



DOLINKA, VANNOORD & COMPANY

A PROFESSIONAL LIMITED LIABILITY PARTNERSHIP

Certified Public Accountants

March 23, 2020

Dear Dolinka VanNoord Bookkeeping Client.

Today, Governor Whitmer signed an Executive Order No. 2020-21, temporarily requiring our state's residents to suspend activities that are not necessary to sustain or protect life.

Link to the Order [EO 2020-21 Stay Home, Stay Safe.pdf](#)

Please note page 2, item 4 (b) as follows:

"For purposes of this order, workers who are necessary to conduct minimum basic operations are those whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely."

In order to comply with this order, we have made it possible for our staff to continue to provide bookkeeping services for you from their home work stations connected to the DVC servers and also have one person here at the office to make sure bookkeeping services continue.

What we ask of you is to let us know via email to either Stephanie SMcAleenan@dolinkacpa.com or the partner you work with as to what you'd like us to continue to do for you given your individual staff situations. That includes the transfer of information and documents between DVC and you.

Together, we'll work through this new normal with you. We're committed to provide you with our best under any circumstance and this won't be any different.

If you have any questions about this or any other matter, please see our web site for current links to information or email us or call us.

Thank you!

James B. Mersman, CPA

Partner, DVC Small Business Center