

Omega accounting package and training

The Clerk and Responsible Finance Officer had a meeting with Derek Kemp from DCK Beavers to discuss the Omega accounting package and what it can be used for.

On the recommendation of Derek Kemp the council are going to change over to Income and Expenditure accounts rather than Receipts and Payments. This will give the council more accurate and up to date accounts at any given time.

However, to be able to do this the council has had to purchase a new module for the Omega accounts package and this has cost £295 and a yearly maintenance and support package at £106.

Derek will be assisting the RFO this year in preparing the end of year accounts. This is a function that we used to pay out for every year but stopped a couple of years ago as the previous RFO was confident to complete it by herself. However, as it is the first year end for the current RFO it is only correct that they are given the support needed to carry out this important task. The cost of this is £360 plus mileage.

During Derek's site visit he also had a look at our current Omega system and how it is set up. He explained that the system was set up to the specifications of a previous Clerk and that some amendments could be made to make the system work better.

One of the improvements would be to alter the coding of the different budgets. The coding identifies the pot that each payment is made against. Our system has not been changed/updated for over 10 years. Altering and updating the coding would make the whole system simpler. However, the cost for doing this would be £425 plus mileage. The Clerk and RFO have discussed this and due to the cost feel that this could be carried out in the next financial year.

One of the major roles of the RFO each year is to prepare the budget and precept for the next financial year. At present that has taken the RFO about 2-3 weeks to complete and is produced on an excel spreadsheet. During the discussion with Derek, the Clerk and RFO explained the current process and asked if there was a way the Omega system could be used to carry out this work.

The Omega system has a budgeting tool within it and it would reduce the time spent preparing the budget greatly. The budget tool also allows you to prepare a 5 year budget plan. The cost for Derek to return to the office in October and show the Officers how to use the budget tool and prepare the next financial years would be £425 plus milage. The report produced by the Omega system is easier to understand and can be easily altered.

Some of the above costs can be funded from the savings the RFO has identified with the Sage package. At present we paid for a Sage licence for up to 100 staff members and cost £565 pa. We have now amended this to have a licence for up to 10 staff and this cost around £125pa.

1. Do you approve DCK Beavers attending in October to assist and train Officers in budget setting?