



Accounting packages and cake

26 September 2018



@AdaptaforNFP

Adapta Consulting

We are:

- A specialist information systems consultancy
- We only work with membership organisations, charities, associations, trusts and others in the NfP sector
- We are completely supplier-independent
- Our consultants have held senior positions in a broad range of different organisations
- Our advice and guidance is based on practical experience gained over many years.

Programme

- 14.00 **Arrival and welcome**
Adapta Consulting
Welcome to the event, introductions and overview of the agenda for the afternoon.
- 14:10 **Some of the key issues to consider**
Adapta Consulting
- 14.30 **Case studies – Selection and Implementation stories**
David Smith, Finance Director, Keep Britain Tidy
- 15.00 **CAKE**
- 15:15 **Rui Domingues, Director, Pelham People**
Martin Hubbard, Director of Customer and Business Support, CFG
- 16:00 **Discussion and feedback**
All
A round table discussion and feedback.
- 16.45- **Review and close**
- 17.00 **Adapta Consulting**

Introductions



Do you really need a new accounting system?

What you have now:



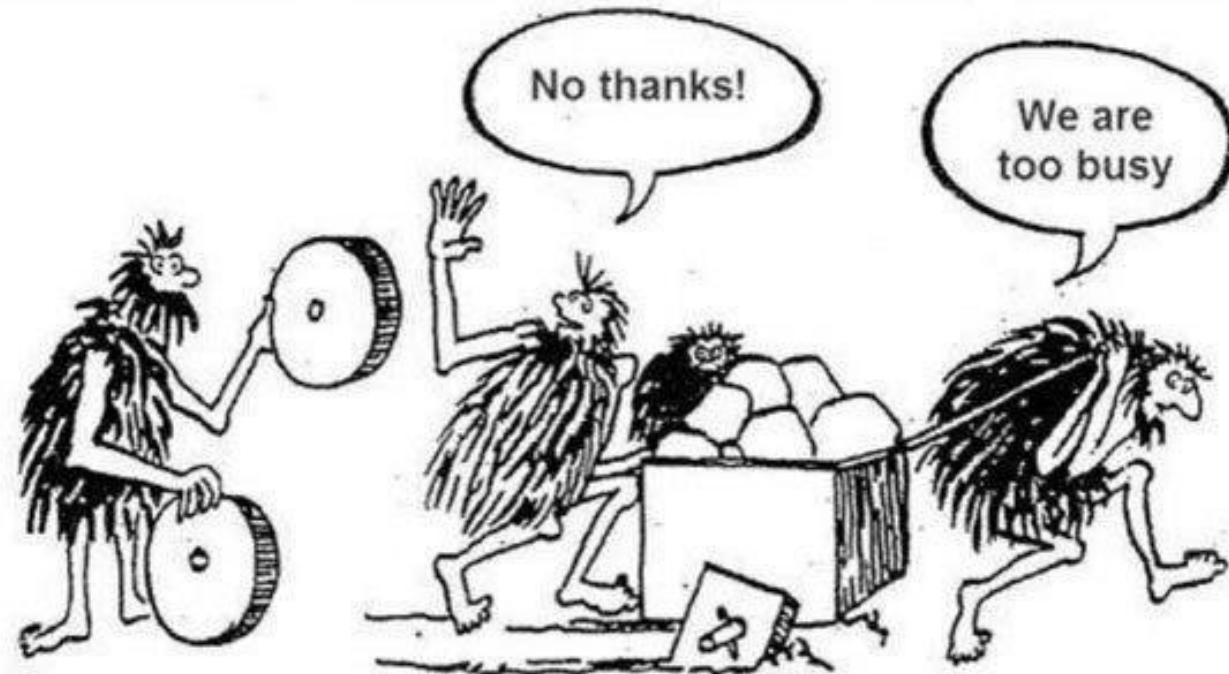
What the salesman offers:



What you actually need:



Choosing the right time



Drivers for change

- Poor management information/reporting
- Lack of automation/integration
- Finance staff bogged down with inefficient processes
- Finance staff need to be more business focussed
- Need to use spreadsheets to manipulate data
- No clear development path for existing software

