

Municipal Management Made Easy

ALL-INCLUSIVE FEATURES

ClerkBooks is not priced per module. All modules and all features are available to all subscribers. We believe that all local government entities, no matter their size, deserve all the best features.

GAAP & GASB COMPLIANT FUND ACCOUNTING

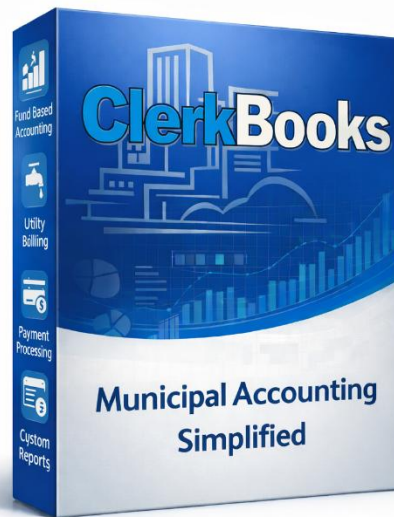
ClerkBooks uses the Uniform Chart of Accounts as suggested by your State Auditor's office. This means your reports will always line up with the State Budget report and Annual Financial reports. This also makes your system easier, and less expensive, to audit.

UTILITY BILLING

Calculate multi-tiered service and usage charges for water / sewer, natural gas, and electricity. It also allows for up to 20 custom flat rate charges such as: garbage, recycling, meter rent, even-pay, and round-up items. Integrates with all major automatic meter reading systems.

PAYMENT PROCESSING

Includes a free payment portal allowing customers to view invoices and schedule one-time or re-occurring payments via credit/debit card. All processing fees are passed to the customer. Also includes on-site payments and automatic ACH (bank draft) payments.



ClerkBooks is a GAAP and GASB compliant fund-based accounting system fast on it's way to becoming a full Enterprise Resource Planning system. It is designed for small to mid-sized municipal governments. It will streamline procedures and optimize resources to help you better serve your community. The core of the software is the accounting system. However, ClerkBooks is much more than accounting. Our all-inclusive suite of advanced features is growing. ClerkBooks will soon be able to help you manage every aspect of your civic operations.

FEATURES:

ClerkBooks includes all core accounting features:

- GAAP Compliance
- GASB Compliant Chart of Accounts
- General Ledger
- Accounts Payable
- Accounts Receivable
- Payroll
- Banking
- Transfers
- General Journal
- Reports

ClerkBooks also includes advanced features:

- Web-based Platform
- Memorized Transactions
- Fund/Department Filtering
- COA Groups for Faster Data Entry
- Budget Worksheets
- Drill-Down Transaction History
- Utility Billing
- Automatic Meter Reading Integrations
- Free Payment Processing
- Free Paycheck Direct Deposit
- Electronic Payroll Tax Form Submission
- Project Management / Work Orders

ClerkBooks will soon include:

- Capital Planning Tools
- Property Valuations & Assessments
- Property Tax Billing
- Fire Department and Ambulance Billing
- License and Permit Management
- Court Administration
- Online Event Registrations
- Online Rental Management
- GIS
- And More...

WHO IS CLERKBOOKS:

ClerkBooks started in 2005, in Fertile, Iowa, a town of 370 people. Our headquarters are currently located in Garner, Iowa, a town of 3,098 people. We also have support staff who work from their homes in multiple States.

ClerkBooks software was originally designed to work with QuickBooks desktop editions. Recently, QuickBooks decided to abandon its tried and true desktop products. Therefore, we have now developed our own core accounting system as an alternative to QuickBooks.

ClerkBooks is designed from the ground up for staff with limited accounting experience located in smaller cities and towns: populations ranging from approximately 100 - 10,000.

The Founder and CEO of ClerkBooks has over 35 years of accounting and management experience in wholesale, retail, non-profit and governmental activities. He was a City Clerk/Treasurer in Iowa for 8 years. He has completed the course work for both the Certified Municipal Clerk and the Certified Municipal Finance Officer certifications through the Municipal Professional's Institute.

In fact, all of our support representatives have accounting degrees; have formally been City Clerks, City Treasurers and/or City Auditors; and have completed or have attended the Municipal Professional's Institute.

Therefore, ClerkBooks software and services have been designed and are supported with a full understanding of what your City faces every day.

