

Form 5500

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security
Administration

Pension Benefit Guaranty Corporation

Annual Return/Report of Employee Benefit Plan

This form is required to be filed for employee benefit plans under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6057(b) and 6058(a) of the Internal Revenue Code (the Code).

▶ **Complete all entries in accordance with the instructions to the Form 5500.**

OMB Nos. 1210-0110
1210-0089

2022

This Form is Open to Public Inspection

Part I Annual Report Identification Information

For calendar plan year 2022 or fiscal plan year beginning 01/01/2022 and ending 12/31/2022

- A** This return/report is for:
 - a multiemployer plan
 - a single-employer plan
 - a multiple-employer plan (Filers checking this box must attach a list of participating employer information in accordance with the form instructions.)
 - a DFE (specify) _____
- B** This return/report is:
 - the first return/report
 - the final return/report
 - an amended return/report
 - a short plan year return/report (less than 12 months)
- C** If the plan is a collectively-bargained plan, check here. ▶
- D** Check box if filing under:
 - Form 5558
 - automatic extension
 - the DFVC program
 - special extension (enter description)
- E** If this is a retroactively adopted plan permitted by SECURE Act section 201, check here. ▶

Part II Basic Plan Information—enter all requested information

1a Name of plan <u>EMPLOYEE NAVIGATOR LLC 401(K) PROFIT SHARING PLAN & TRUST</u>	1b Three-digit plan number (PN) ▶ <u>001</u>
	1c Effective date of plan <u>01/01/2013</u>
2a Plan sponsor's name (employer, if for a single-employer plan) Mailing address (include room, apt., suite no. and street, or P.O. Box) City or town, state or province, country, and ZIP or foreign postal code (if foreign, see instructions) <u>EMPLOYEE NAVIGATOR LLC</u> <u>7979 OLD GEORGETOWN RD</u> <u>SUITE 300</u> <u>BETHESDA, MD 20814</u>	2b Employer Identification Number (EIN) <u>26-3411739</u>
	2c Plan Sponsor's telephone number <u>240-599-1115</u>
	2d Business code (see instructions) <u>524210</u>

Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

SIGN HERE	<u>Filed with authorized/valid electronic signature.</u>	<u>10/12/2023</u>	<u>GEORGE REESE III</u>
	Signature of plan administrator	Date	Enter name of individual signing as plan administrator
SIGN HERE			
	Signature of employer/plan sponsor	Date	Enter name of individual signing as employer or plan sponsor
SIGN HERE			
	Signature of DFE	Date	Enter name of individual signing as DFE

For Paperwork Reduction Act Notice, see the Instructions for Form 5500.

Form 5500 (2022)
v. 220413

3a Plan administrator's name and address <input checked="" type="checkbox"/> Same as Plan Sponsor	3b Administrator's EIN 3c Administrator's telephone number
4 If the name and/or EIN of the plan sponsor or the plan name has changed since the last return/report filed for this plan, enter the plan sponsor's name, EIN, the plan name and the plan number from the last return/report: a Sponsor's name c Plan Name	4b EIN 4d PN
5 Total number of participants at the beginning of the plan year	5 159
6 Number of participants as of the end of the plan year unless otherwise stated (welfare plans complete only lines 6a(1) , 6a(2) , 6b , 6c , and 6d). a(1) Total number of active participants at the beginning of the plan year a(2) Total number of active participants at the end of the plan year b Retired or separated participants receiving benefits c Other retired or separated participants entitled to future benefits..... d Subtotal. Add lines 6a(2) , 6b , and 6c e Deceased participants whose beneficiaries are receiving or are entitled to receive benefits. f Total. Add lines 6d and 6e g Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item)..... h Number of participants who terminated employment during the plan year with accrued benefits that were less than 100% vested.....	6a(1) 138 6a(2) 160 6b 0 6c 26 6d 186 6e 0 6f 186 6g 167 6h 4
7 Enter the total number of employers obligated to contribute to the plan (only multiemployer plans complete this item)	7
8a If the plan provides pension benefits, enter the applicable pension feature codes from the List of Plan Characteristics Codes in the instructions: 2E 2F 2G 2J 2K 2T 3D b If the plan provides welfare benefits, enter the applicable welfare feature codes from the List of Plan Characteristics Codes in the instructions:	
9a Plan funding arrangement (check all that apply) (1) <input type="checkbox"/> Insurance (2) <input type="checkbox"/> Code section 412(e)(3) insurance contracts (3) <input checked="" type="checkbox"/> Trust (4) <input type="checkbox"/> General assets of the sponsor	9b Plan benefit arrangement (check all that apply) (1) <input type="checkbox"/> Insurance (2) <input type="checkbox"/> Code section 412(e)(3) insurance contracts (3) <input checked="" type="checkbox"/> Trust (4) <input type="checkbox"/> General assets of the sponsor
10 Check all applicable boxes in 10a and 10b to indicate which schedules are attached, and, where indicated, enter the number attached. (See instructions)	
a Pension Schedules (1) <input checked="" type="checkbox"/> R (Retirement Plan Information) (2) <input type="checkbox"/> MB (Multiemployer Defined Benefit Plan and Certain Money Purchase Plan Actuarial Information) - signed by the plan actuary (3) <input type="checkbox"/> SB (Single-Employer Defined Benefit Plan Actuarial Information) - signed by the plan actuary	b General Schedules (1) <input checked="" type="checkbox"/> H (Financial Information) (2) <input type="checkbox"/> I (Financial Information – Small Plan) (3) <input type="checkbox"/> 0 A (Insurance Information) (4) <input checked="" type="checkbox"/> C (Service Provider Information) (5) <input type="checkbox"/> D (DFE/Participating Plan Information) (6) <input type="checkbox"/> G (Financial Transaction Schedules)

Part III Form M-1 Compliance Information (to be completed by welfare benefit plans)

11a If the plan provides welfare benefits, was the plan subject to the Form M-1 filing requirements during the plan year? (See instructions and 29 CFR 2520.101-2.) Yes No

If "Yes" is checked, complete lines 11b and 11c.

11b Is the plan currently in compliance with the Form M-1 filing requirements? (See instructions and 29 CFR 2520.101-2.) Yes No

11c Enter the Receipt Confirmation Code for the 2022 Form M-1 annual report. If the plan was not required to file the 2022 Form M-1 annual report, enter the Receipt Confirmation Code for the most recent Form M-1 that was required to be filed under the Form M-1 filing requirements. (Failure to enter a valid Receipt Confirmation Code will subject the Form 5500 filing to rejection as incomplete.)

Receipt Confirmation Code _____

SCHEDULE C (Form 5500) <small>Department of the Treasury Internal Revenue Service</small> <small>Department of Labor Employee Benefits Security Administration</small> <small>Pension Benefit Guaranty Corporation</small>	Service Provider Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ▶ File as an attachment to Form 5500.	<small>OMB No. 1210-0110</small> 2022 This Form is Open to Public Inspection.
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For calendar plan year 2022 or fiscal plan year beginning 01/01/2022 and ending 12/31/2022

A Name of plan <u>EMPLOYEE NAVIGATOR LLC 401(K) PROFIT SHARING PLAN & TRUST</u>	B Three-digit plan number (PN) ▶	<u>001</u>
C Plan sponsor's name as shown on line 2a of Form 5500 <u>EMPLOYEE NAVIGATOR LLC</u>	D Employer Identification Number (EIN) <u>26-3411739</u>	

Part I Service Provider Information (see instructions)

You must complete this Part, in accordance with the instructions, to report the information required for **each person** who received, directly or indirectly, \$5,000 or more in total compensation (i.e., money or anything else of monetary value) in connection with services rendered to the plan or the person's position with the plan during the plan year. If a person received **only** eligible indirect compensation for which the plan received the required disclosures, you are required to answer line 1 but are not required to include that person when completing the remainder of this Part.

1 Information on Persons Receiving Only Eligible Indirect Compensation

a Check "Yes" or "No" to indicate whether you are excluding a person from the remainder of this Part because they received only eligible indirect compensation for which the plan received the required disclosures (see instructions for definitions and conditions)..... Yes No

b If you answered line 1a "Yes," enter the name and EIN or address of each person providing the required disclosures for the service providers who received only eligible indirect compensation. Complete as many entries as needed (see instructions).

(b) Enter name and EIN or address of person who provided you disclosures on eligible indirect compensation

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2. Information on Other Service Providers Receiving Direct or Indirect Compensation. Except for those persons for whom you answered "Yes" to line 1a above, complete as many entries as needed to list each person receiving, directly or indirectly, \$5,000 or more in total compensation (i.e., money or anything else of value) in connection with services rendered to the plan or their position with the plan during the plan year. (See instructions).

