



# V M Murphy & Co

## Chartered Certified Accountants

*A refreshing approach to your business and taxation needs*

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We provide a range of services for both individuals and small to medium sized businesses. Our fees are reasonable and agreed before we commence work and include a year of advice at no extra cost.

Working with our clients, we ensure that the record keeping that they do helps to keep our fees to a minimum.

We can help with accounts preparation, tax returns and advice, VAT, business plans and cash flow forecasts, payroll services, bookkeeping etc.

Although many of our clients are based in Oxfordshire, Gloucestershire and Warwickshire we have clients throughout the UK, in the Channel Islands and Europe.

Our clients have turnovers of up to £20M and range from small sole traders to medium sized limited companies. We also deal with individuals' tax affairs and act for charities and sports organisations.

We currently have clients operating in the following industry areas:

- Advertising
- Agricultural and Equestrian
- Art
- Automotive
- Building Security
- Cartographers
- Catering
- Childcare
- Clubs and Societies
- Consultancy
- Engineering
- Entertainment and Media
- Information Technology
- Interior Design
- Landscaping and Gardening
- Legal & Professional
- Manufacturing and Design
- Property Development and Management
- Recruitment

**Vince Murphy** FCA ACCA  
Qualified Accountant, Chairman



I qualified as a Chartered Accountant having trained in the City of London. I extended my experience in the UK and then with what is now KPMG in West Africa. On my return I worked in York and London, including floating a company onto the Stock Exchange. When I married a farmer's daughter I moved to the Cotswolds and set up V M Murphy & Co in 1974. I have recently become a member of the Association of Chartered Certified Accountants to facilitate the succession arrangements. This enabled the appointment of Laura Warner as a director of the company. I deal with clients' Tax and Business Planning.  
[vmm@vmmurphyandco.co.uk](mailto:vmm@vmmurphyandco.co.uk)

**Laura Warner** FCCA  
(BSc Hons) FMAAT  
Qualified Accountant,  
Managing Director  
Joined: May 2006



I am a qualified Chartered Certified Accountant with a degree in Applied Accounting from Oxford Brookes University. I am in charge of the Accounts & Tax Departments and involved in the management and development of V M Murphy & Co. I work with Mr Murphy on Technical matters. My main areas of responsibility are meeting with new clients, tax planning, accounts preparation, business tax, personal tax and advising on high level HMRC matters. I am mentor and line manager to Emma, Jarvis and Lauren but provide support to the whole team.  
[laura@vmmurphyandco.co.uk](mailto:laura@vmmurphyandco.co.uk)

**Jill Davies**  
Office Manager  
Joined: October 2016



I am responsible for the running of the office and administration department. This includes a wide variety of daily tasks and support for other members of the Team where necessary. I deal with company secretarial needs of our clients and am responsible for company formations  
[jill@vmmurphyandco.co.uk](mailto:jill@vmmurphyandco.co.uk)

**Emma White** ACCA FMAAT  
Qualified Accountant  
Joined: August 2011



I am a qualified Chartered Certified Accountant. My main areas of responsibility are accounts production, management accounting and dealing with complex technical matters or coaching clients with record keeping issues including setting up and implementing new book keeping systems. In addition I undertake work on personal and business tax. In the future I aspire to gain a degree in Applied Accounting from Oxford Brookes University.  
[emm@vmmurphyandco.co.uk](mailto:emm@vmmurphyandco.co.uk)

**Jarvis Morley** MAAT  
Part-Qualified Accountant  
Joined: August 2013



I am a qualified member of The Association of Accounting Technicians and am now only a few exams away from becoming a Chartered Certified Accountant. My main areas of responsibility are accounts production, business tax, personal tax and I am developing my tax planning skills. I am also involved in the Company's cash flow and budgeting reporting.  
[jarvis@vmmurphyandco.co.uk](mailto:jarvis@vmmurphyandco.co.uk)

**Tracey Clayton**  
Senior Accountant  
Joined: July 1989



I have worked for V M Murphy & Co since leaving college. I started as a trainee accountant and am now a senior accountant. My main responsibilities are accounts production and business tax computations. I also assist clients with their accounting records and VAT returns. I provide support to payroll on a weekly basis and provide cover when required.  
[tracey@vmmurphyandco.co.uk](mailto:tracey@vmmurphyandco.co.uk)

