

Sales order processing

Purchase order processing

The ability to produce all invoices on the system rather than word

The ability to produce all purchase orders and reference back to meeting approvals.

The ability to produce all Cemetery, memorial & allotment paperwork via the system and not via word.

Bacs payments to the bank

Separate cashbooks for Credit card, Debit card, Petty Cash

Monthly budget to monitor spend clearly.

QUOTATION

Prepared for Melbourn Parish Council

Dated 17th July 2023

1. Purchase of Omega Financial Software

Purchase Installation of the following modules of Omega Financial Director for Local Councils

Cash Book/Management Accounts/Annual Budgets £675

Phased Budgets £375

Sales Ledger with invoicing £375

Purchase Ledger with cheque writing/BACS filing £375

Purchase Order Processing £375

Remote Install/Setup and Chart Of Accounts £425*

Purchase of Software £ 2600

1st Year Annual Support and Maintenance 5 User Licence £ 1300

Total Costs 1st Year for Purchase of Software £ 3900

* plus 45p per mile mileage

Ongoing costs **Please advise ***

Annual Support and Maintenance Multi 5 Users Licence £1300 per annum

Making Tax Digital for VAT **Please advise ***

MTD for VAT (if required) Annual Support and Maintenance £100 per annum

2. Training

We recommend a minimum of three days training for the above module:

Onsite Training per day £500 plus 45p per mile mileage

All of the above prices are subject to VAT at the standard rate.



Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.

If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name:

Position (Clerk/RFO):

Signature:

Software Purchase Terms and Conditions

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.

QUOTATION

Prepared for Melbourn Parsish Council

Dated 17th July 2023

1a. Purchase of Cemetery & Memorial Management Software

Purchase Installation of the following:

Cemetery Management Solution*	£ 425
Memorials Management *	£ 375
*Links to the Omega Sales Ledger	
Online set up of software	£ 350
Purchase of Software	£1150
1 st Year Annual Support and Maintenance Multi 5 User Licence	£525
Total Costs 1st Year for Purchase of Software	£ 1675

1b. Ongoing costs

Annual Support and Maintenance Multi 5 User Licence	£525 per annum
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2. Training

We recommend one days training for the above module, which is invoiced as taken:

Online Training per day	£500
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All of the above prices are subject to VAT at the standard rate.

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QUOTATION

Prepared for Melbourn Parish Council

Dated 17th July 2023

1a. Purchase of Rialtas Allotment Management Software

Purchase Installation of the following:

Rialtas Allotment Management Software	£ 375
Initial online set up of software and training	£ 275
Purchase of Software	£ 650
1 st Year Annual Support and Maintenance Multi 5 User Licence	£ 225 per annum
Total Costs 1st Year for Purchase of Software	£ 875

1b. Ongoing costs

Annual Support and Maintenance Multi 5 User Licence	£225 per annum
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1c. Optional Functionality * PLEASE ADVISE*****

Allotments Inspections Mobile App Integration	£100 per annum*
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* The Mobile Inspections App is licensed separately from our Partner BBits, for which an additional charge from BBits will apply. If you are interested in this optional functionality, then we can provide more details upon request.

Bbits Mobile Allotments Inspection App

Bbits is responsible for the delivery and maintenance of the Mobile Inspections App Service which is charged at £150 a year. Bbits terms and conditions will apply. If you require a demonstration of the mobile App contact them via email at info@bbits.co.uk.

If you wish to place an order with bbits either email them at info@bbits.co.uk or visit <https://bbitsai2.co.uk/surveys/> and select the Allotment Inspection App Service.

1d. Allotments also integrates with Omega Sales Ledger for invoicing



For Omega users if you have sales ledger then we will turn on the integration. If you don't have Sales Ledger and would like this functionality then please request a quote.

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.

If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name:

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7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.
9. Rialtas are providing the following aspects of the solution:
 - a. Ability to import the Mobile Inspections App data.
 - b. Ability to view the photographs captured by the Mobile App.
 - c. Ability to provide an export of Plots and Conditions to enable BBits to configure the App with relevant information for the customer.
10. BBits are providing the following aspects of the solution, their terms and conditions will apply, and you should contact them if you have any queries.
 - a. Mobile Inspections App User Support
 - b. Mobile Inspections App Maintenance
 - c. Mobile Inspections App Database Support, Maintenance and Security
 - d. Mobile Inspections Portal to download Inspections Data
 - e. Mobile Inspections App configuration of Plot and Condition list.
11. Rialtas and BBits are each responsible for their respective aspects of the solution. As per points 9 and 10, the customer understands and will contact the relevant company related to the functionality.