



PRINCE WILLIAM COUNTY

Prince William County, Virginia Internal Audit Report: Telework Tax Consulting

June 6, 2025



TRANSMITTAL LETTER



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The Board Audit Committee of
Prince William County, Virginia
1 County Complex Court
Prince William, Virginia 22192

Pursuant to the statement of work dated March 26, 2025 executed by Prince William County's ("County" / "PWC") Human Resources Department, we have completed the telework tax consulting services.

Services provided to the County were as follows:

Overtime Pay Analysis by State

- Description: Analyzed overtime pay requirements for all 50 states.
- Deliverables: Comprehensive report outlining state-specific overtime pay rules.

Minimum Wage Analysis

- Description: Conducted a detailed analysis of minimum wage rates and requirements for all 50 states.
- Deliverables: Minimum wage matrix covering all applicable regulations.

Paid Family and Medical Leave ("PFML") Analysis

- Description: Evaluated PFML requirements for all applicable states.
- Deliverables: State-by-state analysis of PFML laws and employer obligations.

Convenience of Employer Rules and Withholding Matrix

- Description: Developed a comprehensive matrix addressing convenience of employer rules and withholding requirements.
- Deliverables: Customized withholding matrix tailored to client operations.

Business Expense Reimbursement Consulting

- Description: Provided consulting on business expense reimbursement policies, focusing on Section 105 rules and other applicable regulations. Special emphasis will be given to employees retaining various company-provided assets and materials as they exit the organization.
- Deliverables: Customized recommendations and compliance guidance.

We would like to thank the staff and all those involved in assisting the Internal Auditors in connection with this project.

Respectfully Submitted,

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