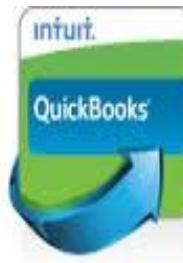
Possible business benefits of new system

- Resource/cost reduction – time saved
- Better and more timely business information
- More flexible workforce
- Better document management (OCR)
- System more accessible to non-finance users
- Web interface

Selecting a new accounting system

- Talk to suppliers and colleagues to find out ‘what good looks like’
- Find the half dozen key features that are essential to your organisation
- Remove Excel from the financial reporting process!
- Understand your need for integration
- The supplier is as important as the software
- Understand what your organisation will want in 3-5 years
- Start at least 2 years before you need to go live!

Traditional software



UNIT4

SAP Business
One



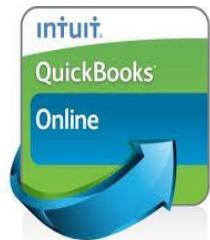
sage



PS Financials

Microsoft
Dynamics
CRM | AX | GP | NAV | SL

Cloud-based systems



Sage 200 Online



Integration

- Internal systems (CRM, HR, Payroll, website)
- External (banking, pensions)
- Importance of consistent analysis across systems
- When do you need human intervention and when should it be seamless and automatic?
- Do you need a 3rd-party system to provide the integration layer
- Uni-directional or bi-directional?
- Business intelligence tools

Selection

- Is there a choice of suppliers?
- Is the system implemented by the ‘owner’?
- Could you change supplier?
- Does the supplier have a dedicated nfp team?
- Take up references as soon as possible
- Ask them to demonstrate important functionality.
- Make sure you see technical and account management people, not just sales!

Resources

- [Adapta guide to accounting systems](#)
(handout)
- [ICAEW Accredited Software Scheme](#)
- CFG website
- Talk to colleagues!

Summary

- Clarify your objectives and reasons for change
- Ensure participation from key stakeholders (not just the finance team!)
- Clarify benefits to be delivered



KEEP
BRITAIN
TIDY.



Welcome to Keep Britain Tidy

David Smith

September 2018





Who we are

Together we are Keep Britain Tidy. That means more to us than just picking up litter. It means creating clean beaches, parks and streets. It means inspiring environmentally positive behaviours and reducing waste. And it's about working with consumers, businesses, schools children, charities and public bodies to improve how we care for the communities we live in. All it takes is small changes to get a big result. Individual action and great teamwork will deliver an environment we are all proud of. Together we will keep Britain tidy.



OUR IMPACT.

IMPROVING THE ENVIRONMENT ON YOUR DOORSTEP



45,000 VOLUNTEER HOURS FOR RIVERS, CANALS AND BEACHES



1,797 AWARD-WINNING GREEN SPACES



INCREASING FOOD WASTE RECYCLING BY UP TO

30%



Our intent

To inspire the people of Britain to eliminate litter and end waste for now and future generations.

We will fight for people's right to live and work in places they can be proud of and prosper in.

Our belief

What's good for the planet is good for the people – a cleaner country makes stronger communities.

What is good for the planet is also good for the purse - redirecting spend to more deserving issues. And that is good for the people.

OUR IMPACT.

IMPROVING THE ENVIRONMENT ON YOUR DOORSTEP



REDUCING CIGARETTE LITTER BY UP TO **89%**



So...

We are here to take huge collective strides made of small individual steps, to change behaviour permanently by spotlighting the problem daily.

We are Keep Britain Tidy and we do what it says on the can ... that one, in the bin.



