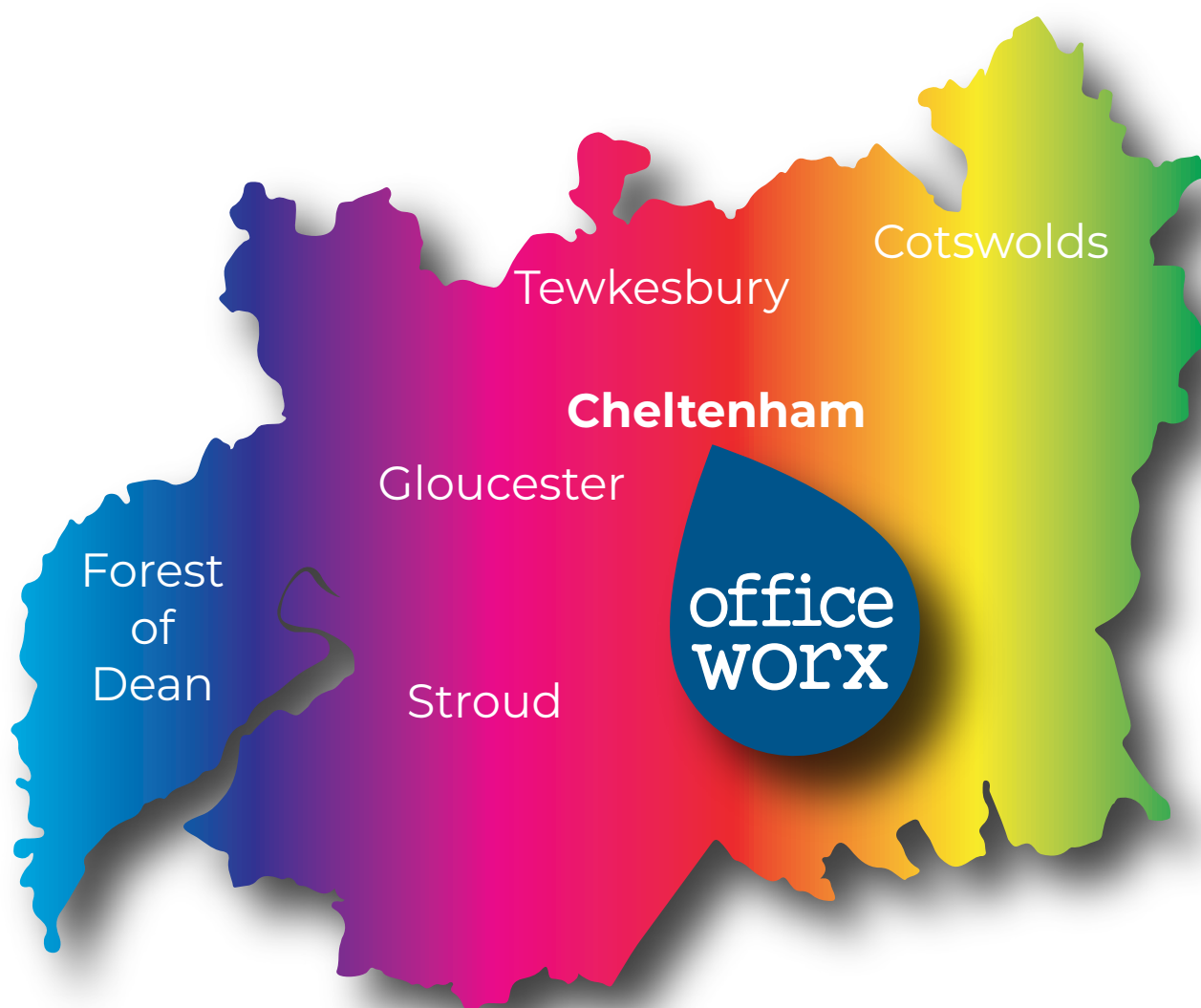


The Worx

THE BI-ANNUAL **officeworx** NEWSLETTER



INVEST LOCAL

The importance of investing in local businesses during the COVID-19 pandemic

FOCUS ON

Randall & Payne Accountants offer optimistic business advice during these bleak times

PLUS MUCH MORE

Going green, charity support, colour psychology and super-deduction tax explained

#makingadifference



In December the Officeworx team raised over **£450** by completing the **Sue Ryder Daily Dash**.