(a) Enter name and EIN or address (see instructions)

PAYCHEX, INC.

911 PANORAMA TRAIL S
ROCHESTER, NY 14625

16-1124166

(b) Service Code(s)	(c) Relationship to employer, employee organization, or person known to be a party-in-interest	(d) Enter direct compensation paid by the plan. If none, enter -0-.	(e) Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	(f) Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	(g) Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	(h) Did the service provider give you a formula instead of an amount or estimated amount?
15	RECORDKEEPER	6917	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	(c) Relationship to employer, employee organization, or person known to be a party-in-interest	(d) Enter direct compensation paid by the plan. If none, enter -0-.	(e) Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	(f) Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	(g) Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	(h) Did the service provider give you a formula instead of an amount or estimated amount?
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	(c) Relationship to employer, employee organization, or person known to be a party-in-interest	(d) Enter direct compensation paid by the plan. If none, enter -0-.	(e) Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	(f) Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	(g) Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	(h) Did the service provider give you a formula instead of an amount or estimated amount?
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>

Part I Service Provider Information (continued)

3. If you reported on line 2 receipt of indirect compensation, other than eligible indirect compensation, by a service provider, and the service provider is a fiduciary or provides contract administrator, consulting, custodial, investment advisory, investment management, broker, or recordkeeping services, answer the following questions for (a) each source from whom the service provider received \$1,000 or more in indirect compensation and (b) each source for whom the service provider gave you a formula used to determine the indirect compensation instead of an amount or estimated amount of the indirect compensation. Complete as many entries as needed to report the required information for each source.

(a) Enter service provider name as it appears on line 2	(b) Service Codes (see instructions)	(c) Enter amount of indirect compensation
(d) Enter name and EIN (address) of source of indirect compensation	(e) Describe the indirect compensation, including any formula used to determine the service provider's eligibility for or the amount of the indirect compensation.	
(a) Enter service provider name as it appears on line 2	(b) Service Codes (see instructions)	(c) Enter amount of indirect compensation
(d) Enter name and EIN (address) of source of indirect compensation	(e) Describe the indirect compensation, including any formula used to determine the service provider's eligibility for or the amount of the indirect compensation.	
(a) Enter service provider name as it appears on line 2	(b) Service Codes (see instructions)	(c) Enter amount of indirect compensation
(d) Enter name and EIN (address) of source of indirect compensation	(e) Describe the indirect compensation, including any formula used to determine the service provider's eligibility for or the amount of the indirect compensation.	

Part II Service Providers Who Fail or Refuse to Provide Information

4 Provide, to the extent possible, the following information for each service provider who failed or refused to provide the information necessary to complete this Schedule.

(a) Enter name and EIN or address of service provider (see instructions)	(b) Nature of Service Code(s)	(c) Describe the information that the service provider failed or refused to provide

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Part III Termination Information on Accountants and Enrolled Actuaries (see instructions)
(complete as many entries as needed)

a Name:	b EIN:
c Position:	
d Address:	e Telephone:

Explanation:

a Name:	b EIN:
c Position:	
d Address:	e Telephone:

Explanation:

a Name:	b EIN:
c Position:	
d Address:	e Telephone:

Explanation:

a Name:	b EIN:
c Position:	
d Address:	e Telephone:

Explanation:

a Name:	b EIN:
c Position:	
d Address:	e Telephone:

Explanation:

SCHEDULE H (Form 5500) <small>Department of the Treasury Internal Revenue Service</small> <small>Department of Labor Employee Benefits Security Administration</small> <small>Pension Benefit Guaranty Corporation</small>	Financial Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA), and section 6058(a) of the Internal Revenue Code (the Code). ▶ File as an attachment to Form 5500.	<small>OMB No. 1210-0110</small> 2022 This Form is Open to Public Inspection
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For calendar plan year 2022 or fiscal plan year beginning 01/01/2022 and ending 12/31/2022	
A Name of plan EMPLOYEE NAVIGATOR LLC 401(K) PROFIT SHARING PLAN & TRUST	B Three-digit plan number (PN) ▶ 001
C Plan sponsor's name as shown on line 2a of Form 5500 EMPLOYEE NAVIGATOR LLC	D Employer Identification Number (EIN) 26-3411739

Part I	Asset and Liability Statement
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1 Current value of plan assets and liabilities at the beginning and end of the plan year. Combine the value of plan assets held in more than one trust. Report the value of the plan's interest in a commingled fund containing the assets of more than one plan on a line-by-line basis unless the value is reportable on lines 1c(9) through 1c(14). Do not enter the value of that portion of an insurance contract which guarantees, during this plan year, to pay a specific dollar benefit at a future date. **Round off amounts to the nearest dollar.** MTIAs, CCTs, PSAs, and 103-12 IEs do not complete lines 1b(1), 1b(2), 1c(8), 1g, 1h, and 1i. CCTs, PSAs, and 103-12 IEs also do not complete lines 1d and 1e. See instructions.

Assets	(a) Beginning of Year	(b) End of Year
a Total noninterest-bearing cash.....	1a 0	
b Receivables (less allowance for doubtful accounts):		
(1) Employer contributions.....	1b(1) 0	0
(2) Participant contributions.....	1b(2) 0	0
(3) Other.....	1b(3) 0	0
c General investments:		
(1) Interest-bearing cash (include money market accounts & certificates of deposit).....	1c(1) 489829	447746
(2) U.S. Government securities.....	1c(2) 0	
(3) Corporate debt instruments (other than employer securities):		
(A) Preferred.....	1c(3)(A) 0	
(B) All other.....	1c(3)(B) 0	
(4) Corporate stocks (other than employer securities):		
(A) Preferred.....	1c(4)(A) 0	
(B) Common.....	1c(4)(B) 0	
(5) Partnership/joint venture interests.....	1c(5) 0	
(6) Real estate (other than employer real property).....	1c(6) 0	
(7) Loans (other than to participants).....	1c(7) 0	
(8) Participant loans.....	1c(8) 51390	53399
(9) Value of interest in common/collective trusts.....	1c(9) 0	0
(10) Value of interest in pooled separate accounts.....	1c(10) 0	0
(11) Value of interest in master trust investment accounts.....	1c(11) 0	0
(12) Value of interest in 103-12 investment entities.....	1c(12) 0	0
(13) Value of interest in registered investment companies (e.g., mutual funds).....	1c(13) 6068234	7403491
(14) Value of funds held in insurance company general account (unallocated contracts).....	1c(14)	
(15) Other.....	1c(15) 0	0

1d Employer-related investments:		(a) Beginning of Year	(b) End of Year
(1) Employer securities.....	1d(1)	0	
(2) Employer real property.....	1d(2)	0	
e Buildings and other property used in plan operation.....	1e	0	
f Total assets (add all amounts in lines 1a through 1e).....	1f	6609453	7904636

Liabilities

g Benefit claims payable.....	1g	0	
h Operating payables.....	1h	0	
i Acquisition indebtedness.....	1i	0	
j Other liabilities.....	1j	0	
k Total liabilities (add all amounts in lines 1g through 1j).....	1k	0	0

Net Assets

l Net assets (subtract line 1k from line 1f).....	1l	6609453	7904636
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Part II Income and Expense Statement

2 Plan income, expenses, and changes in net assets for the year. Include all income and expenses of the plan, including any trust(s) or separately maintained fund(s) and any payments/receipts to/from insurance carriers. Round off amounts to the nearest dollar. MTIAs, CCTs, PSAs, and 103-12 IEs do not complete lines 2a, 2b(1)(E), 2e, 2f, and 2g.

