

Sample Deck

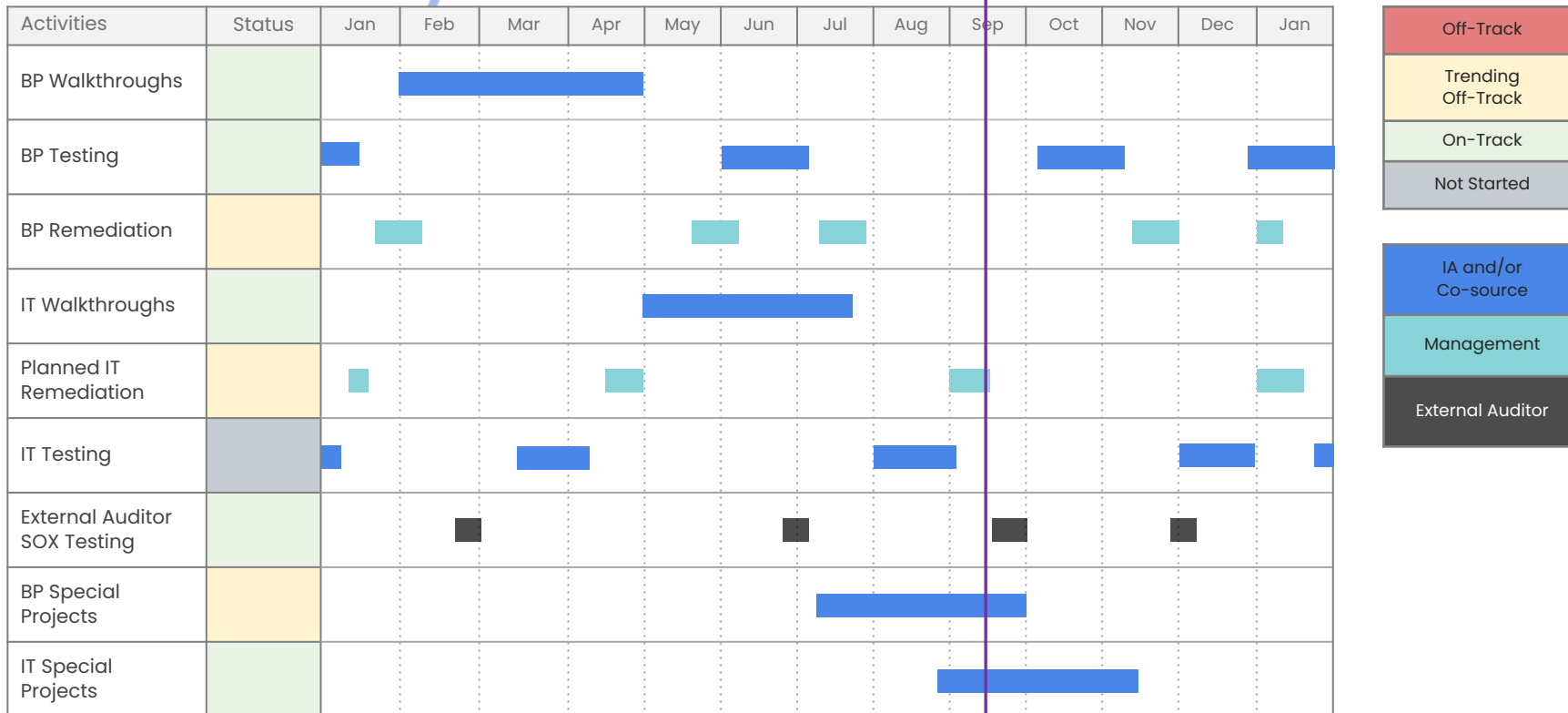
SOX Steering Committee

SOX Overview

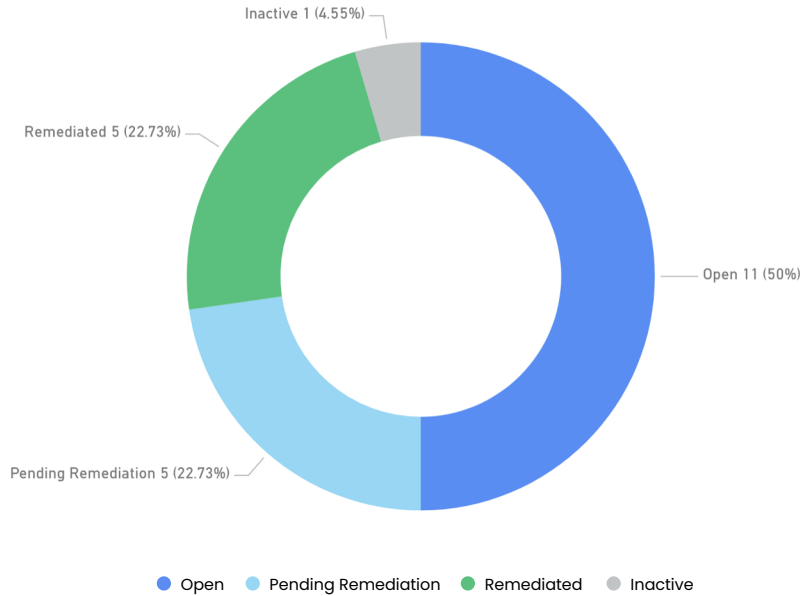
Purpose of this committee is to address the following Entity Level Controls on a quarterly basis

1. Status of Internal Audit's Assessment of Internal Controls over Financial Reporting.
2. SOX Deficiency Assessment and Tracking.
3. SOX Risk Assessment and Scoping.
4. Assessment of Key System Reports.
5. Quarterly Certifications.
6. Fraud Risk Assessment (Annually).

Status of IA Assessment



Overall Issue Remediation Status



SOX Deficiency Assessment and Tracking

[AuditBoard Audit Committee Dashboard](#)

SOX Scoping Changes

Based on our Scoping Materiality and the updated FY forecast, we expect the following [SOX scoping changes](#):

SOX Scope Change	Business change
New Financial Statement Line Items in Scope	<ul style="list-style-type: none"> + Payroll expense and accrual for Australia and UK entities (Scoped in Q3) + ESPP (Scoped in Q1)