Making a difference

- Our work helps people make those individual steps that turn into the huge collective strides
- Our campaigns engage millions of individuals, communities, schools, local authorities and businesses
- Our innovations change behaviour and create solutions to environmental problems
- Our awards programmes improve the quality of our parks, beaches and shared spaces
- Our work with schools is helping to equip the next generation with the skills and knowledge to tackle the environmental challenges we face

INSPIRING ACTION

IMPROVING THE ENVIRONMENT ON YOUR DOORSTEP



A national call to action: the Great British Spring Clean

- Country's biggest ever mass participation anti-litter campaign
- In 2017, we inspired over 300,000 people to clean up their local area
- 85% of participants would encourage others not to drop litter in the future
- 88% enjoyed taking part
- Cleared 2,000 tonnes of rubbish off our streets and countryside
- Generated more than 1,500 articles, including Daily Mail, The Sun, Good Morning Britain
- Trended on Twitter with a reach of 17.57million
- Supported by more than 300 local authorities, 1,000 schools and 200 organisations in 2017



Single-use carrier bag charge

- Keep Britain Tidy campaigned for the bag charge as a practical solution to reduce litter and waste.
- It has worked – six billion less bags were taken in the first 12 months of the charge.



Inspiring the next generation

- More than 18,000 schools in England are Eco-Schools and more than 1,000 are flying the Green Flag
- 2.3million children are actively engaged in Eco-Schools
- Our programme is helping develop the next generation of environmental leaders
- Eco-Schools save money on energy – enough to buy 350 new reading books every year
- Eco-Schools waste less, saving enough water to fill 901,000 reusable water bottles every year



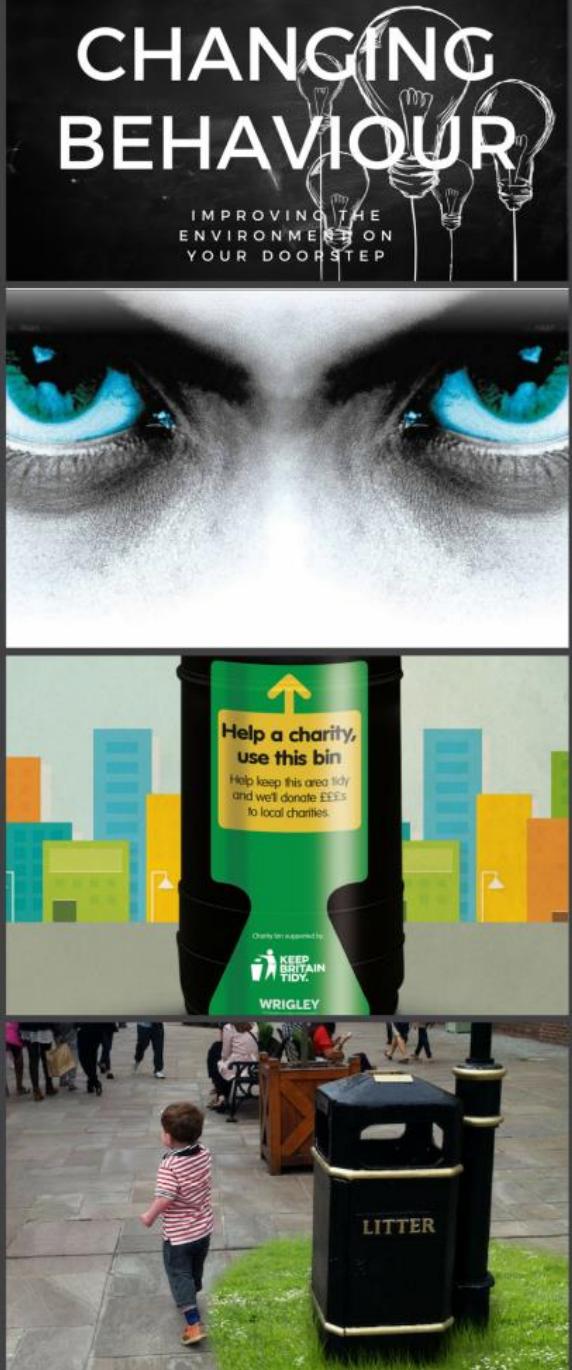
Rewarding great places

- 1,797 UK parks and green spaces are flying the Green Flag Award – the international quality mark
- One in three bathing beaches in England flies one of our awards – Blue Flag and Seaside Award
- The Keep Britain Tidy Award flies over some iconic locations, celebrating the highest standard of cleanliness, including Birmingham's Bullring and The Barbican in London



