



COVID-19 Guidance issued on behalf of  
**BWM Chartered Accountants**  
Peter Taaffe - Managing Partner  
0151 236 1494 // [www.bwm.co.uk](http://www.bwm.co.uk)

## **Guidance for our clients – Coronavirus (COVID-19)**

In these uncertain times we wanted to reach out to all our clients to let you know we are here to offer support and guidance over the next few months.

Health and wellbeing are the most important things right now and we have made the decision that our staff will be working remotely whenever possible. During these times we would like to reassure you that we have procedures in place to enable us to continue providing our usual services.

We will continue to complete your accounts, VAT, Payroll and tax returns in a timely manner. Where face to face meetings would normally be the norm, video conferencing is an alternative we are using successfully.

Systems are in place to divert incoming calls to our mobiles, but wherever possible we ask that you email us so we can best deal with your enquiry.

If you are working remotely and/or struggling to keep your records straight, then please let us know. We can install a variety of Cloud based solutions to help and if you can scan and email documents to us, we can help in posting them.

**If you need anything, please let us know. Our business depends on your business and we must all pull together during the next few weeks.**

1. Keep your eye on Government advice: <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>
2. Your main purpose is to protect the health of yourself, employees and customers and then reduce the risk of the financial impact on your business.
3. Summarise the actions and allocate responsibility to make them happen.
4. Talk to us – we are all in this together.

**The following may give you a few pointers for actions to be taken:**

**Purpose** – To reduce risk to health and minimise financial impact.

**Employees** – You have a duty of care to your employees. This will include advice on self-isolating, sick pay and remote working.

Video conferencing to replace meetings. Microsoft Teams and Zoom seem to work well, but these aren't the only packages.

Scan documents to enable remote working.

**Cyber Security** – Ensure all remote workers have adequate security on their computers.

**Impact** - The immediate effect will be to cash flow. Should you encounter difficulties we may be able to help in negotiating repayment holidays, invoice discounting, alternative funding and we will be available to assist with any business plans if required.