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Update on the current situation regarding the COVID-19 Pandemic

We are currently living through a situation which is a once in a life time event and where the 'normal' rules concerning business, finance and taxation are being replaced by unprecedented measures and support to help as many people as possible. You will no doubt have been following the events as closely as we have and will be trying to digest all the guidance and documents that have been issued. The problem is that there are many 'headlines' but at the moment not a lot of detail on some of the measures and in some areas no guidance at all. We feel it is our role as your advisors to help you decipher as much of this as we can and provide support to our clients to help come through this period and the enclosures with this letter are the start of this. We appreciate that some of the information will not apply to you but its better to have it just in case.

Our Office

Following the Prime Ministers announcement on Monday 23rd March we have closed our office to clients with immediate effect. We had already put in place the capability for most of our staff to work at home straightaway and that is what they are currently doing. We can also confirm that our phones lines and emails (see top of page) will be manned as normal although there may be some delays at times in replying to you because as you will appreciate we are currently fielding far more queries than usual, therefore we would ask for your patience if you don't get an answer immediately. Therefore, it is 'business as usual' just in a different location.

Our intention is that all our normal services including Accountancy, Taxation, Payroll, VAT and business advice will continue to be provided by our partners and staff via remote working. There will be some logistical challenges in obtaining some information from you if it can't be scanned through to us, but we will be ensuring all post is opened and dealt with. If you do need to bring any bulkier items to us please contact us and we will arrange a time to do this safely whilst observing the Social Distancing rules.

Whilst the information contained with this letter is correct as of 25th March 2020, we know that there will be many more updates to come and it won't be possible for us to send those changes in letter form. Therefore, we will be providing updates to you in the following ways

Via our newly launched website – www.winders.co.uk

Via our Facebook page – search for **JL Winder & Co** and like us to see updates

Via LinkedIn – Search for **Winders Accountants** and follow us for updates

We also intend to issue further information via email – whilst we do have email addresses for many clients there are some we do not and there may be some who we usually contact via a work/office email address which might not be accessible in the coming weeks, therefore we would be grateful if you could send an email to updates@winders.co.uk with the following information for anyone who requires updates from us. Please send even if you think we already have the details. Also if you have any friends or family who might want to receive updates please send their details as well

Name - Email Address - Contact Telephone number

In these challenging times we want you to be aware that we will support you as much as we can with any issues you have so please do not hesitate to contact us for help. Finally, and most importantly we hope that you and your family and friends are safe and well and would urge you to follow the instructions issued by the Government to help slow the spread of this virus and reduce the number of people who are affected by it.

Stephen and Sarah

Partners: Stephen Leonard FCCA ACA MAAT | *Sarah Roberts* BSc FCA | *Associate: Susan Clarkson* FCCA