Supporting volunteers

- Water Care programmes across the country that enable individuals to make a difference on their doorstep, taking care of waterways, rivers and beaches
- A new platform for our #LitterHeroes, providing them with resources to take action to improve their environment
- A corporate volunteering offer that allows employees to make a visible difference through action



Innovating for change

- Our Centre for Social Innovation uses behavioural insights to create solutions to environmental problems that work
- Our award-winning We're Watching You innovation reduces dog fouling by up to 90%
- Our award-winning Bin it for Good campaign can reduce littering by more than 40%
- Our Smoking Zone at Euston Station reduced cigarette litter by a staggering 89%

Finance system – Why change?



We had an old legacy system (Great Plains) which was out of date

- Lots of manual workarounds with excel
- Budget Holders not getting information they needed
- Expensive to upgrade current system
- Organisational move towards cloud based systems

Finance system – Our criteria

- Cloud based finance system
- All budget holders to get access to information they needed in a format they understood
- Value for money – inc installation – ongoing and additional licenses

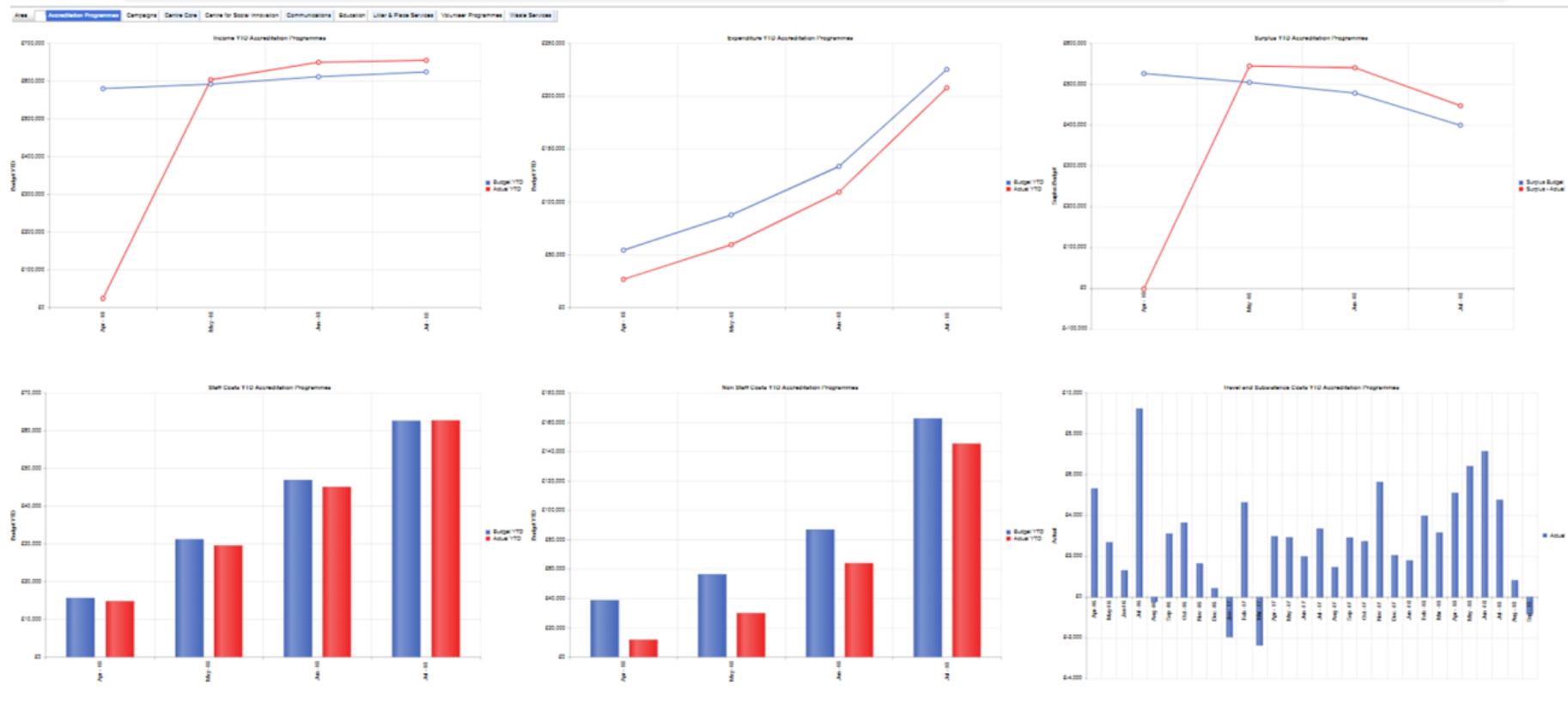
Finance system – Things to consider

- Lots of different providers
- Ledgers are fairly similar – concentrate on the reporting side and ease of use
- Integration with other systems – eg CRM system, HR System, expenses system, bank

Finance system – Implementation

- Capacity within team
- Parallel running
- Testing payment runs and file uploads with the bank
- Format of outputs for things like year end accounts, month end reports
- Involve end users in design
- Timing of launch
- Training plan for end users

AQILLA – Graphical Dashboard



