

# Location, location



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location, location • location, location • location, location

## Come and see us in person...



Our offices are situated in several busy towns in Shropshire and North Wales. The distinctive colours of the offices make them easy to see and you are assured of a warm welcome when you call in at any of them.

Maps are available on the website [www.morriscook.co.uk](http://www.morriscook.co.uk) for a more detailed view on how to plan your visit to see us.

### Llangollen

**Bryn Estyn  
East Street  
Llangollen  
LL20 8RB  
T 01978 860376  
F 01978 861973**

The Llangollen office is on a side street off the main street. Parking is available on the streets although as a tourist town it is crowded. There are two car parks near by.

### Ellesmere

**3/5 Watergate Street  
Ellesmere  
Shropshire  
SY12 0EX  
T 01691 622098  
F 01691 626910**

The Ellesmere office is by the main central car park and the sign in the distinctive colours makes it easily seen.

### Oswestry

**6 Salop Road  
Oswestry  
Shropshire  
SY11 2NU  
T 01691 654545  
F 01691 679449**

The Oswestry office has its own car park and is located in a prominent position in Salop Road.

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[partners@morriscook.co.uk](mailto:partners@morriscook.co.uk)

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# Payroll Services



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## Payroll and wage preparation

As legislation becomes more complicated the preparation of wages can take a lot of your valuable time. Why not let us prepare your wages for you?

We have an experienced team who can process your weekly/monthly wages at a fixed price and we can pay your employees directly from your bank so no more cheques to write. We can also prepare subcontractor payment advices, deal with the Real Time Information (RTI) submissions and help you comply with workplace pensions (Auto enrolment). All the online filing can be done for you.

## Human Resource services

Our team are also knowledgeable in Human Resources matters which are also becoming more complicated. For complex Human Resources questions or requirements for drafting of contracts of employment and employment manuals we can refer you to a specialist company.

Please telephone our team and find out what we can do for you. You'll be surprised at how little it costs and that the saving on time and worry is well worth it.



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# Business Start-ups



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## Starting up a new business?

Then come and talk to us first - the first hour is free!

We can help you to decide what sort of structure you should trade as, whether Sole proprietor, a Partnership, Limited Liability Partnership or Limited Company would be preferable.

We can help you with cash flow and forecasts, presentations and business plans and will file all the correct forms with HM Revenue and Customs and Companies House within the time frame permitted.

If you need help with your bookkeeping, we are happy to advise on either manual or computer based, what records you need to keep and what Key Performance Indicators you will need to monitor.

We can also form your new Limited Company and complete and file all of the necessary paperwork for you.



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# Computer Services



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## Efficient systems

Are you getting the most out of your computer? Have you got the correct program for your type of business? Are you getting the reports you need from your system? Do your invoices portray the image you want for your business? These are important questions that we can help you to answer and give you confidence in your bookkeeping.

Morris Cook is an accredited Sage Business Partner and is therefore well qualified to offer support and advice on your Sage products. We also have experience of many other programs in the accounting world.

We can train you and your team on how to get the best out of your system and are happy to help you at crucial times in the year such as period ends, year ends and if you have problems and queries.

Not only do we offer support over the telephone or at your premises, but we can remotely link into your computer from our offices.



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# Taxation Services



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HM Revenue  
& Customs

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## Proactive tax advice

We believe that the following quotation summarises our ethos on tax work.

*“No man in this country is under the smallest obligation, moral or other, so to arrange his legal relations to his business or to his property as to enable the Inland revenue to put the largest possible shovel into his stores.*

*The Inland Revenue is not slow - and quite rightly to take every advantage which is open to it under the taxing statutes for the purpose of depleting the taxpayers pocket.*

*And the taxpayer is, in like manner, entitled to be astute to prevent, so far as he possibly can, the depletion of his means by the Revenue.”*

### The Lord President Clyde 1929

We will ensure that you arrange your affairs in the most tax efficient manner. We can advise on Income Tax, Value Added Tax, Corporation Tax, PAYE, Capital Gains Tax, Inheritance Tax and other adhoc taxes.

We have a member of the Institute of Taxation in our team and we look to be proactive with our advice. Many years of experience and the latest technology allows us to do all of the online filing of the various tax and VAT forms and returns.

We offer our clients a fee protection insurance in case HM Revenue and Customs launch an enquiry into your business. No matter what the outcome of an HM Revenue and Customs enquiry, they can be long drawn out affairs and our fee protection insurance will ensure that for an annual subscription your accountancy fees are covered enabling us to fight your corner without any concerns regarding a build up of large costs.

We have a monthly e-mail newsletter to keep you updated with the latest tax news and tax planning tips.



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# Auditing



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## Check-ups for business health

As Registered Auditors we are authorised to audit your business.

Our skills as auditors mean we can look at various parts of your business even if you are not required to have an audit.

If you are a Charity or required by your Professional body to have an audit on your 'clients account' records we are registered to do it.



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# Accounts Preparation



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## Keeping track

We can prepare your accounts from incomplete records, balanced cash book or a fully integrated computer system.

Our trained team are used to records of all shapes and sizes, as we deal with many types of businesses including subcontractors, sole traders, partnerships, limited liability partnerships, limited companies and all kinds of charities and societies.

We can prepare management accounts to enable you to run your business more effectively.

Confidential information can be sent to us through our “client portal” on our website.



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# Business Services



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## Financial Services

Morris Cook Financial Services is dedicated to protecting and making your wealth grow. Our adviser is truly independent and will offer you a wide range of products to meet your needs from pensions and mortgages to wealth investment and Inheritance Tax planning. Our advisor can advise on and set up your workplace pension scheme for Auto enrolment.

## Company Secretarial Service

We can complete your annual return online.

We can act as your registered office to ensure that you don't miss any deadlines.

We can access detailed reports from Companies House if you need information about another company or if you want to know what Companies House holds about you.



## Human Resource advice

We can introduce you to someone that looks after businesses human resources needs. The advice can be just a one off meeting or they can sort out your employment contracts, employer's procedural manuals and help you with procedures to stop you being taken to an Industrial Tribunal or breaking the complex Employment Laws.

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# Partners



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**Andrew Clarke**  
**FCA**

Oswestry and Ellesmere Offices

Qualified in 1975 and became a partner in 1977. Outside accountancy and tax he is active in the community.



**Samantha Jones**  
**FCCA, ACA**

Llangollen Office

Joined the firm in 1997 and qualified as a Chartered Certified Accountant in 2004. Became a partner in 2007, and gained her chartered qualification in 2012. Outside the practice she enjoys spending time with her husband and two children, watching films, cooking and eating and going running (consequence of eating habits).



**Megan Jones**  
**FCA, CTA**

Oswestry and Ellesmere Offices

Qualified as a Chartered Accountant in 1995, became a member of the Institute of Taxation in 2003 and became a partner in 2005.