Income

		(a) Amount	(b) Total
a Contributions:			
(1) Received or receivable in cash from: (A) Employers.....	2a(1)(A)	424775	
(B) Participants.....	2a(1)(B)	1446777	
(C) Others (including rollovers).....	2a(1)(C)	841563	
(2) Noncash contributions.....	2a(2)		
(3) Total contributions. Add lines 2a(1)(A), (B), (C), and line 2a(2).....	2a(3)		2713115
b Earnings on investments:			
(1) Interest:			
(A) Interest-bearing cash (including money market accounts and certificates of deposit).....	2b(1)(A)	6792	
(B) U.S. Government securities.....	2b(1)(B)		
(C) Corporate debt instruments.....	2b(1)(C)		
(D) Loans (other than to participants).....	2b(1)(D)		
(E) Participant loans.....	2b(1)(E)	2068	
(F) Other.....	2b(1)(F)		
(G) Total interest. Add lines 2b(1)(A) through (F).....	2b(1)(G)		8860
(2) Dividends:			
(A) Preferred stock.....	2b(2)(A)		
(B) Common stock.....	2b(2)(B)		
(C) Registered investment company shares (e.g. mutual funds).....	2b(2)(C)	395970	
(D) Total dividends. Add lines 2b(2)(A), (B), and (C).....	2b(2)(D)		
(3) Rents.....	2b(3)		
(4) Net gain (loss) on sale of assets:			
(A) Aggregate proceeds.....	2b(4)(A)		
(B) Aggregate carrying amount (see instructions).....	2b(4)(B)		
(C) Subtract line 2b(4)(B) from line 2b(4)(A) and enter result.....	2b(4)(C)		
(5) Unrealized appreciation (depreciation) of assets:			
(A) Real estate.....	2b(5)(A)		
(B) Other.....	2b(5)(B)		
(C) Total unrealized appreciation of assets. Add lines 2b(5)(A) and (B).....	2b(5)(C)		

		(a) Amount	(b) Total
(6) Net investment gain (loss) from common/collective trusts	2b(6)		0
(7) Net investment gain (loss) from pooled separate accounts	2b(7)		0
(8) Net investment gain (loss) from master trust investment accounts	2b(8)		0
(9) Net investment gain (loss) from 103-12 investment entities.....	2b(9)		0
(10) Net investment gain (loss) from registered investment companies (e.g., mutual funds)	2b(10)		-1626909
c Other income	2c		
d Total income. Add all income amounts in column (b) and enter total	2d		1491036
Expenses			
e Benefit payment and payments to provide benefits:			
(1) Directly to participants or beneficiaries, including direct rollovers	2e(1)	188686	
(2) To insurance carriers for the provision of benefits	2e(2)		
(3) Other	2e(3)		
(4) Total benefit payments. Add lines 2e(1) through (3).....	2e(4)		188686
f Corrective distributions (see instructions).....	2f		0
g Certain deemed distributions of participant loans (see instructions)	2g		0
h Interest expense.....	2h		
i Administrative expenses: (1) Professional fees	2i(1)	0	
(2) Contract administrator fees.....	2i(2)	7167	
(3) Investment advisory and management fees	2i(3)	0	
(4) Other	2i(4)	0	
(5) Total administrative expenses. Add lines 2i(1) through (4).....	2i(5)		7167
j Total expenses. Add all expense amounts in column (b) and enter total	2j		195853
Net Income and Reconciliation			
k Net income (loss). Subtract line 2j from line 2d.....	2k		1295183
l Transfers of assets:			
(1) To this plan	2l(1)		
(2) From this plan.....	2l(2)		

Part III Accountant's Opinion

3 Complete lines 3a through 3c if the opinion of an independent qualified public accountant is attached to this Form 5500. Complete line 3d if an opinion is not attached.

a The attached opinion of an independent qualified public accountant for this plan is (see instructions):

- (1) Unmodified (2) Qualified (3) Disclaimer (4) Adverse

b Check the appropriate box(es) to indicate whether the IQPA performed an ERISA section 103(a)(3)(C) audit. Check both boxes (1) and (2) if the audit was performed pursuant to both 29 CFR 2520.103-8 and 29 CFR 2520.103-12(d). Check box (3) if pursuant to neither.

- (1) DOL Regulation 2520.103-8 (2) DOL Regulation 2520.103-12(d) (3) neither DOL Regulation 2520.103-8 nor DOL Regulation 2520.103-12(d).

c Enter the name and EIN of the accountant (or accounting firm) below:

(1) Name: **BETHKE CPA, LLC**

(2) EIN: **42-1591506**

d The opinion of an independent qualified public accountant is **not attached** because:

- (1) This form is filed for a CCT, PSA, or MTIA. (2) It will be attached to the next Form 5500 pursuant to 29 CFR 2520.104-50.

Part IV Compliance Questions

4 CCTs and PSAs do not complete Part IV. MTIAs, 103-12 IEs, and GIAs do not complete lines 4a, 4e, 4f, 4g, 4h, 4k, 4m, 4n, or 5. 103-12 IEs also do not complete lines 4j and 4l. MTIAs also do not complete line 4l.

During the plan year:

a Was there a failure to transmit to the plan any participant contributions within the time period described in 29 CFR 2510.3-102? Continue to answer "Yes" for any prior year failures until fully corrected. (See instructions and DOL's Voluntary Fiduciary Correction Program.)

	Yes	No	Amount
4a		X	

		Yes	No	Amount
b Were any loans by the plan or fixed income obligations due the plan in default as of the close of the plan year or classified during the year as uncollectible? Disregard participant loans secured by participant's account balance. (Attach Schedule G (Form 5500) Part I if "Yes" is checked.).....	4b		X	
c Were any leases to which the plan was a party in default or classified during the year as uncollectible? (Attach Schedule G (Form 5500) Part II if "Yes" is checked.)	4c		X	
d Were there any nonexempt transactions with any party-in-interest? (Do not include transactions reported on line 4a. Attach Schedule G (Form 5500) Part III if "Yes" is checked.).....	4d		X	
e Was this plan covered by a fidelity bond?.....	4e	X		500000
f Did the plan have a loss, whether or not reimbursed by the plan's fidelity bond, that was caused by fraud or dishonesty?	4f		X	
g Did the plan hold any assets whose current value was neither readily determinable on an established market nor set by an independent third party appraiser?	4g		X	
h Did the plan receive any noncash contributions whose value was neither readily determinable on an established market nor set by an independent third party appraiser?.....	4h		X	
i Did the plan have assets held for investment? (Attach schedule(s) of assets if "Yes" is checked, and see instructions for format requirements.).....	4i	X		
j Were any plan transactions or series of transactions in excess of 5% of the current value of plan assets? (Attach schedule of transactions if "Yes" is checked and see instructions for format requirements.).....	4j		X	
k Were all the plan assets either distributed to participants or beneficiaries, transferred to another plan, or brought under the control of the PBGC?	4k		X	
l Has the plan failed to provide any benefit when due under the plan?	4l		X	
m If this is an individual account plan, was there a blackout period? (See instructions and 29 CFR 2520.101-3.)	4m		X	
n If 4m was answered "Yes," check the "Yes" box if you either provided the required notice or one of the exceptions to providing the notice applied under 29 CFR 2520.101-3.	4n		X	

5a Has a resolution to terminate the plan been adopted during the plan year or any prior plan year?..... Yes No
 If "Yes," enter the amount of any plan assets that reverted to the employer this year _____.

5b If, during this plan year, any assets or liabilities were transferred from this plan to another plan(s), identify the plan(s) to which assets or liabilities were transferred. (See instructions.)

5b(1) Name of plan(s)	5b(2) EIN(s)	5b(3) PN(s)

5c Was the plan a defined benefit plan covered under the PBGC insurance program at any time during this plan year? (See ERISA section 4021 and instructions.) Yes No Not determined
 If "Yes" is checked, enter the My PAA confirmation number from the PBGC premium filing for this plan year _____.

SCHEDULE R (Form 5500) <small>Department of the Treasury Internal Revenue Service</small> <small>Department of Labor Employee Benefits Security Administration</small> <small>Pension Benefit Guaranty Corporation</small>	Retirement Plan Information This schedule is required to be filed under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and section 6058(a) of the Internal Revenue Code (the Code). ▶ File as an attachment to Form 5500.	<small>OMB No. 1210-0110</small> 2022 This Form is Open to Public Inspection.
--	---	---

For calendar plan year 2022 or fiscal plan year beginning 01/01/2022 and ending 12/31/2022

A Name of plan <u>EMPLOYEE NAVIGATOR LLC 401(K) PROFIT SHARING PLAN & TRUST</u>	B Three-digit plan number (PN) ▶	<u>001</u>
C Plan sponsor's name as shown on line 2a of Form 5500 <u>EMPLOYEE NAVIGATOR LLC</u>	D Employer Identification Number (EIN) <u>26-3411739</u>	

Part I	Distributions
---------------	----------------------

All references to distributions relate only to payments of benefits during the plan year.

1 Total value of distributions paid in property other than in cash or the forms of property specified in the instructions.....

1	
---	--

2 Enter the EIN(s) of payor(s) who paid benefits on behalf of the plan to participants or beneficiaries during the year (if more than two, enter EINs of the two payors who paid the greatest dollar amounts of benefits):
EIN(s): 16-1470238

Profit-sharing plans, ESOPs, and stock bonus plans, skip line 3.