AQILLA – ‘Drillable’ budget statements

Keep Britain Tidy - Budget v Actual - Without Recharges									
Year:	2019	Period:	004	Area:	Accreditation Programmes	COST CENTRE:	Green Flag	Submit	
Keep Britain Tidy - Budget v Actual									
Account	Budget Month	Actual Month	Variance Month	Budget YTD	Actual YTD	Variance YTD	Budget Year	Forecast Year	
Private Sector	0	0	0	30,000	7,313	22,687	30,000	0	
Public Sector	2,000	3,894	-1,894	451,250	454,665	-3,415	458,250	0	
Third Sector	0	0	0	16,447	2,338	14,109	16,447	0	
Total Income	2,000	3,894	-1,894	497,697	464,316	33,381	504,697	0	
Staff Costs - Salaried Staff	-8,104	-8,329	225	-32,417	-33,318	901	-97,252	0	
Staff Costs - Contract & Agency	0	0	0	0	0	0	0	0	
Total Staff Cost	-8,104	-8,329	225	-32,417	-33,318	901	-97,252	0	
Bought In Services	-13,125	-11,850	-1,275	-34,500	-36,611	2,111	-58,300	0	
Communication	0	0	0	0	0	0	0	0	
Development Costs	0	0	0	0	0	0	0	0	
Employee Allowances & Benefits	-288	-289	1	-1,152	-1,155	3	-3,456	0	
IT	0	-6	6	0	-85	85	0	0	
Media Advertising, Design	-5,000	-16,023	11,023	-39,000	-17,811	-21,189	-59,000	0	
Meetings & Conferences	-41,500	-40,831	-669	-41,500	-40,180	-1,320	-57,600	0	
Miscellaneous	0	0	0	0	0	0	0	0	
Office Running Costs	0	-266	266	0	-267	267	0	0	
Professional Fees and Charges	0	0	0	0	0	0	0	0	
Recruitment & Training	0	0	0	0	0	0	0	0	
Stationery, Postage and Printing	0	-307	307	0	-491	491	0	0	
Travel & Subsistence	-7,550	-5,868	-1,682	-10,450	-14,066	3,616	-24,900	0	
Total Non Pay	-67,463	-75,441	7,977	-126,602	-110,667	-15,936	-203,256	0	
Total Expenditure	-75,567	-83,770	8,202	-159,019	-143,965	-15,035	-200,508	0	
Net Surplus / (Deficit)	-73,567	-79,877	6,308	338,678	320,331	18,346	204,189	0	

Lessons learned

- Takes longer than planned
- Consider capacity carefully – especially if your team is small
- Report writing can be complicated to do well
- Do you need to launch at financial year end?



