

## Report on factual findings

to the Board of Directors of  
**PKF Consulting AG, Zurich**

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In accordance with your instructions, we have performed the procedures agreed with you and enumerated below with respect to the internal control system in the payroll department for the period 1 January 2023 to 31 December 2023.

Our engagement was undertaken in accordance with Swiss Auditing Standard 920 Engagements to Perform Agreed-upon Procedures Regarding Financial Information applicable to agreed-upon procedures engagements. We obtained appropriate evidence on a test basis. The procedures were performed exclusively for the purpose of assessing whether the internal control system in the payroll department is in line with the procedures defined below:

- We were given all the documentation relating to the internal control system and assessed how the system was implemented in the payroll department.
- We were given an organisation chart and organizational regulations of PKF Consulting AG, Zurich, and checked that it was up-to-date and being used in the department.
- We were given the internal signature regulations, skills profiles and job descriptions. We checked that they corresponded with the work being carried out by the employees.
- We have checked the access permissions of the teams to the client folders.
- We compared the written process description for the payroll department with the tasks being performed.
- We tested the internal controls in the payroll department on a sample basis for the period 1 January 2023 to 31 December 2023 to ensure that they were effective in operational terms.
- We checked the privacy policy, overview checklist for the payroll department, mutations, and personnel sheet that they were up-to-date and the implementation in the daily work process.
- We checked the annual checklist for the year-end processing and the wage statement in terms of timeliness and the implementation.
- We checked the overviews of employees joining and leaving the company to ensure that they were up-to-date.
- We checked the instructions for the individual technical work steps were up-to-date.
- We inspected the filing system and ensured that it was up-to-date.

We report our findings below:

- The internal control system at PKF Consulting AG, Zurich, is being fully implemented.
- The organisation chart corresponds with the actual circumstances.
- The internal signature regulations, skills profiles and job descriptions are up-to-date and correspond with the internal guidelines and the work being carried out by the individual employees.
- The tasks being performed in the payroll department correspond with the predefined process.
- The internal controls in the payroll department were carried out and documented in the period from January 2023 to December 2023.
- The checklists are up-to-date and have been implemented.
- The overviews of employees joining and leaving the company, the instructions for the individual technical work steps and the payroll information sheet are up-to-date.
- The digital customer folders are up-to-date and have a clear, logical structure.

As the procedures described above do not constitute an audit in accordance with Swiss Auditing Standards (SA-CH) or Swiss Auditing Standard (PS) 950, nor a review in accordance with PS 910, we do not express any form of assurance conclusion.

If we had done additional audit procedures, an audit in accordance with SA-CH, PS 950 or a review in accordance with PS 910, we may have identified other matters and reported to you on those matters.

Our report is intended solely for the purpose stated above and for your information. It may not be used for any other purpose and may not be distributed to any other party. It relates only to the items identified above and not to any financial statements of PKF Consulting AG, Zurich, as a whole.

Yours sincerely,

**W&P AG**  
**Treuhand Steuern Wirtschaftsprüfung**

Chur, January 3, 2024



Andreas Riedi  
Chartered accountant  
Authorised audit specialist  
Head auditor



Maya Baumann  
Fiduciary with federal certificate