System Implementation	<ul style="list-style-type: none"> + E*Trade (Equity Edge Online) implemented in Q2 + Workday Payroll (Expected Q2) + SFDC CPQ (Expected Q4)
System Decommissioning	<ul style="list-style-type: none"> + ADP US (Scoped out for current FY)
Business Process Watch List	<ul style="list-style-type: none"> + M&A + Cloud Computing Arrangement (CCA) cost, deferred cost, and amortization + Strategic Investments + ESG Strategy and Governance
System Watch List	<ul style="list-style-type: none"> + ADP UK (iHCM) + Contract Management System (Legal) + Active Directory + AWS + LastPass (Password management) + NetSuite

List of “Higher” Risk Information Provided by Entity

Hire to Retire

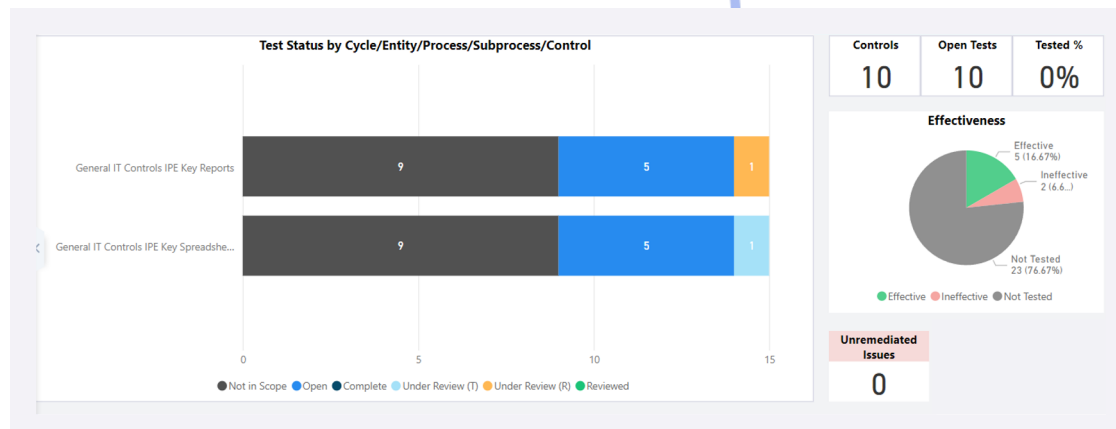
- Payroll Register Reconciliation

Quote to Cash

- Manual Rev Rec files

Stock-based Compensation

- New Award Reconciliation
- Monthly SBC Expense Analysis
- Option Awards Expense Accrual by Month
- Black Scholes Model Workbook
- SBC Disclosure Workbook
- EPS Calculation Workbook
- Equity Roll-forward



