

We are all reeling from the ongoing news about the Corona virus and how it is going to continue to heavily affect our lives. This is akin to a wartime situation against a hidden and invisible enemy.

The Prime Minister spoke about the national emergency we face and the measures announced daily are rightly draconian to combat such a serious threat.

The work we do at Oakwood is important to our clients, but it is not 'essential' for us to work from the office. Consequently, our office is technically closed although Gordon and I will come into the office daily and work from here. We are all contactable via email and the post is still being delivered at present. We have a secure post box outside the office for you to drop off records and files etc but if you need to bring in paperwork, please telephone the office first to ensure we are here to receive it.

With our various business software all cloud-based, there is no interruption to our systems access, which means we will continue to support our clients. These are unprecedented times. Like you, we look forward to a swift return to normality but must prepare for an extended period of business disruption, with this remote way of working potentially becoming a new normal for all businesses. We will adapt to these changes and find a way to ensure service during this time is upheld.

We are well aware that although HMRC have said they will defer payment of VAT, self-assessment tax and probably Corporation Tax (still to be confirmed), they are still expecting businesses to submit the necessary VAT and tax returns and company accounts. Whatever happens, these business accounts and your tax returns will still need to be submitted to HMRC.

We want to keep serving and supporting you and we want you to continue to support us. To do that, we need your help. We need you to still send us your records, email us your information for your tax returns etc. and we will continue to work with you through this crisis.

We understand many of our clients will be in a situation whereby meeting our fees is going to be difficult. In these circumstances when we send you our fee invoice, please call to make mutually agreeable arrangement for settlement. However, we will really appreciate it if you are able to pay us within our usual 14 days terms, this helps us all.

We believe the best thing all of us can do in these difficult isolating times is to keep in communication with everyone, customers, creditors, suppliers, debtors, banks, lenders, your accountant, but most of all family and friends.

Do contact us (preferably by email!) if you have any questions or concerns. We are here to help and just to reiterate an earlier message, we are not charging for any advice on how you manage and interpret corona virus instructions, guidance and advice from the government.

We hope you stay well and stay safe.

Thank you

Jane Briggs and the team at Oakwood