ClerkBooks®
MUNICIPAL ACCOUNTING

What is ClerkBooks?

ClerkBooks Municipal Accounting is designed to help simplify, and lower the cost of municipal financial management. ClerkBooks adds GASB compliant fund accounting and utility billing capabilities to QuickBooks®, the world's most popular accounting program.

City Clerks Love ClerkBooks

- Easy to learn, easy to use!
- Organizes all your finances in one place.
- Easily keeps track of all your receivables, including liens and other assessments.
- Saves valuable time by automating common transactions and streamlining processes.
- Dedicated User Support website with training videos, state specific resources and printable sets of step-by-step cheat sheets.
- Share Screen support, where we can see your screen and walk you through any software or accounting questions you have.

City Councils Love ClerkBooks

- Initial price includes everything City Clerks need to get started right away including: software, installation, data conversion and support. We set-up beginning bank, customer, vendor, employee and fund balances and re-reconcile bank statements fiscal year-to-date. We set-up utility billing rates and beginning meter readings.

- Provides up-to-date information needed, including: Bank Reconciliations, Voucher Forms & Claims for Approval Summary, Budget vs Actual, Fund Balances, Departmental reports and more.

- City Clerks can "drill-down" each income or expense line and provide a report of every transaction in that account, at any time.

- Historical reports give a "Red Flag" for any altered financials. Providing confidence that reports are consistent.

- Training videos are included designed specifically for Council members to help maximize understanding of financial reports and prevent fraud.

www.clerkbooks.com

855.525.3757

Auditors Love ClerkBooks

- ClerkBooks has added the Chart of Accounts as recommended by each State Auditor's Office, including: funds, functions, activities and objects.
- Includes a Closing Tools module that accurately creates both a Profit & Loss by Fund and a Balance Sheet by Fund report.
- Includes a closing mechanism which warns City Clerks when they attempt to change a closed period and makes it easy to see if any closed period has been altered.
- Provides a list of check numbers to highlight any duplicate or missing check entries.
- Includes Audit Trail and Voided/Deleted Transactions reports.
- Includes Trial Balance by Fund reports.
- Coupled with QuickBooks Statement Writer, can create GAAP compliant reports.
- Can accurately operate and report as: Pure Cash Basis, Modified Cash Basis, Modified Accrual Basis, or Pure Accrual Basis.

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