



# Saxilby with Ingleby Parish Council

## Non-confidential

**Report to:** Full Council 23-06

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**Report by:** Clerk

**Power/duty which decision falls under:** General Power of Competence, Localism Act 2011.

(LGA 1972, S151 - every local authority shall make arrangements for the proper administration of their financial affairs)

**Which council objective(s) it falls under:** Administration of the council's finances underpins the delivery of the councils vision and objectives

**Consideration on carbon reduction:** Will reduce carbon footprint due to less printing being required and enable remote working when undertaking finance administration reducing requirement to travel to work on days when the office is not open to the public. Will reduce travel for councillors having to physically approve invoices currently.

**Public Sector Equality Duty (*Consider or think about how policies or decisions affect people who are protected under the Equality Act*)**

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**Agenda item: To ratify finance committee recommendation F23/022 to move to a new financial system for 2024/25**

**Agree to trial Zero for 2024/25 and continue its use if the RFO deems it a success**

**Time saving:** The current financial system although local council specific does not have the functionality now available in the business sector and all items have to be manually including double keyed. This is resource intensive and duplication of effort.

It is proposed to trial moving over to Xero. It offers this additional functionality to the current system:

- Remote working: This would enable officers, a bookkeeper, and councillor authorisation all to be carried remotely – which is not currently the case
- It would directly link to the bank feed, automatically pulling across transactions to reconcile, rather than having to manually enter the bank data



- You can scan/save/take photos of the invoices, with the system pulling across data to be approved – rather than manually inputting the date. The invoices are then saved in the cloud and linked to the transaction for future reference
- Other modules can also be bolted on – e.g. a self-serve annual leave module, payroll – which the accountants can log on to process
- Bill bills directly through the system
- Invoicing

### **Cost Saving**

£588 annually for the ultimate package which is over 50% less than the current comparable package and includes payroll additionally

### **Reducing Risk - Support and Year End**

The council's accountants use Xero and have offered support and training to help get the new system up and running and for any ongoing queries

The accountants, rather than the software provider, would be involved in the year end close down – this was previously the case when the council used Sage.

Additional time will need to be built into the first year end close down under the new system and for officers to become familiar with the operation of the new system. Making a decision in the current financial year allows time to set up the framework within the system, ready for April 2024.

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### **Finance Committee Minute Reference:**

#### **F23/022 To recommend to full council to move to a new financial system in 2023 or 2024**

Cllr Hewes proposed in principle, to make recommendations to full council to move to a new financial system. **It was resolved.**

### **RECOMMENDATION(S):**

**That full council approves the finance committee recommendation and agrees to move to Xero.**