THANK YOU

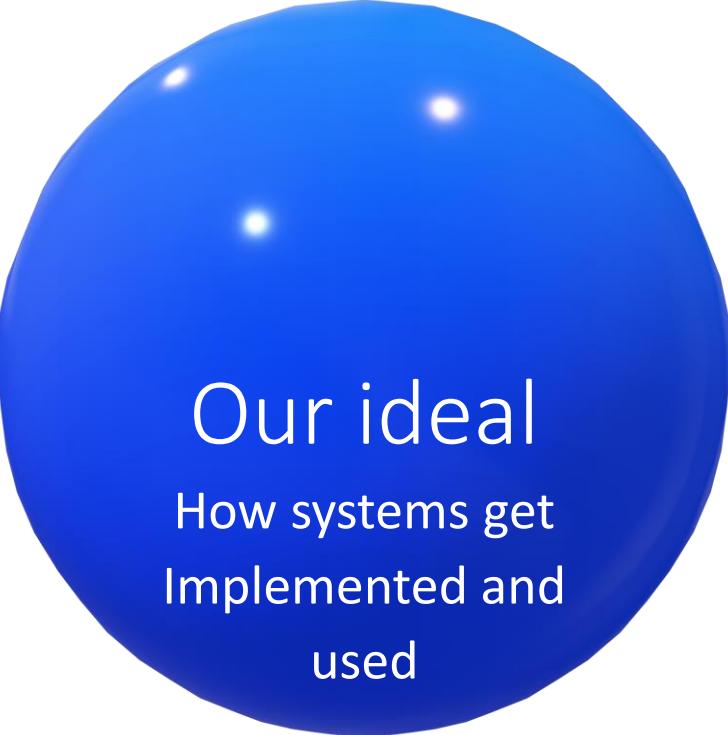
David Smith

david.smith@keepbritaintidy.org

Accounting Systems & Cake

26 Sept 2018

Rui Domingues



Our ideal
How systems get
Implemented and
used



Reality!
What really happens!



Interim/Consultant
in NFPs



Corporate services,
esp. finance



Not a systems
expert!



Battle scarred



Share some
thoughts

Systems Used



PS Financials



Microsoft
Dynamics 365



Infor SunSystems ■



Fit-for-purpose

Where the journey starts



Fit-for-purpose

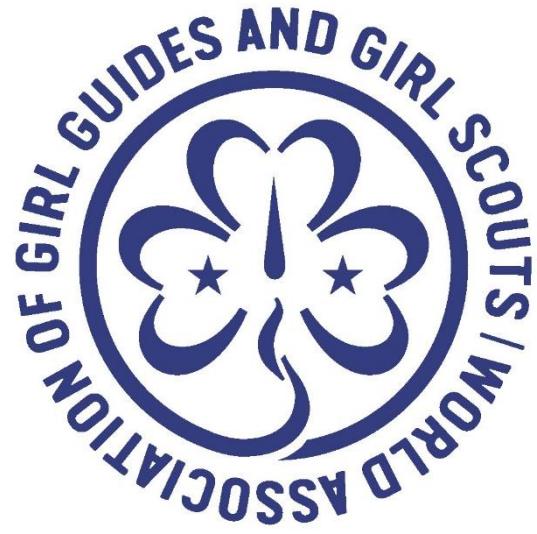
Define the “purpose”

- Record keeping
- Reporting
- Compliance
- Process management/Functionality needs

Periodically reviewed

Misalignment?

General
Chiropractic
Council



3 Examples

Top Tips

Or what the battle scars look like!

A large, abstract graphic on the left side of the slide features a dark blue shape resembling a bird or a cloud, set against a white background with scattered blue dots and a faint grid pattern.