3 Number of participants (living or deceased) whose benefits were distributed in a single sum, during the plan year.....

3	
---	--

Part II	Funding Information (If the plan is not subject to the minimum funding requirements of section 412 of the Internal Revenue Code or ERISA section 302, skip this Part.)
----------------	---

4 Is the plan administrator making an election under Code section 412(d)(2) or ERISA section 302(d)(2)? Yes No N/A
If the plan is a defined benefit plan, go to line 8.

5 If a waiver of the minimum funding standard for a prior year is being amortized in this plan year, see instructions and enter the date of the ruling letter granting the waiver. **Date:** Month _____ Day _____ Year _____
If you completed line 5, complete lines 3, 9, and 10 of Schedule MB and do not complete the remainder of this schedule.

6 a Enter the minimum required contribution for this plan year (include any prior year accumulated funding deficiency not waived).....	6a	
b Enter the amount contributed by the employer to the plan for this plan year.....	6b	
c Subtract the amount in line 6b from the amount in line 6a. Enter the result (enter a minus sign to the left of a negative amount).....	6c	

If you completed line 6c, skip lines 8 and 9.

7 Will the minimum funding amount reported on line 6c be met by the funding deadline? Yes No N/A

8 If a change in actuarial cost method was made for this plan year pursuant to a revenue procedure or other authority providing automatic approval for the change or a class ruling letter, does the plan sponsor or plan administrator agree with the change? Yes No N/A

Part III	Amendments
-----------------	-------------------

9 If this is a defined benefit pension plan, were any amendments adopted during this plan year that increased or decreased the value of benefits? If yes, check the appropriate box. If no, check the "No" box..... Increase Decrease Both No

Part IV	ESOPs (see instructions). If this is not a plan described under section 409(a) or 4975(e)(7) of the Internal Revenue Code, skip this Part.
----------------	---

10 Were unallocated employer securities or proceeds from the sale of unallocated securities used to repay any exempt loan?..... Yes No

11 a Does the ESOP hold any preferred stock?..... Yes No

b If the ESOP has an outstanding exempt loan with the employer as lender, is such loan part of a "back-to-back" loan? (See instructions for definition of "back-to-back" loan.)..... Yes No

12 Does the ESOP hold any stock that is not readily tradable on an established securities market?..... Yes No

Part V Additional Information for Multiemployer Defined Benefit Pension Plans

13 Enter the following information for each employer that (1) contributed more than 5% of total contributions to the plan during the plan year or (2) was one of the top-ten highest contributors (measured in dollars). See instructions. Complete as many entries as needed to report all applicable employers.

a Name of contributing employer _____

b EIN _____ **c** Dollar amount contributed by employer _____

d Date collective bargaining agreement expires (If employer contributes under more than one collective bargaining agreement, check box and see instructions regarding required attachment. Otherwise, enter the applicable date.) Month _____ Day _____ Year _____

e Contribution rate information (If more than one rate applies, check this box and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: Hourly Weekly Unit of production Other (specify): _____

a Name of contributing employer _____

b EIN _____ **c** Dollar amount contributed by employer _____

d Date collective bargaining agreement expires (If employer contributes under more than one collective bargaining agreement, check box and see instructions regarding required attachment. Otherwise, enter the applicable date.) Month _____ Day _____ Year _____

e Contribution rate information (If more than one rate applies, check this box and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: Hourly Weekly Unit of production Other (specify): _____

a Name of contributing employer _____

b EIN _____ **c** Dollar amount contributed by employer _____

d Date collective bargaining agreement expires (If employer contributes under more than one collective bargaining agreement, check box and see instructions regarding required attachment. Otherwise, enter the applicable date.) Month _____ Day _____ Year _____

e Contribution rate information (If more than one rate applies, check this box and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: Hourly Weekly Unit of production Other (specify): _____

a Name of contributing employer _____

b EIN _____ **c** Dollar amount contributed by employer _____

d Date collective bargaining agreement expires (If employer contributes under more than one collective bargaining agreement, check box and see instructions regarding required attachment. Otherwise, enter the applicable date.) Month _____ Day _____ Year _____

e Contribution rate information (If more than one rate applies, check this box and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: Hourly Weekly Unit of production Other (specify): _____

a Name of contributing employer _____

b EIN _____ **c** Dollar amount contributed by employer _____

d Date collective bargaining agreement expires (If employer contributes under more than one collective bargaining agreement, check box and see instructions regarding required attachment. Otherwise, enter the applicable date.) Month _____ Day _____ Year _____

e Contribution rate information (If more than one rate applies, check this box and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: Hourly Weekly Unit of production Other (specify): _____

a Name of contributing employer _____

b EIN _____ **c** Dollar amount contributed by employer _____

d Date collective bargaining agreement expires (If employer contributes under more than one collective bargaining agreement, check box and see instructions regarding required attachment. Otherwise, enter the applicable date.) Month _____ Day _____ Year _____

e Contribution rate information (If more than one rate applies, check this box and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: Hourly Weekly Unit of production Other (specify): _____

14 Enter the number of deferred vested and retired participants (inactive participants), as of the beginning of the plan year, whose contributing employer is no longer making contributions to the plan for:

a The current plan year. Check the box to indicate the counting method used to determine the number of inactive participants: <input type="checkbox"/> last contributing employer <input type="checkbox"/> alternative <input type="checkbox"/> reasonable approximation (see instructions for required attachment).....	14a	
b The plan year immediately preceding the current plan year. <input type="checkbox"/> Check the box if the number reported is a change from what was previously reported (see instructions for required attachment)	14b	
c The second preceding plan year. <input type="checkbox"/> Check the box if the number reported is a change from what was previously reported (see instructions for required attachment).....	14c	

15 Enter the ratio of the number of participants under the plan on whose behalf no employer had an obligation to make an employer contribution during the current plan year to:

a The corresponding number for the plan year immediately preceding the current plan year.....	15a	
b The corresponding number for the second preceding plan year.....	15b	

16 Information with respect to any employers who withdrew from the plan during the preceding plan year:

a Enter the number of employers who withdrew during the preceding plan year	16a	
b If line 16a is greater than 0, enter the aggregate amount of withdrawal liability assessed or estimated to be assessed against such withdrawn employers.....	16b	

17 If assets and liabilities from another plan have been transferred to or merged with this plan during the plan year, check box and see instructions regarding supplemental information to be included as an attachment

Part VI Additional Information for Single-Employer and Multiemployer Defined Benefit Pension Plans

18 If any liabilities to participants or their beneficiaries under the plan as of the end of the plan year consist (in whole or in part) of liabilities to such participants and beneficiaries under two or more pension plans as of immediately before such plan year, check box and see instructions regarding supplemental information to be included as an attachment

19 If the total number of participants is 1,000 or more, complete lines (a) through (c)

a Enter the percentage of plan assets held as:
 Stock: _____% Investment-Grade Debt: _____% High-Yield Debt: _____% Real Estate: _____% Other: _____%

b Provide the average duration of the combined investment-grade and high-yield debt:
 0-3 years 3-6 years 6-9 years 9-12 years 12-15 years 15-18 years 18-21 years 21 years or more

c What duration measure was used to calculate line 19(b)?
 Effective duration Macaulay duration Modified duration Other (specify): _____

20 PBGC missed contribution reporting requirements. If this is a multiemployer plan or a single-employer plan that is not covered by PBGC, skip line 20.

a Is the amount of unpaid minimum required contributions for all years from Schedule SB (Form 5500) line 40 greater than zero? Yes No

b If line 20a is "Yes," has PBGC been notified as required by ERISA sections 4043(c)(5) and/or 303(k)(4)? Check the applicable box:
 Yes.
 No. Reporting was waived under 29 CFR 4043.25(c)(2) because contributions equal to or exceeding the unpaid minimum required contribution were made by the 30th day after the due date.
 No. The 30-day period referenced in 29 CFR 4043.25(c)(2) has not yet ended, and the sponsor intends to make a contribution equal to or exceeding the unpaid minimum required contribution by the 30th day after the due date.
 No. Other. Provide explanation _____

**Employee Navigator LLC 401(k)
Profit Sharing Plan and Trust**

**Financial Statements
And Supplemental Information**

December 31, 2022 and 2021

With Independent Auditor's Report

**Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
December 31, 2022 and 2021**

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BETHKE CPA, LLC
Certified Public Accountant
13975 Connecticut Avenue, Suite 301
Silver Spring, MD 20906-2921
301-272-2150



INDEPENDENT AUDITOR'S REPORT

To the Plan Administrator of **Employee Navigator LLC 401(k) Profit Sharing Plan and Trust:**

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit

We have performed audits of the accompanying financial statements of **Employee Navigator LLC 401(k) Profit Sharing Plan and Trust**, an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) (ERISA Section 103(a)(3)(C) audit). The financial statements comprise the statement of net assets available for benefits as of December 31, 2022 and 2021, and the related statement of changes in net assets available for benefits for the year ended December 31, 2022, and the related notes to the financial statements.