The team walked **5k** every day to raise funds for Sue Ryder and help the charity be there when it matters. When someone has been given a life-changing diagnosis or is bereaved, their world is turned upside-down. Sue Ryder are there to help and support people through terminal illness, neurological conditions or the loss of a loved one. Having benefited ourselves from the support of Sue Ryder, The Leckhampton Hospice, this challenge was very close to our hearts. It was a great way to absorb Christmas cheer despite the government lockdown. **Why not try it yourself this December?**

Team Officeworx
Rob, Howard, Paul & Kate

A huge Congratulations & Thankyou for being a part of our December Daily Dash Team last month. You are all a huge support to the hospice & we can't thank you enough for helping to raise awareness and funds to keep our doors open & our services going across Gloucestershire.

We really appreciate you all getting out every day during the pandemic and with everything still having gone on personally and at work. It means a lot to have so many wonderful supporters.

Thank you for raising over £450 for the care we provide it was certainly made a difference to our local patients needing our care. We've been blown away with the funds raised locally over £53,000 & nationally £315,000 just incredible. Hope to see you all soon, take care & stay safe. From us all at the Hospice XOXO



Matt Reay from Sue Ryder joins Rob & Howard for a lunch break dash



Evie dog enjoying the Cheltenham Lights



We enjoyed printing another batch of play sheets for **Play Gloucestershire** during lockdown. We love offering competitive rates for charities like these, and supporting their cause. The work they do providing free outdoor play sessions to communities, schools and vulnerable children is essential, especially during these times.

Take a look at their events at playgloucestershire.org.uk

LILIAN FAITHFULL Christmas Letters

Officeworx's Georgia and Alex worked with their school this Christmas to increase festive cheer at St Faith's Nursing Home, Cheltenham.

With their grampy, Pete, being one of the residents unable to see their loved ones, they asked their friends at St James' Primary School to write a Christmas letter. Officeworx worked closely with the PTA who organised the whole project effortlessly. Nathalie Dawson from the PTA joined us to present **112 letters** to St Faith's and wave to Georgia and Alex's grampy and residents at their Christmas party!



Georgia & Alex hand the letters to Paula, Events Coordinator at St Faith's



Mathilda & Freddie Dawson, Georgia & Alex and Morgan & Isla MacDonald with their letters



"I must say it has been an absolute privilege to be involved. A truly heartwarming day. A simple reminder that love is all you need. It definitely brought a tear to my eye watching you waving at Pete and the residents. His face was a picture. Full of love for you all."

Nathalie Dawson, St James' PTA

All things GREEN

The world has benefited from a slower pace of living over the past year. Global lockdowns have drastically altered the patterns of energy demand and have caused an economic downturn.

However, at the same time, lockdowns have provided a cleaner global environment. At Officework, we are keen to play our part and promote our range of **100% recycled** products at prices you wouldn't expect!



Heavy Duty Refuse Sacks x 200
£16.99

Xerox Recycle x 5 Reams
£14.99

Sticky Notes 76 x 76mm x 12
£2.99

Toilet Roll 2 Ply x 36
£7.49

Storage Box Business x 10
£19.99

Hand Towels x 250 Sheets x 12
£18.99



See our green range at:
shop.officework.co.uk

Prices exclude VAT

Think **GLOUCESTERSHIRE**

Thank you for investing local...

We also enjoy supporting **local businesses** here in **Gloucestershire**.

The value in supporting local businesses within the county is vital to maintaining local employment, diversity of goods and reducing carbon footprint.

It may sound obvious but what are the advantages of using local shops and suppliers?

It's easy to be enticed in by large multi nationals operating fleets of vehicles out of large warehouses, but are we slipping out of the habit of using local businesses? The pandemic has brought a surge of people to local businesses who have had the ability to act fast by providing customers with ingenious ways to keep their valued customers post-lockdown. We are now looking to the future, and we are having to look closer than ever about the damage we are doing to the local economy and the planet.

Environment

Using local suppliers and shops is kinder to the environment. Often stocking local products this means that miles are cut from producer to shelf. This also means that you do not have to travel far to access local goods and can look at reducing your own carbon footprint.



Local businesses used by Officeworx in **Gloucestershire**:



Accountants
randall-payne.co.uk



Supply, Service & Repair
copier-printer-repair.co.uk

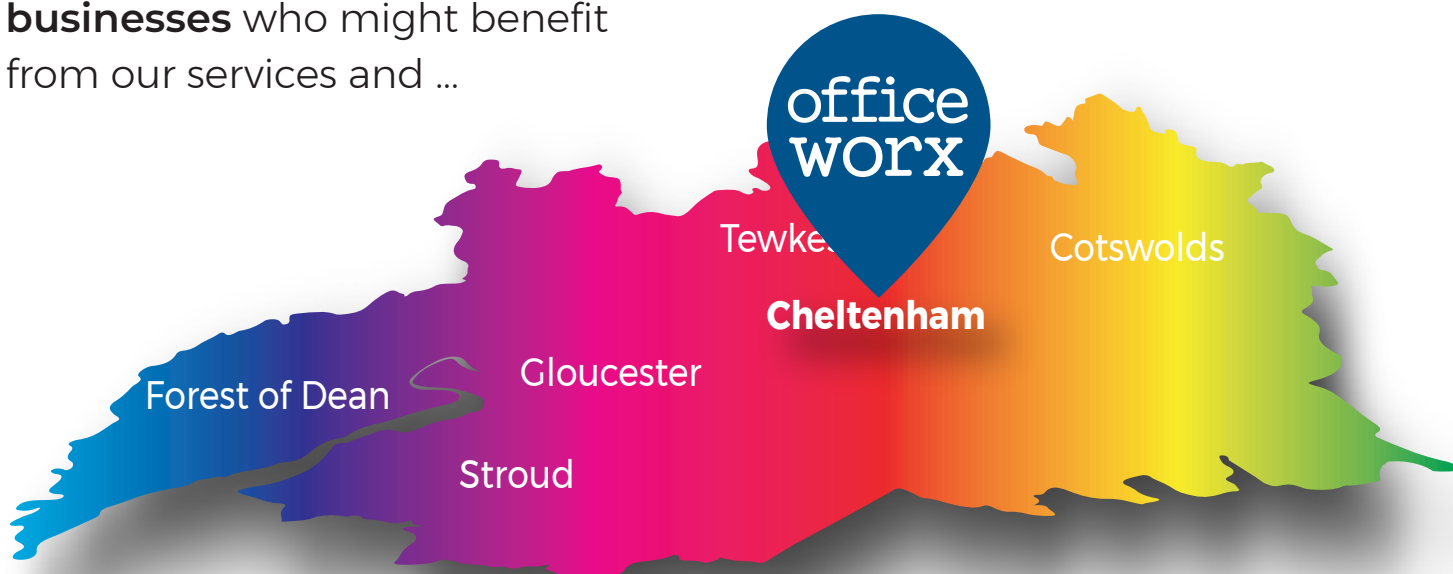


Design & Creative Agency
creaticca.co.uk



Shredding & Recycling
printwaste.co.uk

Do you know of any **local businesses** who might benefit from our services and ...



... enjoy spending **local**?

Employment

Keeping busy and growth in local villages and towns keeps local employment and self-employment. Quite often local employees then spend their income locally too keeping a self-perpetuating cycle of growth.

Innovation and Creativity

Local independent businesses are where innovation and creativity happen without the barriers that national businesses need to overcome. Small businesses are able to constantly review, adapt and change at very short notice cutting red tape and becoming local pioneers.

Service

When you buy locally, you are buying from local business enterprisers and more importantly – people, not boards, stockholders or algorithms. The local touch means local businesses are keen to go the extra mile to deliver excellence rather than being dictated to about what they want you to buy.

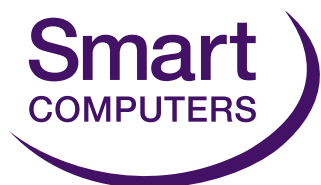
Local use Local

There are lots of businesses that supply other businesses in a reciprocal way meaning that quite often there is a large, loyal local business group that often shares ideas and thoughts, making it more powerful and adaptive to local situations.

If every adult in the UK spent **£5 per week** in their local shops and businesses, instead of online, at chain stores or huge multinationals, it would be worth **£16.8 billion** going directly back into our towns. Which means real jobs, better facilities and nicer places to live. Makes you think doesn't it?

Contact us about ways we can help **you, your business** and **the environment**.

www.officeworx.co.uk



Rental, Refurb & Support
smart-uk.com



Marketing
prestburymarketing.co.uk



Workwear & Uniform
universaluniform.co.uk



Insurance
lansdowninsurance.com

FOCUS ON



Chartered Accountants

Results today, consequences tomorrow

I am calling this the democratisation of forecasting, as the ability to produce a model and a forecast efficiently and cost effectively means it is now available for all businesses.

There have been rapid developments in the use of cloud based technology for the finance function to the extent that there is every reason for any business **of any size** to have a financial model and a forecast.

The key benefit this brings is foresight, allowing business owners to see the consequences for future cash balances, liabilities and profits of current results. This allows better planning for investment, payments to shareholders, recruitment, innovation, growth and so forth as well as focusing the mind on corrective actions that may need to be taken.

My clients have described it variously as “removing the blindfold”, “showing me the way ahead” and “demonstrating the consequences for the future of the way the business is performing today”. Business is ultimately about winning in the marketplace and a fluid financial model and forecast can contribute greatly to getting and staying ahead of competitors. It is as close as you will get to a crystal ball for your business finances! The two areas can bring great insights.

