Good afternoon,

Further to our email of yesterday, Monday 23rd March.

Just so that you are aware that, following the Prime Ministers address of yesterday evening, we are now closing the office and all staff are working remotely. This is to safeguard our staff, clients and the public generally from the Corona Virus as well as playing our part in helping to keep the health service working.

They will all still be available by email. Also if you ring the office number and leave a message someone will get back to you.

We will also be avoiding face to face meetings with clients and instead will either use emails, telcons or skype for such meetings.

We trust you understand that these were necessary actions in this challenging time.

Many clients have asked about the Corona Virus Job Retention Scheme and how it will work. Right now we, like everyone else, only have sparse information but will update you as soon as we know more.

For now the Government has confirmed that it applies to all businesses. You can claim up to 80% of workers individual salaries up to a maximum of £2,500. We do not know if applies to directors as of yet, but they are employees at the end of the day. We will see.

If you are going to designate some or all employees as furloughed, then you need to notify them and your payroll service processor. You can, if you wish, only pay 80% of their salary or top it up to the full rate.

You will need to pay your furloughed employees now and reclaim through a new online portal which the Government is urgently setting up. That may not be available until April.

If we process your payroll then we will do it for you.

As soon as we have more information we will advise.

Finally, our email of yesterday did contain a typo. Point 4 stated that your first point of call for the Job Retention Scheme was the bank but this was of course for the Business Interruption Loan Scheme.

Assuring you of our support at all times.

Parker & Co Accountants
Adventure in Business.