Management, having determined it is permissible in the circumstances, has elected to have the audits of **Employee Navigator LLC 401(k) Profit Sharing Plan and Trust's** financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audits need not extend to any statements or information related to assets held for investment of the plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained certifications from a qualified institution as of December 31, 2022 and 2021, and for the year ended December 31, 2022, stating that the certified investment information, as described in Note C to the financial statements, is complete and accurate.

Opinion

In our opinion, based on our audits and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the Financial Statements section—

- the amounts and disclosures in the financial statements referred to above, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.
- the information in the financial statements referred to above related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Employee Navigator LLC 401(k) Profit Sharing Plan and Trust and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the

design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about **Employee Navigator LLC 401(k) Profit Sharing Plan and Trust's** ability to continue as a going concern for one year after the date the financial statements are available to be issued.

Management is also responsible for maintaining a current plan instrument, including all plan amendments; administering the plan; and determining that the plan's transactions that are presented and disclosed in the financial statements are in conformity with the plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the Financial Statements

Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit section of our report, our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of **Employee Navigator LLC 401(k) Profit Sharing Plan and Trust's** internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about **Employee Navigator LLC 401(k) Profit Sharing Plan and Trust's** ability to continue as a going concern for a reasonable period of time.

Our audits did not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of accounting principles generally accepted in the United States of America.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplemental Schedules Required by ERISA

The supplemental schedule of assets (held at end of year) as of or for the period January 1, 2022 through December 31, 2022, is presented for purposes of additional analysis and is not a required part of the financial statements but is supplementary information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedule, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with generally accepted auditing standards. For information included in the supplemental schedule that agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedule, we evaluated whether the supplemental schedule, other than the information agreed to or derived from the certified investment information, including the form and content, is presented in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion—

- the form and content of the supplemental schedule, other than the information in the supplemental schedule that agreed to or is derived from the certified investment information, is presented, in all material respects, in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.
- the information in the supplemental schedule related to assets held by and certified to by a qualified institution agrees to or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Bethke CPA, LLC

Bethke CPA, LLC
Silver Spring, Maryland
October 2, 2023

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Statements of Net Assets Available for Benefits
December 31, 2022 and 2021

	12/31/2022	12/31/2021
Assets		
Investments, at fair value		
Mutual funds	\$ 7,403,491	\$ 6,068,234
Money market funds	447,746	489,829
Total investments, at fair value	7,851,237	6,558,063
Receivables		
Participant contributions	48,567	53,888
Employer contributions	609,680	428,036
Notes receivable from participants	53,399	51,390
Total receivables	711,646	533,314
Net assets available for benefits	\$ 8,562,883	\$ 7,091,377

The accompanying Notes to Financial Statements are an integral part of the financial statements.

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Statement of Changes in Net Assets Available for Benefits
Year Ended December 31, 2022

	<u>Year Ended</u> <u>12/31/2022</u>
Additions to net assets attributable to:	
Investment loss	
Net depreciation in fair value of investments	\$ (1,626,909)
Dividends and interest	<u>402,762</u>
Net investment loss	(1,224,147)
Interest on notes receivable from participants	2,068
Contributions	
Participant	1,441,456
Employer	606,419
Rollover	<u>841,563</u>
Total contributions	<u>2,889,438</u>
Total additions	1,667,359
Deductions from net assets attributable to:	
Benefits paid to participants	188,761
Fees and other expenses	<u>7,092</u>
Total deductions	<u>195,853</u>
Net increase	1,471,506
Net assets available for benefits at beginning of year	<u>7,091,377</u>
Net assets available for benefits at end of year	<u><u>\$ 8,562,883</u></u>

The accompanying Notes to Financial Statements are an integral part of the financial statements.

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Notes to Financial Statements
December 31, 2022 and 2021

A. Description of Plan

The following description of Employee Navigator LLC 401(k) Profit Sharing Plan and Trust (the "Plan") provides only general information. Participants should refer to the Plan agreement or the Summary Plan Description for a more complete description of the Plan's provisions.

General

Employee Navigator, LLC (the "Company") is the Plan Sponsor and Plan Administrator. The Plan is a defined contribution, tax-deferred profit sharing plan covering salaried and hourly wage employees of the Company who are at least 21 years of age and have completed two months of service with the Company. Employees may enroll immediately upon achieving eligibility. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Cycle 3 Restatement

The Internal Revenue Service (IRS) requires qualified retirement plans that use pre-approved plan documents to be amended and restated every six years to reflect changes in the Internal Revenue Code (IRC) and IRS regulations. Effective June 30, 2022, the Plan's documents were restated in compliance with this requirement.

Contributions

Participants may contribute up to 100% of compensation, not to exceed the maximum salary deferral limit and other limitations established by law. Compensation is defined in the Plan documents, and includes Wages, Tips and Other Compensation on Form W-2, plus elective deferrals and contributions made to a qualified cafeteria plan, with certain exclusions.

Participants may elect to make deferral contributions either as pre-tax contributions, after-tax Roth contributions, or a combination of both. Participants who have attained age 50 before the end of the Plan year are eligible to make catch-up contributions as allowed by the Internal Revenue Code (IRC). Participants also may make rollover contributions of distributions from other retirement plans and certain individual retirement accounts, subject to Plan provisions. Participant contributions are invested according to the direction of the participant.

The Company has the option of making discretionary employer matching contributions to the Plan. The amount of the employer matching contributions is discretionary each year, is calculated at yearend, and is deposited into participant accounts in the following year. A participant must be employed by the Company on the last day of the year to be eligible to receive an employer matching contribution. For the year ending December 31, 2022, the Company made employer matching contributions equal to 50% of salary deferrals on a maximum of 10% of annual employee compensation. Company contributions are invested according to participant investment elections.

The Company has the option to make profit sharing contributions to the Plan, although the Company is not required to do so. Any profit sharing contributions will be allocated to eligible employees according to the allocation formula specified in the Plan. No profit sharing contributions were made in 2022.

Participant Accounts

Each participant's account is credited with the participant's contributions and any Company matching and profit sharing contributions. Investment earnings, losses, and changes in market value are allocated based

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Notes to Financial Statements
December 31, 2022 and 2021

upon the investment experience of each holding in a participant account. Certain transactional costs and service charges, if any, are allocated to the specific accounts involved in the transaction or receiving the service. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting

Participants are vested immediately in their own deferral and rollover contributions and earnings thereon. Participants vest in employer matching contributions and any employer profit sharing contributions and related earnings under a four year vesting schedule. 25% vesting credit is earned for each year of service, as defined in the Plan documents. Participants become 100% vested under certain other circumstances, including attainment of age 65, the Plan's normal retirement age. Non-vested balances are subject to forfeiture upon termination of employment.

Participant Loans

Participants who are active employees may borrow from their fund accounts a minimum of \$1,000 up to a maximum equal to the lesser of \$50,000 or 47.5% of their vested account balance, subject to certain other Plan provisions. Loans are secured by the balance in the participant's account and bear interest at prime plus 1%. Principal and interest are paid ratably through payroll deduction from each regular paycheck. A Participant may only have one loan outstanding at any time.

Payment of Benefits

Plan participants are eligible to receive benefit payments from the Plan at retirement, prior to retirement under certain circumstances, upon termination of employment with the Company, upon disability and at death. Benefit payments, limited to the value of the participant's vested interest in his or her account, may be elected as a lump-sum payment or rollover, partial payments, installment payments, annuity contract, or in certain cases as payments over a period of time to meet minimum distribution requirements, subject to Plan provisions. Terminated or deceased participants whose account balances do not exceed \$5,000 may be automatically distributed in the form of a single lump sum payment or other form of payment elected by the participant.

Forfeitures

At December 31, 2022 and 2021, forfeited non-vested accounts totaled \$3,212 and \$3,260, respectively. Forfeitures may be used to offset Company contributions and Plan expenses. Forfeitures totaling \$9,414 were used to offset Company contributions and Plan expenses for the year ended December 31, 2022.

B. Summary of Accounting Policies

Basis of Accounting

The financial statements of the Plan are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Use of Estimates

Preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires the Plan administrator to make estimates and assumptions that affect the

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Notes to Financial Statements
December 31, 2022 and 2021

reported amounts of assets, liabilities, and changes therein, and disclosure of contingent assets and liabilities. Actual results could differ from those estimates.

