

Capital Programme 2017/18 - Potential Bid Project Appraisal Form

COMMITTEE

Strategy and Resources Bid 5

**ACCOUNTABLE
OFFICER**

Lee Duffy / Mark Lumley

**PROJECT
TITLE**

Financial Management System Upgrade

This Project Appraisal form is a potential bid for 2018/19.

The Council uses CIVICA Financials as its core financial system, this provides an Account Payable, Accounts Receivable, Purchase Ordering and General Ledger for the Council.

Parity 2014 is a licensing agreement which provides Epsom & Ewell Borough Council access to all the system modules and latest facilities available under a new, single license fee.

Some of the new modules that would become available to Epsom and Ewell would be:

- WEB Channel
- WEB e-Budgeting
- WEB Contract Monitoring
- WEB Supplier Portal
- WEB Fixed Asset
- XML Channel
- WEB Debtors Portal
- Transparency Reporting
- Web Archiving (AV)
- Generic Purchasing Hub
- Expenses Portal
- Lodged Card
- Scanning of Invoices

By implementing a number of these modules the Council would potentially be able to make improvements in a number of financial processes. This would need further investigation.

**DETAILS OF
PROJECT**

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BENEFITS OF CARRYING OUT PROJECT

Parity 2014 would enable the Council to uplift to the latest Civica Financials developments and functionality, enhance your working practices, deliver savings on licence fees and improve operational efficiency, all working within your timelines and resource capabilities.

It would enable some process reviews for a number of areas of finance in the Council including electronic scanning of invoices. Further business case would be needed to progress.

FINANCIAL SUMMARY

	Cost of Project £	Comments
Total Scheme Capital Expenditure	67,000	35,000 - Parity licensing 10,000 – estimate for a number of days for installation of key modules. 17,000 – scanning licensing and estimate of install days 5,000 - scanning hardware
Internal Funds Identified	0	
External Funds Identified	0	
Capital Reserves Needed to Finance Bid	67,000	
Annual Ongoing Revenue (Savings) as a Direct Result of the Project	Needs Business Case in 17/18	This would need further review in 17/18 to review the process and investigate whether savings can be made
Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	10,000	

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KEY QUESTIONS	Is investment required to meet Health and Safety or other legislative requirements? If yes justify.	No
	Will services be affected if this project does not get approval? If so how?	No-However ability to deliver increased savings and efficiencies will be impaired going forwards
RISK	Risks of not delivering project to timetable and/or budget	Not able to have the resources to implement the new modules from the Council or the third party