



COVID-19 ANNOUNCEMENT

Our Leadership Team has been closely following the ever changing developments surrounding the COVID-19 outbreak.

The health and well-being of our staff, clients and the community as a whole is of utmost importance to us. We have been taking all the recommended steps to maintain a safe workplace and also to ensure that our interactions and meetings with clients are conducted in an approved manner.

We have taken steps to increase the awareness of staff and educate them on the current best practices with regards to maintaining the integrity of the workplace. Additionally, we have eliminated all but the most essential face to face meetings and have encouraged the use of communication via teleconferencing. We will continue to monitor the guidance and protocols being issued by public health authorities and will update our procedures as appropriate.

At this time, our offices remain open and our staff continue to attend at clients' offices performing time sensitive assurance, taxation and consulting engagements.

This is an especially important time for our clients due to the large concentration of fiscal year ends and corporate tax filings that are in process, many with very tight deadlines. Furthermore, tax season is starting to ramp up, with a very large number of personal returns to be filed by April 30th.

It is a real possibility that the outbreak may force a shutdown of not just our offices, but also those of our clients. We have processes in place so that our staff can work from home and still have access to all the necessary software in order to continue to work on client engagements, but any of these issues will have an impact on the work we are performing.



In order to facilitate the exchange of information in a safe manner we have a link at the bottom of this notice, which is also on our website, which will allow clients to upload documents to us in a safe and confidential manner.

The issues around the outbreak are evolving quickly. We will continue to monitor the situation and will communicate with our clients and colleagues in order to keep everyone updated.

If you have any questions or issues you would like to discuss, please do not hesitate to contact the people at the firm that you normally deal with.

You are also welcome to contact me directly at bhoffland@mgca.com

Best regards

Beck Hoffland
Managing Partner

[Click Here to Upload Documents and Files](#)