Investment Valuation and Income Recognition

Investments are valued at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on an accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation or depreciation includes the Plan's gains and losses on investments bought and sold as well as held during the year.

Notes Receivable from Participants

Notes receivable from participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Interest income is recorded on an accrual basis. The loans are secured by vested participant account balances. Delinquent participant loans are reclassified as distributions based on the terms of the Plan document. No allowance for credit losses has been recorded as of December 31, 2022 and 2021.

Payment of Benefits

Benefits are recorded when paid.

Expenses

Certain administrative expenses of the Plan are paid by the Company and are excluded from these financial statements. Per-use transaction fees are charged directly to specific participant accounts for certain services, such as processing loans, in-service withdrawals, distributions, and other transactions. Investment related expenses are included in net appreciation or depreciation of fair value of investments.

Subsequent Events

The Plan administrator has evaluated subsequent events through October 2, 2023, the date the financial statements were available to be issued.

C. Information Prepared and Certified by the Plan Trustee

The Plan administrator has elected the method of compliance as permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974. Accordingly, Mid Atlantic Trust Company, the trustee of the Plan, has certified the completeness and accuracy of reported investment balances and related investment activity in these financial statements and supplemental schedule, summarized as follows:

	<u>12/31/2022</u>	<u>12/31/2021</u>
Investments at fair value	\$ 7,851,237	\$ 6,558,063
Net depreciation in fair value of investments	\$ (1,626,909)	
Dividends and interest	\$ 402,762	

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Notes to Financial Statements
December 31, 2022 and 2021

D. Fair Value Measurements

Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 820, Fair Value Measurements and Disclosures, provides the framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurement). The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

- Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.
- Level 2 If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability. Inputs to the valuation methodology include:
- quoted prices for similar assets or liabilities in active markets;
 - quoted prices for identical or similar assets or liabilities in inactive markets;
 - inputs other than quoted prices that are observable for the asset or liability;
 - inputs that are derived principally from or corroborated by observable market data by correlation or other means.
- Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2022 and 2021.

Mutual funds: Mutual funds and the money market fund are valued at the daily closing price as reported by the fund. Mutual funds and the money market fund held by the Plan are open-end funds that are registered with the Securities and Exchange Commission. These funds are required to publish their daily net asset value (NAV) and to transact at that price. The mutual funds and money market fund held by the Plan are deemed to be actively traded.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following tables sets forth by level, within the fair value hierarchy, the Plan's assets at fair value as of December 31, 2022 and 2021. Assets are classified in their entirety based on the lowest level of input that is significant to the fair value measurement.

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Notes to Financial Statements
December 31, 2022 and 2021

	12/31/2022			
	Level 1	Level 2	Level 3	Total
Mutual funds	\$ 7,403,491	\$ -	\$ -	\$ 7,403,491
Money market mutual funds	447,746	-	-	447,746
Total investments at fair value	<u>\$ 7,851,237</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,851,237</u>

	12/31/2021			
	Level 1	Level 2	Level 3	Total
Mutual funds	\$ 6,068,234	\$ -	\$ -	\$ 6,068,234
Money market mutual funds	489,829	-	-	489,829
Total investments at fair value	<u>\$ 6,558,063</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,558,063</u>

E. Related Party and Party-In-Interest Transactions

Paychex Retirement Services, the third party record keeper of the Plan, and Mid Atlantic Trust Company, Inc., the trustee of the Plan, receive fees for services provided to the Plan. Paychex also receives fees for loan setup, distribution and other administrative services. The Company provides the Plan with accounting and administrative services, for which no fees are charged to the Plan. The Plan allows loans to participants. These transactions qualify as party-in-interest transactions.

F. Plan Termination

Although it has not expressed any intent to do so, the Company has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of Plan termination, participants become fully vested in their accounts and the Company will arrange for distributions as soon as administratively feasible.

G. Tax Status

The Internal Revenue Service has determined and reported in its opinion letter dated August 31, 2020, that the form of adopted prototype plan is designed in accordance with applicable sections of the Internal Revenue Code (IRC) for use by employers for the benefit of their employees. The Plan administrator believes the Plan is currently being operated in compliance with applicable requirements of the IRC and, therefore, believes that the Plan is qualified, and the related trust is tax exempt.

Accounting principles generally accepted in the United States of America require Plan management to evaluate tax positions taken by the Plan and recognize a tax liability if the organization has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. Management believes that no uncertain tax positions have been taken or are expected to be taken that would require recognition or disclosure in the financial statements.

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Notes to Financial Statements
December 31, 2022 and 2021

H. Risks and Uncertainties

The Plan invests in various investment securities. Investment securities are exposed to various risks, such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participant account balances and the amounts reported on the statements of net assets available for benefits.

I. Reconciliation of Financial Statements to Form 5500

The following is a reconciliation of net assets available for benefits reported on the financial statements to net assets reported on Schedule H of the Form 5500 as of December 31, 2022 and 2021.

	<u>12/31/2022</u>	<u>12/31/2021</u>
Net assets available for benefits - financial statement	\$ 8,562,883	\$ 7,091,377
Yearend payroll deductions	(48,567)	(53,888)
Employer matching contributions	<u>(609,680)</u>	<u>(428,036)</u>
Form 5500 - Net assets available for benefits	<u>\$ 7,904,636</u>	<u>\$ 6,609,453</u>

The following is a reconciliation of changes in net assets available for benefits reported on the financial statements to net income reported on Schedule H of the Form 5500 for the year ended December 31, 2022.

	<u>12/31/2022</u>
Net increase in assets - financial statement	\$ 1,471,506
Yearend payroll deductions	5,321
Employer matching contributions	<u>(181,644)</u>
Form 5500 - Net income (loss)	<u>\$ 1,295,183</u>

**Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Supplemental Schedule**

**Schedule H, line 4i – Schedule of Assets (Held at End of Year)
Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
EIN: 26-3411739
Plan Number: 001
Plan Year: January 1, 2022 to December 31, 2022**

(a) *	(b) Identity of Issue, Borrower, Lessor or Similar Party	(c) Description of Investment	(d) Cost **	(e) Current Value
	T. Rowe Price Capital Appreciation Fund	Mutual Fund	**	\$ 472,341
	T. Rowe Price Equity Income Fund	Mutual Fund	**	231,202
	T. Rowe Price Retirement 2005 Fund	Mutual Fund	**	3,265
	T. Rowe Price Retirement 2010 Fund	Mutual Fund	**	3,291
	T. Rowe Price Retirement 2015 Fund	Mutual Fund	**	3,324
	T. Rowe Price Retirement 2020 Fund	Mutual Fund	**	11,272
	T. Rowe Price Retirement 2025 Fund	Mutual Fund	**	135,769
	T. Rowe Price Retirement 2030 Fund	Mutual Fund	**	30,539
	T. Rowe Price Retirement 2035 Fund	Mutual Fund	**	917,324
	T. Rowe Price Retirement 2040 Fund	Mutual Fund	**	330,275
	T. Rowe Price Retirement 2045 Fund	Mutual Fund	**	1,034,049
	T. Rowe Price Retirement 2050 Fund	Mutual Fund	**	524,093
	T. Rowe Price Retirement 2055 Fund	Mutual Fund	**	465,136
	T. Rowe Price Retirement 2060 Fund	Mutual Fund	**	226,304
	Vanguard 500 Index Fund Admiral	Mutual Fund	**	1,943,307
	Vanguard Intermediate-Term Investment-Grade Fund Inv	Mutual Fund	**	271,545
	Vanguard Mid Cap Index Fund Admiral	Mutual Fund	**	183,954
	Vanguard Small-Cap Growth Index Fund Admiral	Mutual Fund	**	336,596
	Vanguard Total International Stock Index Fund Admiral	Mutual Fund	**	148,009
	Vanguard Wellington Fund Admiral	Mutual Fund	**	131,895
	Vanguard Federal Money Market Fund	Money Market Fund	**	447,747
	Subtotal			\$7,851,237
		Interest rates:		
*	Participant Loans	4.25% to 8.00%	**	53,399
	Total			\$7,904,636

* A party-in-interest as defined under ERISA.