**Lauren McCallum**  
Trainee Accountant  
Joined: May 2019



As the newest trainee to join the team, my main areas of work are accounts assistance and administration, book-keeping, VAT returns and some general administration. I am also responsible for the primary bookkeeping for the Company including invoicing, bank reconciliations and running credit and cash control. I am training towards becoming a qualified accountant.  
[lauren@vmmurphyandco.co.uk](mailto:lauren@vmmurphyandco.co.uk)

**Kelly Kitching**  
Payroll Specialist  
Joined: February 2005



I run payroll for clients on a weekly, monthly or annual basis. I prepare and submit all monthly and annual payroll returns under Real Time Information legislation. I send clients prepared paperwork for their employees such as payslips, P60s and P45s. I give advice on issues such as sick pay, maternity leave & pay, paternity leave & pay and redundancy pay etc. Liaising with work colleagues I ensure that taxation is reduced as much as possible. I also prepare and submit annual forms P11d, the reporting of benefits in kind.  
[kelly@vmmurphyandco.co.uk](mailto:kelly@vmmurphyandco.co.uk)

**Jan Gallon** FCCA BA (Hons)  
Qualified Accountant  
Joined: August 2008



I am a qualified Chartered Certified Accountant. After qualifying with a large firm of Accountants, I worked in industry for a pub management company and also in the automotive sector. After a short break with my young children, I returned to practice at V M Murphy & Co. My main responsibilities are accounts production and tax computations. I am responsible for the continuing professional development of staff members and I am a member of the senior management team.  
[jan@vmmurphyandco.co.uk](mailto:jan@vmmurphyandco.co.uk)

## Our Services

### Accounts

- Annual Accounts
- Management Accounts and Bookkeeping
- Sage, Xero, FreeAgent, Kashflow and QuickBooks

### Taxation

- Personal Taxation
- Trust Taxation
- Company Taxation
- Inheritance Tax
- Tax Planning

### Payroll Bureau

- Weekly and monthly Payroll
- Statutory Sick Pay
- Year End forms including P11Ds expenses
- Maternity Payments
- Redundancy Payments
- Contracts of Employment

### Companies

- Company Formations
- Confirmation statements
- Statutory Books & Share registers
- Companies House Filing

### VAT

- Preparation of VAT Returns
- VAT Registration & Deregistration
- Online Submission of Returns including MTD
- VAT Advice

### Business Planning

- Cash Flow Forecasts
- Budgeting
- Management Reporting Systems
- Management Meetings
- Detailed Advice on Finance Options



V M Murphy & Co have been using a hosted environment for its programmes and data since 2010. The hosts, Iris, are responsible for protecting the data and for a full and continuous backup system.

We have peace of mind because, if our computers crash or are stolen, there is no loss of information and replacements can go into action straight away. An additional benefit has been that our staff can work from anywhere there is broadband eg. home, clients' premises, hotels and whilst travelling on public transport.

To support this we have implemented a paperless office using Iris Opendocs document management software.

We support *Sage, QuickBooks, Xero, Free Agent and Kashflow* and other accounting programs and can easily import information from *Excel*.

We spend over £40,000 per annum to ensure our software is the best and up-to-date.

## Business and Tax Planning

We are always keen to help clients with their business planning. We provide templates for Cash Flow Forecasts and Budgeting.

We work with clients to ensure that they carry on their businesses in ways that are tax efficient.

We do not use extraordinary schemes but hope to make useful savings without resorting to extreme solutions. We are always conscious of the need for practicality and that the goal must be the future prosperity of the client and that tax is only one aspect of that planning.

The status of the business is something we monitor and advise upon. Choosing the right time and method of transferring from Sole Trader to Limited Company or LLP is critical if the most is to be made of the opportunities. Traders should not incur the expense of forming a company unless or until the benefits exceed the cost. However when required we can form companies quickly, even same day if needed.

V M Murphy & Co\*  
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New Street,  
Chipping Norton,  
Oxfordshire,  
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\* V M Murphy & Co is the trading name of V M Murphy & Co Ltd

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*Office Hours*

Monday – Friday

9am – 5.30pm