Top Tips

Backfill
Chart of Accounts
Processes
Red-lines
Long-listing



Rui Domingues
rui@pelhampeople.co.uk



INSPIRING
FINANCIAL
LEADERSHIP

SAP B1 Implementation

Martin Hubbard, Director of
Customer & Business Support

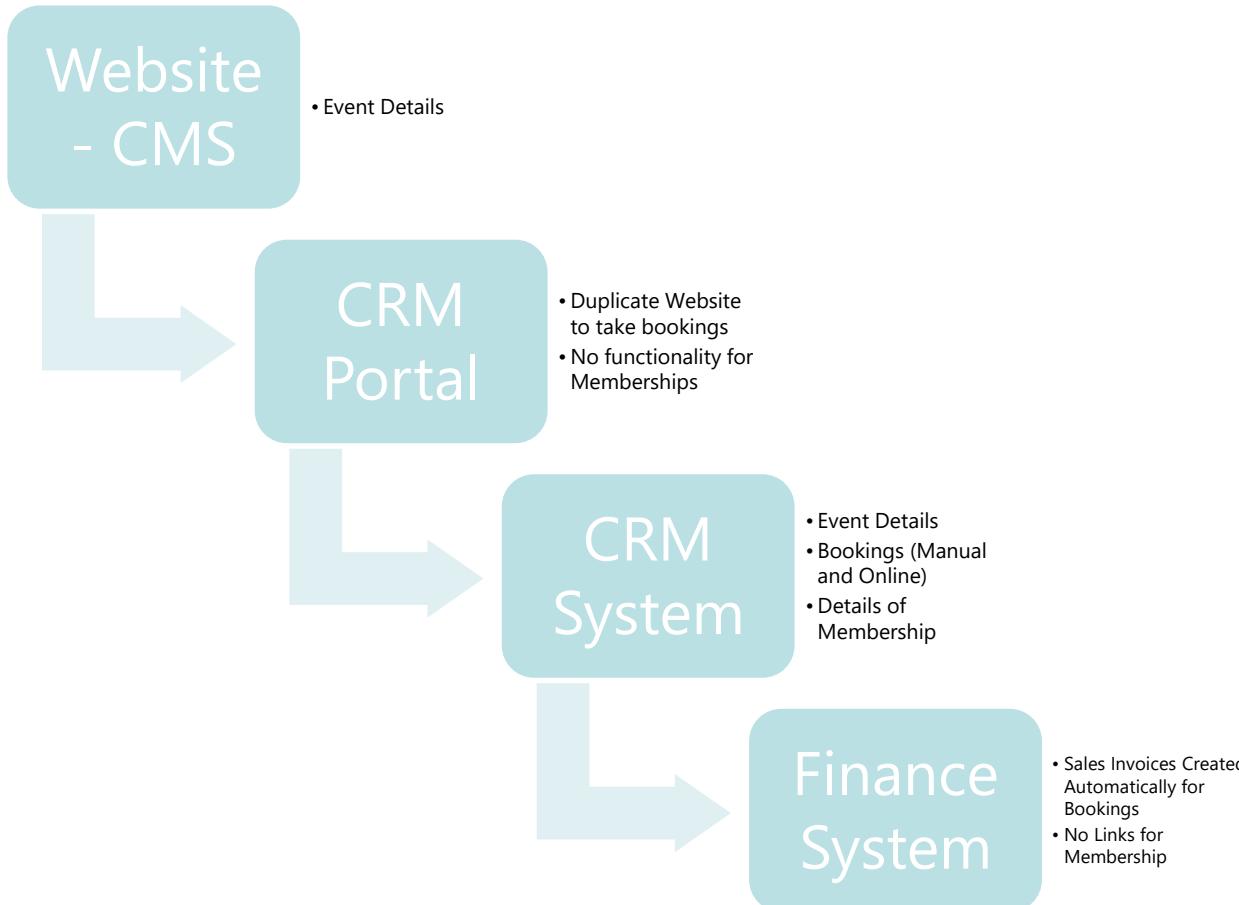


CFG's Main Activities

- Membership
- Meetings, Training Sessions & Conferences
- Other Products or Services



CFG's Previous Systems





Main Issues

- Limited Integration
- Integration Not Real Time
- Duplicate Entries
- Need for Reconciliations

System Review

- CRM system required upgrading
- Requirement for additional functionality



Requirements

- Increased Functionality
- Single Entry
- Real Time
- Full Integration (Application Programming Interface)
- Systems to be replaced at same time
- Reduction of Administrative Time



Tendering Process – CRM/Finance

- Long List drawn up of different types of provider
- Request for Information sent to agreed providers
- Formal Tender sent to selected providers
- Presentations made by 3 top providers
- ERP System Selected



Tendering Process – Website

- Long List Created
- Tender submitted to providers once ERP system chosen
- 3 Providers asked to do presentation
- Provider Selected



Finalisation of Specifications

- Review of Product Definition Document produced by the ERP Supplier
- Review of Website Specification to agree a fixed price
- Cost?