** Not required for participant directed investments.

**Employee Navigator LLC 401(k)
Profit Sharing Plan and Trust**

**Financial Statements
And Supplemental Information**

December 31, 2022 and 2021

With Independent Auditor's Report

**Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
December 31, 2022 and 2021**

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BETHKE CPA, LLC
Certified Public Accountant
13975 Connecticut Avenue, Suite 301
Silver Spring, MD 20906-2921
301-272-2150



INDEPENDENT AUDITOR'S REPORT

To the Plan Administrator of **Employee Navigator LLC 401(k) Profit Sharing Plan and Trust:**

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit

We have performed audits of the accompanying financial statements of **Employee Navigator LLC 401(k) Profit Sharing Plan and Trust**, an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) (ERISA Section 103(a)(3)(C) audit). The financial statements comprise the statement of net assets available for benefits as of December 31, 2022 and 2021, and the related statement of changes in net assets available for benefits for the year ended December 31, 2022, and the related notes to the financial statements.

Management, having determined it is permissible in the circumstances, has elected to have the audits of **Employee Navigator LLC 401(k) Profit Sharing Plan and Trust's** financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audits need not extend to any statements or information related to assets held for investment of the plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained certifications from a qualified institution as of December 31, 2022 and 2021, and for the year ended December 31, 2022, stating that the certified investment information, as described in Note C to the financial statements, is complete and accurate.

Opinion

In our opinion, based on our audits and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the Financial Statements section—

- the amounts and disclosures in the financial statements referred to above, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.
- the information in the financial statements referred to above related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Employee Navigator LLC 401(k) Profit Sharing Plan and Trust and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the

design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about **Employee Navigator LLC 401(k) Profit Sharing Plan and Trust's** ability to continue as a going concern for one year after the date the financial statements are available to be issued.

Management is also responsible for maintaining a current plan instrument, including all plan amendments; administering the plan; and determining that the plan's transactions that are presented and disclosed in the financial statements are in conformity with the plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the Financial Statements

Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit section of our report, our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of **Employee Navigator LLC 401(k) Profit Sharing Plan and Trust's** internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about **Employee Navigator LLC 401(k) Profit Sharing Plan and Trust's** ability to continue as a going concern for a reasonable period of time.

Our audits did not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of accounting principles generally accepted in the United States of America.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplemental Schedules Required by ERISA

The supplemental schedule of assets (held at end of year) as of or for the period January 1, 2022 through December 31, 2022, is presented for purposes of additional analysis and is not a required part of the financial statements but is supplementary information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedule, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with generally accepted auditing standards. For information included in the supplemental schedule that agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedule, we evaluated whether the supplemental schedule, other than the information agreed to or derived from the certified investment information, including the form and content, is presented in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion—

- the form and content of the supplemental schedule, other than the information in the supplemental schedule that agreed to or is derived from the certified investment information, is presented, in all material respects, in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.
- the information in the supplemental schedule related to assets held by and certified to by a qualified institution agrees to or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Bethke CPA, LLC

Bethke CPA, LLC
Silver Spring, Maryland
October 2, 2023

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Statements of Net Assets Available for Benefits
December 31, 2022 and 2021

	12/31/2022	12/31/2021
Assets		
Investments, at fair value		
Mutual funds	\$ 7,403,491	\$ 6,068,234
Money market funds	447,746	489,829
Total investments, at fair value	7,851,237	6,558,063
Receivables		
Participant contributions	48,567	53,888
Employer contributions	609,680	428,036
Notes receivable from participants	53,399	51,390
Total receivables	711,646	533,314
Net assets available for benefits	\$ 8,562,883	\$ 7,091,377

The accompanying Notes to Financial Statements are an integral part of the financial statements.

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Statement of Changes in Net Assets Available for Benefits
Year Ended December 31, 2022

	<u>Year Ended</u> <u>12/31/2022</u>
Additions to net assets attributable to:	
Investment loss	
Net depreciation in fair value of investments	\$ (1,626,909)
Dividends and interest	<u>402,762</u>
Net investment loss	(1,224,147)
Interest on notes receivable from participants	2,068
Contributions	
Participant	1,441,456
Employer	606,419
Rollover	<u>841,563</u>
Total contributions	<u>2,889,438</u>
Total additions	1,667,359
Deductions from net assets attributable to:	
Benefits paid to participants	188,761
Fees and other expenses	<u>7,092</u>
Total deductions	<u>195,853</u>
Net increase	1,471,506
Net assets available for benefits at beginning of year	<u>7,091,377</u>
Net assets available for benefits at end of year	<u><u>\$ 8,562,883</u></u>

The accompanying Notes to Financial Statements are an integral part of the financial statements.

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Notes to Financial Statements
December 31, 2022 and 2021

A. Description of Plan

The following description of Employee Navigator LLC 401(k) Profit Sharing Plan and Trust (the "Plan") provides only general information. Participants should refer to the Plan agreement or the Summary Plan Description for a more complete description of the Plan's provisions.

General

Employee Navigator, LLC (the "Company") is the Plan Sponsor and Plan Administrator. The Plan is a defined contribution, tax-deferred profit sharing plan covering salaried and hourly wage employees of the Company who are at least 21 years of age and have completed two months of service with the Company. Employees may enroll immediately upon achieving eligibility. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Cycle 3 Restatement

The Internal Revenue Service (IRS) requires qualified retirement plans that use pre-approved plan documents to be amended and restated every six years to reflect changes in the Internal Revenue Code (IRC) and IRS regulations. Effective June 30, 2022, the Plan's documents were restated in compliance with this requirement.

Contributions

Participants may contribute up to 100% of compensation, not to exceed the maximum salary deferral limit and other limitations established by law. Compensation is defined in the Plan documents, and includes Wages, Tips and Other Compensation on Form W-2, plus elective deferrals and contributions made to a qualified cafeteria plan, with certain exclusions.

Participants may elect to make deferral contributions either as pre-tax contributions, after-tax Roth contributions, or a combination of both. Participants who have attained age 50 before the end of the Plan year are eligible to make catch-up contributions as allowed by the Internal Revenue Code (IRC). Participants also may make rollover contributions of distributions from other retirement plans and certain individual retirement accounts, subject to Plan provisions. Participant contributions are invested according to the direction of the participant.

The Company has the option of making discretionary employer matching contributions to the Plan. The amount of the employer matching contributions is discretionary each year, is calculated at yearend, and is deposited into participant accounts in the following year. A participant must be employed by the Company on the last day of the year to be eligible to receive an employer matching contribution. For the year ending December 31, 2022, the Company made employer matching contributions equal to 50% of salary deferrals on a maximum of 10% of annual employee compensation. Company contributions are invested according to participant investment elections.

The Company has the option to make profit sharing contributions to the Plan, although the Company is not required to do so. Any profit sharing contributions will be allocated to eligible employees according to the allocation formula specified in the Plan. No profit sharing contributions were made in 2022.

Participant Accounts

Each participant's account is credited with the participant's contributions and any Company matching and profit sharing contributions. Investment earnings, losses, and changes in market value are allocated based

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Notes to Financial Statements
December 31, 2022 and 2021

upon the investment experience of each holding in a participant account. Certain transactional costs and service charges, if any, are allocated to the specific accounts involved in the transaction or receiving the service. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting

Participants are vested immediately in their own deferral and rollover contributions and earnings thereon. Participants vest in employer matching contributions and any employer profit sharing contributions and related earnings under a four year vesting schedule. 25% vesting credit is earned for each year of service, as defined in the Plan documents. Participants become 100% vested under certain other circumstances, including attainment of age 65, the Plan's normal retirement age. Non-vested balances are subject to forfeiture upon termination of employment.

Participant Loans

Participants who are active employees may borrow from their fund accounts a minimum of \$1,000 up to a maximum equal to the lesser of \$50,000 or 47.5% of their vested account balance, subject to certain other Plan provisions. Loans are secured by the balance in the participant's account and bear interest at prime plus 1%. Principal and interest are paid ratably through payroll deduction from each regular paycheck. A Participant may only have one loan outstanding at any time.

Payment of Benefits

Plan participants are eligible to receive benefit payments from the Plan at retirement, prior to retirement under certain circumstances, upon termination of employment with the Company, upon disability and at death. Benefit payments, limited to the value of the participant's vested interest in his or her account, may be elected as a lump-sum payment or rollover, partial payments, installment payments, annuity contract, or in certain cases as payments over a period of time to meet minimum distribution requirements, subject to Plan provisions. Terminated or deceased participants whose account balances do not exceed \$5,000 may be automatically distributed in the form of a single lump sum payment or other form of payment elected by the participant.

Forfeitures

At December 31, 2022 and 2021, forfeited non-vested accounts totaled \$3,212 and \$3,260, respectively. Forfeitures may be used to offset Company contributions and Plan expenses. Forfeitures totaling \$9,414 were used to offset Company contributions and Plan expenses for the year ended December 31, 2022.

