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Via e-mail – aliciac@associated-admin.com

August 4, 2021

Board of Trustees
Industry and Local 338 Pension & Welfare Funds
c/o Ms. Alicia Cochran
Associated Administrators, LLC
911 Ridgebrook Rd.
Sparks, MD 21152

We are pleased to confirm our understanding of the agreed-upon procedures we are to provide for the Industry and Local 338 Pension & Welfare Funds (the "Funds"), for the year ending December 31, 2022. An agreed-upon procedures engagement is one in which we are engaged to perform specific procedures and report findings.

The purpose of the procedures, enumerated below, is solely to assist the Funds in determining whether employer contributions are being made in accordance with collective bargaining (or other written) agreements requiring contributions to the Funds. The agreed-upon procedures listed do not constitute an examination. As a result, we will not express an opinion on whether employer's contributions are being made in accordance with collective bargaining (or other written) agreements. We only report the procedures performed and our findings.

AGREED-UPON PROCEDURES

A. Gross wages reported in employer's payroll records will be compared to federal and state payroll tax filings. Any discrepancies will be reported.

B. Total payroll hours for participants will be compared to total hours reported to the Funds. Union members appearing on payroll will be scheduled. We will report any discrepancies.

C. The employer's cash disbursement journal will be analyzed for non-payroll disbursements to covered employees and transfers to related entities. Any non-payroll disbursements to covered employees and any transfers to or indications of related companies will be reported.

We will perform these procedures in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the Funds. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purpose. If for any reason we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report or will not issue a report as a result of this engagement. If such circumstances arise, we will fully discuss the reasons with you in advance.

For each employer for whom the agreed-upon procedures are performed, we will submit a report listing the procedures performed and our findings. Each report is intended solely for the information and use of the Board of Trustees and should not be used by those who do not agree to the procedures and take responsibility for the sufficiency of the procedures for their purposes. Our reports will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The standards, referred to above, require that the "Independent Accountant's Report on Applying Agreed-Upon Procedures" contain the following statement:

> "The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures, either for the purpose for which this report has been requested, or for any other purpose."

We cannot guarantee the procedures will reveal all deficiencies; however, if during the course of the engagement we determine additional procedures might be appropriate, we will bring this to your attention. Additionally, if during the course of the engagement you determine additional procedures might be appropriate, you will bring this to our attention.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, we will communicate to you any known and suspected fraud and noncompliance with laws or regulations affecting whether employer's contributions are being made in accordance with collective bargaining (or other written) agreements requiring contributions to the Funds that come to our attention.

The scope of this engagement is limited to records made available by the employers and will not necessarily disclose all exceptions in employer contributions. Any compensation paid to personnel not disclosed to us or made part of the written record is not determinable by us.

Management Representations and Responsibilities

Each employer is signatory to a collective bargaining (or other written) agreement requiring contributions to the Funds and is responsible to make employer contributions in accordance with the applicable agreements.

At the time of our scheduled appointment, we understand that your personnel will provide us with the following information:

1. Computer reports indicating postings to each employer's account. Preferably this information will be made available via remote "read-only" access to the Funds' computer system and via data files made available electronically.

2. Any known inaccuracies in employer contributions for the applicable period.

3. Any known events subsequent to the applicable period that would have a material effect on employer contribution obligations.

Your personnel are also responsible to provide us with any other relevant information and to respond fully to inquiries made by us.

Administration and Other

Vincent F. Panettieri and Peter M. Murray are the engagement partners responsible for supervising the engagement.

Our procedures relate to the employer's payroll, cash disbursement ledger, cash receipts ledger and related records only and do not extend to any financial statements of the contributing employer. These procedures are substantially less in scope than an audit of whether employer contributions are being made in accordance with collective bargaining (or other written) agreements requiring contributions to the Funds, the objective of which is the expression of an opinion. Accordingly, no such opinion is expressed. In addition, we have no obligation to perform any procedures beyond those listed.

The workpapers for this engagement are the property of Schultheis & Panettieri, LLP and constitute confidential information. However, we may be requested to make certain workpapers available to outside parties pursuant to authority given to them by law. If requested, access to such workpapers will be provided under the supervision of Schultheis & Panettieri, LLP personnel. Furthermore, the outside parties may request photocopies of selected workpapers. These outside parties may intend, or decide, to distribute the photocopies of information contained therein to others.

Our firm, as well as other accounting firms, participates in the AICPA's peer review program, covering our audit and accounting practices. Under this program, our system of quality control is subjected to a peer review by a team of certified public accountants approved by the state administering entity. As part of this peer review, the team will review a sample of our work. It is possible that the work we perform for you may be selected for their review. If it is, the team is bound by professional standards to keep all information confidential.

Fees

Our fees for the above services will be calculated on an hourly basis, based on the following:

Staff	$95
Manager/Supervisor	130
Partner	220

We will bill these fees monthly.

Our fees include time charges associated with all efforts to obtain records necessary to complete our procedures, including time charges relating to travel during normal business hours (9 a.m. – 5 p.m.). Generally, we do not bill for out-of-pocket expenses such as mileage and tolls for local travel, supplies, printing, or postage. However, should special travel situations arise (airfare, hotel, meals, etc.) we will obtain your authorization prior to incurring and billing these expenses.

In addition, out-of-pocket expenses in connection with Funds related meetings may be paid by the Funds.

We advise you of the following:

- The only services provided under this engagement letter are agreed-upon procedure services, and
- Schultheis & Panettieri, LLP is not otherwise described in 29 CFR § 2550.408b-2(c)(1)(iii)(A) or (B), and
- Schultheis & Panettieri, LLP, its affiliates, and its subcontractors do not expect to receive any indirect compensation or compensation paid among related parties in connection with the services provided to the Funds.

We understand the need to minimize costs and will plan our procedures as efficiently as possible.

If you agree that this reflects our present arrangements, please sign below and return it to us.

If you have any questions or need additional information, please feel free to call.

Very truly yours,

Schultheis & Panettieri LLP

SCHULTHEIS & PANETTIERI, LLP

This letter correctly describes our understanding.

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Authorized Signature Date

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