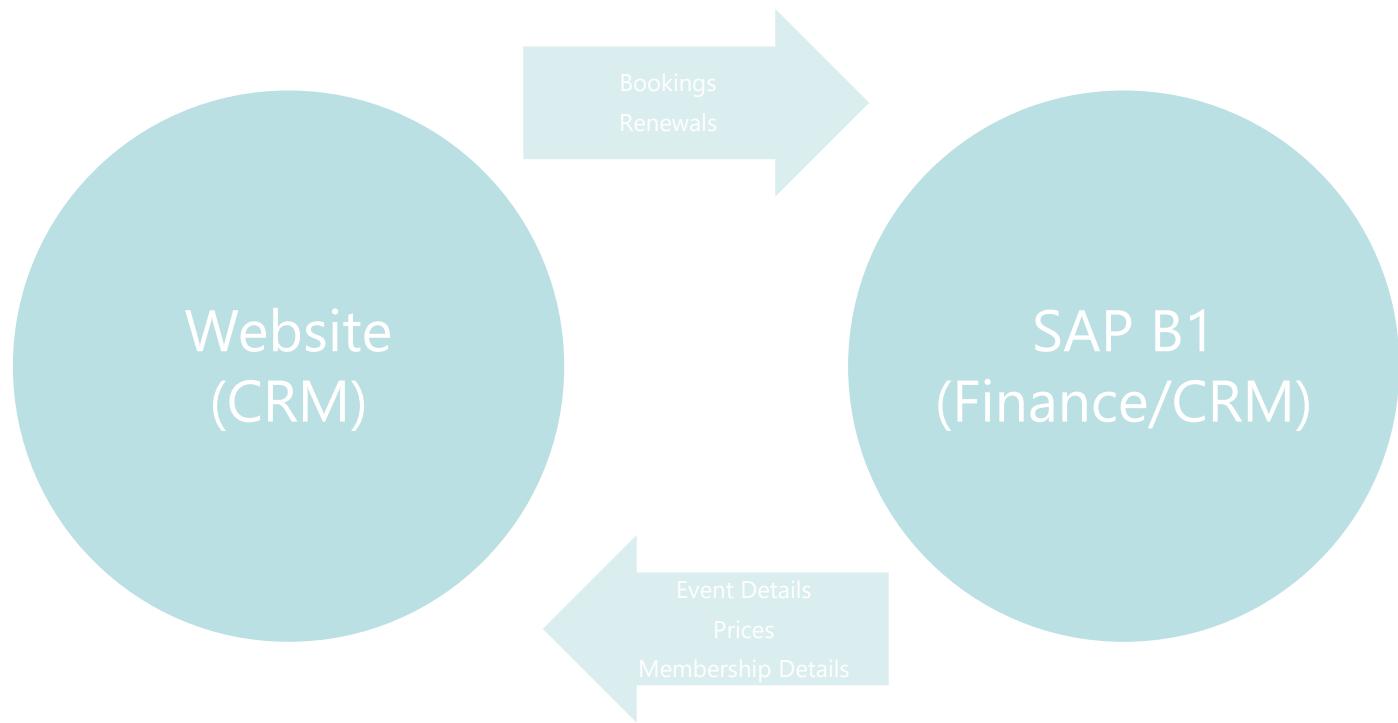


Implementation Problems

- Change of Web Developer
- Dealing with changes in the ERP system
- Different Go-Live Dates



New Systems





Next Steps

- Increased Functionality
- Continuous Improvement
- Phase 2



Questions?

Discussion and feedback



Review and close

Presentations will be available to download
from the Adapta website shortly
www.adaptaconsulting.co.uk