B. Summary of Accounting Policies

Basis of Accounting

The financial statements of the Plan are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Use of Estimates

Preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires the Plan administrator to make estimates and assumptions that affect the

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Notes to Financial Statements
December 31, 2022 and 2021

reported amounts of assets, liabilities, and changes therein, and disclosure of contingent assets and liabilities. Actual results could differ from those estimates.

Investment Valuation and Income Recognition

Investments are valued at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on an accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation or depreciation includes the Plan's gains and losses on investments bought and sold as well as held during the year.

Notes Receivable from Participants

Notes receivable from participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Interest income is recorded on an accrual basis. The loans are secured by vested participant account balances. Delinquent participant loans are reclassified as distributions based on the terms of the Plan document. No allowance for credit losses has been recorded as of December 31, 2022 and 2021.

Payment of Benefits

Benefits are recorded when paid.

Expenses

Certain administrative expenses of the Plan are paid by the Company and are excluded from these financial statements. Per-use transaction fees are charged directly to specific participant accounts for certain services, such as processing loans, in-service withdrawals, distributions, and other transactions. Investment related expenses are included in net appreciation or depreciation of fair value of investments.

Subsequent Events

The Plan administrator has evaluated subsequent events through October 2, 2023, the date the financial statements were available to be issued.

C. Information Prepared and Certified by the Plan Trustee

The Plan administrator has elected the method of compliance as permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974. Accordingly, Mid Atlantic Trust Company, the trustee of the Plan, has certified the completeness and accuracy of reported investment balances and related investment activity in these financial statements and supplemental schedule, summarized as follows:

	<u>12/31/2022</u>	<u>12/31/2021</u>
Investments at fair value	\$ 7,851,237	\$ 6,558,063
Net depreciation in fair value of investments	\$ (1,626,909)	
Dividends and interest	\$ 402,762	

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Notes to Financial Statements
December 31, 2022 and 2021

D. Fair Value Measurements

Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 820, Fair Value Measurements and Disclosures, provides the framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurement). The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

- Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.
- Level 2 If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability. Inputs to the valuation methodology include:
- quoted prices for similar assets or liabilities in active markets;
 - quoted prices for identical or similar assets or liabilities in inactive markets;
 - inputs other than quoted prices that are observable for the asset or liability;
 - inputs that are derived principally from or corroborated by observable market data by correlation or other means.
- Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2022 and 2021.

Mutual funds: Mutual funds and the money market fund are valued at the daily closing price as reported by the fund. Mutual funds and the money market fund held by the Plan are open-end funds that are registered with the Securities and Exchange Commission. These funds are required to publish their daily net asset value (NAV) and to transact at that price. The mutual funds and money market fund held by the Plan are deemed to be actively traded.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following tables sets forth by level, within the fair value hierarchy, the Plan's assets at fair value as of December 31, 2022 and 2021. Assets are classified in their entirety based on the lowest level of input that is significant to the fair value measurement.

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Notes to Financial Statements
December 31, 2022 and 2021

	12/31/2022			
	Level 1	Level 2	Level 3	Total
Mutual funds	\$ 7,403,491	\$ -	\$ -	\$ 7,403,491
Money market mutual funds	447,746	-	-	447,746
Total investments at fair value	\$ 7,851,237	\$ -	\$ -	\$ 7,851,237

	12/31/2021			
	Level 1	Level 2	Level 3	Total
Mutual funds	\$ 6,068,234	\$ -	\$ -	\$ 6,068,234
Money market mutual funds	489,829	-	-	489,829
Total investments at fair value	\$ 6,558,063	\$ -	\$ -	\$ 6,558,063

E. Related Party and Party-In-Interest Transactions

Paychex Retirement Services, the third party record keeper of the Plan, and Mid Atlantic Trust Company, Inc., the trustee of the Plan, receive fees for services provided to the Plan. Paychex also receives fees for loan setup, distribution and other administrative services. The Company provides the Plan with accounting and administrative services, for which no fees are charged to the Plan. The Plan allows loans to participants. These transactions qualify as party-in-interest transactions.

F. Plan Termination

Although it has not expressed any intent to do so, the Company has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of Plan termination, participants become fully vested in their accounts and the Company will arrange for distributions as soon as administratively feasible.

G. Tax Status

The Internal Revenue Service has determined and reported in its opinion letter dated August 31, 2020, that the form of adopted prototype plan is designed in accordance with applicable sections of the Internal Revenue Code (IRC) for use by employers for the benefit of their employees. The Plan administrator believes the Plan is currently being operated in compliance with applicable requirements of the IRC and, therefore, believes that the Plan is qualified, and the related trust is tax exempt.

Accounting principles generally accepted in the United States of America require Plan management to evaluate tax positions taken by the Plan and recognize a tax liability if the organization has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. Management believes that no uncertain tax positions have been taken or are expected to be taken that would require recognition or disclosure in the financial statements.

Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Notes to Financial Statements
December 31, 2022 and 2021

H. Risks and Uncertainties

The Plan invests in various investment securities. Investment securities are exposed to various risks, such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participant account balances and the amounts reported on the statements of net assets available for benefits.

I. Reconciliation of Financial Statements to Form 5500

The following is a reconciliation of net assets available for benefits reported on the financial statements to net assets reported on Schedule H of the Form 5500 as of December 31, 2022 and 2021.

	<u>12/31/2022</u>	<u>12/31/2021</u>
Net assets available for benefits - financial statement	\$ 8,562,883	\$ 7,091,377
Yearend payroll deductions	(48,567)	(53,888)
Employer matching contributions	<u>(609,680)</u>	<u>(428,036)</u>
Form 5500 - Net assets available for benefits	<u>\$ 7,904,636</u>	<u>\$ 6,609,453</u>

The following is a reconciliation of changes in net assets available for benefits reported on the financial statements to net income reported on Schedule H of the Form 5500 for the year ended December 31, 2022.

	<u>12/31/2022</u>
Net increase in assets - financial statement	\$ 1,471,506
Yearend payroll deductions	5,321
Employer matching contributions	<u>(181,644)</u>
Form 5500 - Net income (loss)	<u>\$ 1,295,183</u>

**Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
Supplemental Schedule**

**Schedule H, line 4i – Schedule of Assets (Held at End of Year)
Employee Navigator LLC 401(k) Profit Sharing Plan and Trust
EIN: 26-3411739
Plan Number: 001
Plan Year: January 1, 2022 to December 31, 2022**

(a) *	(b) Identity of Issue, Borrower, Lessor or Similar Party	(c) Description of Investment	(d) Cost **	(e) Current Value
	T. Rowe Price Capital Appreciation Fund	Mutual Fund	**	\$ 472,341
	T. Rowe Price Equity Income Fund	Mutual Fund	**	231,202
	T. Rowe Price Retirement 2005 Fund	Mutual Fund	**	3,265
	T. Rowe Price Retirement 2010 Fund	Mutual Fund	**	3,291
	T. Rowe Price Retirement 2015 Fund	Mutual Fund	**	3,324
	T. Rowe Price Retirement 2020 Fund	Mutual Fund	**	11,272
	T. Rowe Price Retirement 2025 Fund	Mutual Fund	**	135,769
	T. Rowe Price Retirement 2030 Fund	Mutual Fund	**	30,539
	T. Rowe Price Retirement 2035 Fund	Mutual Fund	**	917,324
	T. Rowe Price Retirement 2040 Fund	Mutual Fund	**	330,275
	T. Rowe Price Retirement 2045 Fund	Mutual Fund	**	1,034,049
	T. Rowe Price Retirement 2050 Fund	Mutual Fund	**	524,093
	T. Rowe Price Retirement 2055 Fund	Mutual Fund	**	465,136
	T. Rowe Price Retirement 2060 Fund	Mutual Fund	**	226,304
	Vanguard 500 Index Fund Admiral	Mutual Fund	**	1,943,307
	Vanguard Intermediate-Term Investment-Grade Fund Inv	Mutual Fund	**	271,545
	Vanguard Mid Cap Index Fund Admiral	Mutual Fund	**	183,954
	Vanguard Small-Cap Growth Index Fund Admiral	Mutual Fund	**	336,596
	Vanguard Total International Stock Index Fund Admiral	Mutual Fund	**	148,009
	Vanguard Wellington Fund Admiral	Mutual Fund	**	131,895
	Vanguard Federal Money Market Fund	Money Market Fund	**	447,747
	Subtotal			<u>\$7,851,237</u>
		Interest rates:		
*	Participant Loans	4.25% to 8.00%	**	<u>53,399</u>
	Total			<u>\$7,904,636</u>

* A party-in-interest as defined under ERISA.

** Not required for participant directed investments.