

COVID-19 – Coronavirus Job Retention Scheme – Summary for directors

Links

HMRC Website links:

- [Work out 80% of gross salary to claim through the CJRS](#) (includes calculated examples)
- [CJRS claim Calculator](#)
- [How to claim](#) (will need to claim through your Government Gateway)

Links to ICAEW

- [Directors on PAYE can furlough](#)
- [Sole Directors and the CJRS \(21/4/20\)](#)

[Link to The Friendly blog](#)

PLEASE NOTE THAT IF YOU TAKE ADVANTAGE OF THE GUIDANCE REGARDING FURLOUGHING DIRECTORS, YOU WILL NOT BE ABLE TO PERFORM ANY DAY TO DAY DUTIES FOR THE PERIOD YOU ARE FURLOUGHED.

Chartered Accountants | Chartered Tax Advisers

Directors: Lesley Ward BSc FCA | Richard Baldwyn ATT CTA

The Friendly Accountants is a trading name of TFA Accountants Limited

Registered in England Number: 10396833 | Registered Office: Arena Business Centre, Holyrood Close, Poole, Dorset, BH17 7FJ

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Key Points:

This is a temporary scheme in place for 4 months starting from 1 March 2020, but it may be extended if necessary and employers can use this scheme anytime during this period. It is designed to help employers whose operations have been severely affected by coronavirus (COVID-19) to retain their employees and protect the UK economy. However, all employers are eligible to claim under the scheme and the government recognises different businesses will face different impacts from coronavirus.

The way to make a claim is online (see links above) - the service should be simple to use and any support you need available on GOV.UK.

Amount to claim:

You can claim based on the average monthly salary that has been declared for the 2019/20 tax year.

If we have been running your payroll for the whole year then you should have received payslips last April showing you the salary put through – this is likely to be £719 but please do check your payslips.

If your payroll started part-way through the year, please contact us for your monthly salary.

Once you know your average monthly salary you can then claim a grant of 80% of the gross salary.

It is up to the company whether it continues to pay you 100% of your furloughed salary or 80%.

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An example

Your average monthly salary is £719.

You can decide to pay 100% of the salary and claim 80% of this (£575.20) or just pay the 80% claimable which would be £575.20.

Our recommendation is to pay £575.20 (or whatever the 80% of your gross salary amounts to).

Other HMRC COVID-19 links

[Support for business](#)

List of schemes available and how to access the support - updated regularly

[Guidance for employees](#)

Details on SSP, proof of sickness, Furlough, benefits

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