

**PAYCHEX, INC.**  
**AUDIT COMMITTEE OF THE BOARD OF DIRECTORS**  
**CHARTER**

**I. PURPOSE**

The primary function of the Audit Committee is to assist the Board of Directors in fulfilling its oversight responsibilities to the shareholders, potential shareholders and the investment community by reviewing: financial reports and other financial information provided by the Company to governmental bodies or the public; the Company's systems of internal controls; the Company's auditing, accounting and financial reporting processes, and the Company's financial risk management processes. Consistent with this function, the Audit Committee should encourage continuous improvement of, and should foster adherence to, the Company's policies, procedures and practices at all levels.

The Audit Committee's primary duties and responsibilities are to:

- Serve as an independent and objective party to monitor the Company's financial reporting process, internal control system, and financial risk management processes.
- Review and appraise the audit efforts of the Company's independent accountants and internal audit department.
- Provide an open avenue of communication among the independent accountants, financial and senior management, the internal auditing department, and the Board of Directors.

**II. AUTHORITY**

The Audit Committee has the authority to conduct any investigation appropriate to fulfilling its responsibilities, and it has direct access to the independent auditors as well as anyone in the organization. The Audit Committee has the ability to retain, at the Company's expense, special legal, accounting, or other consultants or experts it deems necessary in the performance of its duties.

**III. COMPOSITION**

The Audit Committee shall be comprised of at least three directors who meet the independence and experience requirements of NASDAQ. The members shall be appointed by the Board. The Board will designate a Chairman who will also be the primary contact to management, the independent accountants and the Internal Audit Director during the time periods between the formal Audit Committee meetings and will meet the financial sophistication and background requirements of the SEC and NASDAQ Rules.

All members of the Committee shall have a working familiarity with basic finance and accounting practices, and at least one member of the Committee shall have accounting or related financial management expertise and shall be designated as an "audit committee financial expert" as defined by the SEC

**IV. MEETINGS**

The Committee shall meet at least six times annually and participation can be in person or telephonic. Four of the meetings will be held prior to the quarterly earnings releases and two general meetings will be held during the fiscal year. The Committee shall make regular reports to the Board. As part of its job to foster open communication, the Committee should ensure management, the Internal Audit Director and the independent accountants are present at these

meetings. The Committee will complete each meeting with the following exit protocol, the Committee will meet individually with the Internal Audit Director and then with the independent accountants to discuss any matters that the Committee or each of these groups believes should be discussed privately. The independent accountants will have access to the full Board of Directors if the independent accountants determine it is necessary. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared for each meeting.

## **V. RESPONSIBILITIES AND DUTIES**

To fulfill its responsibilities and duties the Audit Committee shall:

1. Review and update this Charter at least annually and recommend any proposed changes to the full Board of Directors for their approval.
2. Review the Company's annual audited financial statements prior to filing or distribution. Review should include discussion with management and independent auditors of significant issues regarding accounting principles, practices, financial reporting issues and judgments as well as the adequacy of internal controls that could significantly affect the Company's financial statements. Recommend to the Board of Directors, if appropriate, that the audited financial statements be included in the company's annual report on Form 10-K.
3. Review significant risk exposures and the steps management has taken to monitor, control and report such exposures in the following areas:
  - Financial risk
  - Data security risk
  - Compliance risk
  - Fraud risk
4. Review significant findings prepared by the independent auditors and the internal audit department together with management's responses.
5. Annually review an assessment of the Company's risk management processes with the Board of Directors.
6. Specifically consider the Company's processes and controls surrounding the prevention and detection of fraud, including consideration of the processes and controls around data security, ensuring that management has the primary responsibility for prevention of fraud and for detecting and resolving any fraud that may occur. Internal Audit has the responsibility to ensure that the audit program and methodology takes due account of the possibility of fraud and will fully investigate any fraud or suspected fraud, and communicate the results to the Audit Committee.
7. Review with financial management and the independent auditors the Company's quarterly financial results prior to the release of earnings and/or the Company's quarterly financial statements including a draft of Management's Discussion and Analysis of Financial Condition and Results of Operations prior to filing or distribution. Discuss significant changes to the Company's accounting principles and any items required to be communicated by the independent auditors in accordance with auditing standards.
8. Review and discuss draft earnings press releases prior to issuance, as well as financial information and earnings guidance to be provided to analysts and rating agencies.