While ClerkBooks started in Iowa, it has now been customized for 25 states. Be the first ClerkBooks City in your State and receive 30 days free support!

Data Conversion Options

PAYROLL

Full payroll is included. Automatic calculation of all taxes and benefits. Track PTO, Vacation, Sick Leave, Comp Time, and more. Free paycheck direct deposit. Tax forms submitted electronically through our software via our partners at Tax Bandits for a nominal per form fee.

BUDGETS

Use worksheets to compare the previous three fiscal year's budget vs actual history while proposing next year's budget. Present a budget vs actual report to Council each month.

DRILL-DOWN HISTORY

Double-click an amount in any report to open a detail report of every transaction making up that amount. Double-click the detail report to go to that specific transaction. Once in a transaction, click the History button to see and navigate to any transaction tied to that transaction.

WEB-BASED

Access your system from anywhere, from any computer (PC, Mac, or Linux). No need to worry about hackers, computers crashing, or problems updating your software. We take care of the system updates, backups and data security.

READ-ONLY ACCESS

Includes read-only access for City Administrators, Council Members, and Auditors.

You have received two quotes. One quote is for the self-driven data conversion where you do the heavy lifting. The other quote includes complete, white-glove, professional data conversion done by our trained and certified data-conversion specialists and support representatives. We are currently offering two data conversion options only because we have an extensive back-log of governmental entities wanting to make the switch to ClerkBooks. At this time, full data conversions are booked 6-18 months out. However, self-driven data conversions can potentially take place any time you are ready.

	Self-Driven Data Conversion	Complete Data Conversion
Who does the work? *	Your staff and/or other 3 rd party participants hired by you (<i>CPA, Accountant, Bookkeeper, etc.</i>) ClerkBooks provides a checklist of tasks to be completed. We also help you get started, are available for help while you do the work, and will review the data once everything is entered.	ClerkBooks trained and certified Data-Conversion Specialists and Support Representatives. All our staff have accounting or database administration degrees. Our Support Representatives have completed coursework for the Certified Municipal Treasurer certification through the IMFOA and Iowa MPI/MPA
What gets transferred?	Typically just the current fiscal year-to-date. This is important – you must have a plan for maintaining your historical data for public record retention law compliance and audits.	If you are a current ClerkBooks user, all of your historical information will be imported from QuickBooks. If you are new to ClerkBooks, we will also only bring in your current fiscal year-to-date information.
How is the work done?	Contacts, transactions and balances are entered manually, one at a time. There are no data import tools available from the front-end user side of the system.	Most contacts and transactions are imported in using complex data tools we can use on the database back-end side of the system.
How long does this take?	Varies, depending on how far into the current fiscal year you are, how many people do the work, how many hours per week they are able to work. <i>Remember, you also need to keep up with your normal duties while you manually re-create what has taken several months to create the first time.*</i>	Most data conversions take two weeks. We can assign multiple staff members to work on larger cities. While we do our work, business can run as usual on your end.
Which option is less expensive?	Cost to ClerkBooks is less, but you have to consider all of your cost. Extra time for staff. Possible need for 3 rd party assistance. You start with a 40 hour support package. However, if the data conversion does not go as anticipated, you may need additional support to complete the conversion.*	Cost to ClerkBooks is higher, but business can continue as normal for two weeks while we complete the work for you. We guarantee our work. If it is wrong, we fix it at no additional cost.
Who should consider each option?	Full-time Staff Members who have an accounting degree and fully understand GAAP and GASB fund accounting principals. Government entities that work closely with an accountant who fully understands GAAP and GASB fund accounting principals.	Staff Members that only work part-time for the government entity. Staff Members that do not have an accounting degree or do not fully understand GAAP and GASB fund accounting principals. Government entities that do not have a close working relationship with an accountant who fully understands GAAP and GASB fund accounting principals.

* ClerkBooks cannot verify the qualifications of the governing body's staff to determine if they can successfully complete the required tasks for the data conversion. It is up to the governing body to make that determination. Costs for self-driven data conversion must be paid in full before access to the system is granted. ClerkBooks monthly hosting fees will begin the first of the month following a full 30 days of access. While an anticipated number of support hours is included in the quote, additional support hours may be needed to complete the self-driven data conversion. A detailed log of support hours used is available from within the software. No refund of initial setup fees, support fees, or monthly hosting fees will be given if the self-driven data conversion is not completed.



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