Management Certification Overview

10Q User Certifications

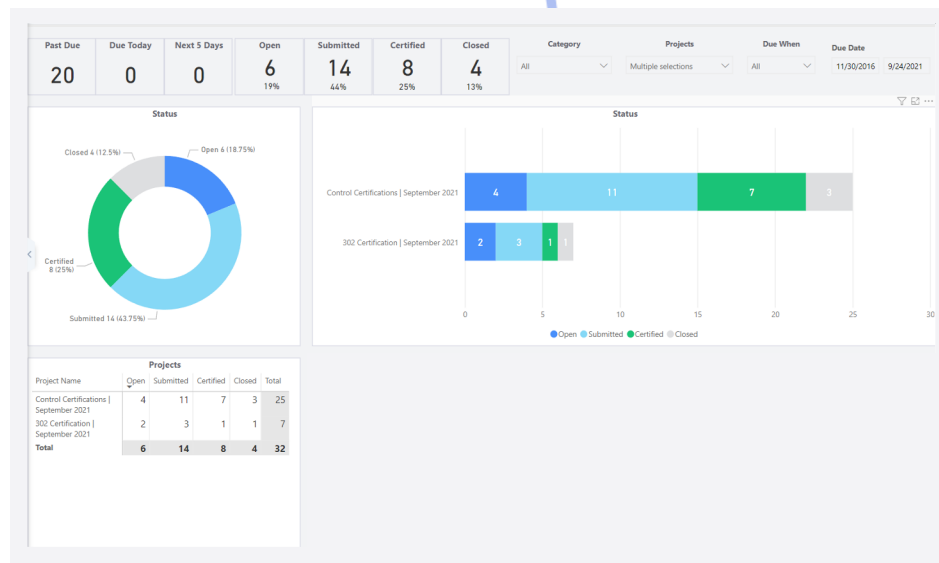
- 10Q User Certifications are signed by individuals who have been requested to review sections of / the entire 10Q/K (reference Appendix for the Certification).

General User Certifications

- General User Certifications are signed by Executive Leadership Team and key individuals responsible for Internal Controls over Financial Reporting. The language is the same as the 10Q User Certification less three questions on review of the Report.

Control Certifications

- Control Certifications are signed by all SOX control owners and reviewers, reporting on the control performance over the last quarter and known process or system changes.

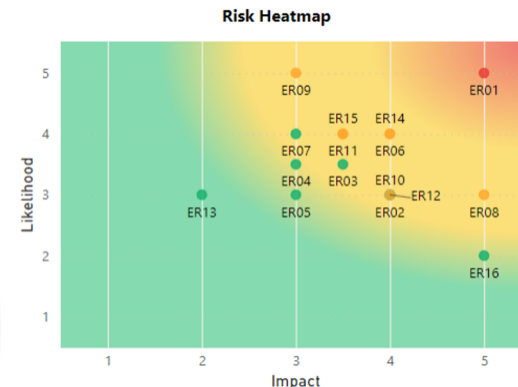


Fraud Risk Assessment

The following identifies the top fraud risks that, while addressed by Internal Controls over Financial Reporting, additional work could be done to further reduce to protect company assets.

Assessment Build

1. Sent a survey to managers/directors across Finance, IT, Legal, Revenue, and People.
2. Participants selected N/A for risks about which they did not have insight.
3. Mapped Fraud Risks to policies and SOX Controls.
4. Results discussed and agreed with the SOX Steering Committee.
5. Next steps are to identify owners and develop action plans.



Risks								
UID	Risk Category	Risk	Prior Residual Risk Level	Current Inherent Risk	Current Inherent Risk Level	Current Residual Risk	Current Residual Risk Level	Change in Residual Risk
ER01	Fraud	Management override of Controls	High	25.00	High	21.50	High	↑
ER02	Fraud	Employee Fraud	Low	11.00	Medium	7.00	Low	↑
ER03	Fraud	Culture	Low	10.13	Medium	6.88	Low	↑
ER04	Fraud	Cyber Fraud	Low	6.75	Low	4.50	Low	↑
ER05	Fraud	Collusion	Low	6.50	Low	3.00	Low	↑
ER06	Fraud	Social Spoofing	Medium	14.00	Medium	9.00	Medium	↑
ER07	Fraud	Expense Fraud	Low	14.00	Medium	9.00	Medium	↓
ER08	Fraud	Mobile Banking Fraud	Medium	15.00	Medium	13.00	Medium	↓
ER09	Fraud	Global Pandemic	Medium	15.00	Medium	12.00	Medium	→