The **financial model** will set a benchmark for the core business activity and focuses on understanding the interactions between sales, costs of sales and gross margin. This is basic stuff but I am surprised by how often it is not well understood and often the underlying book-keeping is not robust enough to support a full and accurate analysis. It is the heart of the business and a clear understanding and target can add much to performance.

It is the **rolling forecast** that I find is the most beneficial for clients that are using these for the first time. The time for complicated spreadsheets and days to prepare are gone. Once the original budget is in place, updating is very efficient using the right technology. The combination of actual results to date plus budget figures to year end, or longer, instantly shows the impact of either exceeding or missing the budget. Nowhere is this more powerful than in the rolling cashflow forecast. Removing much of the uncertainty around future cash balances and giving the time to act is a guarantee to more undisturbed nights.

These tools, along with monthly video catch ups to review performance, are rapidly becoming the norm in the way we work with business clients. Understanding the results today, the impact for tomorrow and proactively changing those potential outcomes is fundamental to success and will be a game changer for all sizes of business. Therefore we foresee the democratisation of financial forecasting, as technology allows effective monitoring of your business for the many rather than the few.

Diagram illustrating how acting on a forecast drives change



By Will Abbott

Partner & Head of Management & Business Advisory Services

Contact **Will Abbott** for more information by emailing:
will.abbott@randall-payne.co.uk or call **01242 776000**

COLOUR PSYCHOLOGY

It's been a pretty bleak period so if you were asked to pick a colour that represents Covid times, black and grey would be the obvious answers. With summer upon us, we can look forward to **bright** and **beautiful** colours that symbolise a fresh start!

Colours are all around us and play an important part in our lives; red for danger, green for nature and yellow for sunshine. We often subconsciously choose colours based on our own emotions and the messages we want to convey.

Colour psychology is a powerful tool for individuals and businesses to provide an antidote to difficult times and inspire positive emotions. Colour is a form of subconscious communication and expression. Make sure your workspace is decked out in dazzling office supplies. We've picked out our favourite **Leitz WOW** products that will help you show your true colours!

"Colours that live with us in harmony have the power to uplift."

Marianne Shillingford, Creative Director, **Dulux**



Use colour psychology to uplift
& increase productivity

Colour has played an important part
in lifting our mood over recent times.

HOPE

When the Queen did her first national address at the start of the first lockdown, she wore a stunning green dress and turquoise brooch that have psychological associations of hope, healing, tranquillity and protection.

OPTIMISM

The NHS rainbow was such an emblem of peace, motivation and positivity to us all at the height of the pandemic. It became a way for the public to say thank you to frontline workers and to demonstrate optimism.

CONTROL

We like to be in control of most aspects of our lives, Covid took that away. People dyed their hair bright pink, painted their walls in vivid yellow or wore vibrant purple, making confident statements with bold colours to wrestle back some personal control.

Check out our **NEW** range of **Leitz WOW** colourful office supplies at:

shop.officeworx.co.uk

SUPER-DEDUCTION TAX

The Government's new "Super Deduction" announced in the latest budget can give businesses access to significant saving on workspace refurbishments, computer equipment and fit outs.

This provides many businesses with a great opportunity to save money as they review their workspace and prepare to bring teams back together within a workplace. As well as ensuring workplaces are COVID secure, the visual impressions created through office refurbishments can create a positive change throughout businesses helping to increase staff productivity, staff morale and staff retention.

Super-Deduction Tax Explained

For expenditure incurred from 1 April 2021 until the end of March 2023, companies can claim 130% capital allowances on qualifying plant and machinery investments. Most tangible capital assets used in the course of a business are considered plant and machinery for the purposes of claiming capital allowances.

There is not an exhaustive list of plant and machinery assets. The kinds of assets which may qualify for either the super-deduction or the 50% FYA include, but are not limited to:

**Solar Panels | Computer Equipment & Servers | Tractors, Lorries & Vans
Ladders | Drills & Cranes | Office Chairs & Desks | Electric Vehicle Charge Points
Refrigeration Units | Compressors | Foundry Equipment**



£127

RRP £249
BE01

SUPER-OFFER

Baye Mesh and Leather Operator Chair

A multi use executive/operator hybrid chair with lumbar support ergonomics, an integrated headrest and stunning eye-appeal.

Ergo designed executive operator chair

Faux leather and black mesh upholstery

Single lever lock and tilt action

Chrome base and boomerang arm design

Thank you once again for buying local and supporting Officeworx through the second lockdown. You've kept us busy and we hope we have helped your businesses run as smoothly as possible through these trying times.

Team Officeworx