9. Recommend to the Board of Directors the selection of the independent accountants, which firm is ultimately accountable to the Audit Committee and the Board. Pre-approve the fees to be paid to the independent accountants. On an annual basis, the Committee should review and discuss with the accountants all significant relationships the accountants have with the Company to determine the accountants' independence consistent with Independence Standards Board Standard Number 1.

10. Review the performance of the independent accountants and approve any proposed discharge of the independent accountants when circumstances warrant.

11. Obtain and review a report from the independent auditor as they are published regarding (a) the independent auditor's internal quality-control procedures, (b) any material issues raised by the most recent internal quality-control review, or peer review, of the independent auditor, or by any inquiry or investigation by governmental or professional authorities within the preceding five years respecting one or more independent audits carried out by the independent auditor and (c) any steps taken to deal with any such issues.

12. Periodically consult with the independent accountants out of the presence of management about internal controls and the fullness and accuracy of the organization's financial statements.

13. Consider the independent accountants' judgments about the quality and appropriateness of the Company's accounting principles as applied in its financial reporting.

14. Receive periodic reports regarding any significant judgments made in management's preparation of the financial statements and the appropriateness of such judgments.

15. Following completion of the annual audit, review separately with each of management, the independent accountants and the Internal Audit Director any significant difficulties encountered during the course of the audit, including any restrictions on the scope of work or access to required information. The Committee will provide management with a manually signed document approving the year end financial statements.

16. Review any significant disagreement among management and the independent accountants or the Internal Audit department in connection with the preparation of the financial statements.

17. Review with the independent accountants, the Internal Audit Director and management the extent to which changes or improvements in financial or accounting practices, as approved by the Audit Committee, have been implemented.

18. Establish, review and update periodically a code of ethics and ensure that management has established a system to enforce this code.

19. Review activities, organizational structure, and qualifications of the internal audit department.

20. The Committee shall review and approve the Internal Audit Department's annual audit plan and all major changes to the plan.

21. Review the independent accountants proposed audit scope and approach, including coordination of audit effort with internal audit.

22. Perform any other activities and prepare any other reports consistent with this Charter, the Company's Bylaws and applicable federal or state law, as the Committee or the Board deems necessary or appropriate.

23. Review, at least annually, report(s) from management concerning legal and regulatory matters that may have a material impact on the financial statements. Review the Company's processes for monitoring compliance with laws, regulations, and the Code of Business Ethics and Conduct.

24. The Internal Audit Director is required to annually document in the form of a memorandum the actions of the Audit Committee, which indicate compliance with the Charter. This memo will be presented to the Audit Committee at the July Audit Committee Meeting.

25. The Committee will review and approve the Audit Committee report that SEC proxy rules require to be included in the Company's annual proxy statement.

26. Establish procedures for the receipt, retention, and treatment of complaints received by the Company regarding accounting, internal accounting controls, or auditing matters, and for the confidential, anonymous submission by employees of concerns regarding questionable accounting or auditing matters.

27. Establish a policy regarding the hiring of current and former employees of the independent accountants including the pre-approval of the hiring of any employee or former employee of the independent auditors who was a member of the Company's audit engagement team within the preceding two fiscal years.

While the Audit Committee has the responsibilities and powers set forth in this Charter, it is not the duty of the Audit Committee to plan or conduct audits or to determine that the Company's financial statements are complete and accurate and are in accordance with generally accepted accounting principles. This is the responsibility of management and the independent auditor. Further, it is not the duty of the Audit Committee to conduct investigations, to resolve disagreements, if any, between management and the independent auditor, nor to assure compliance with laws, regulations, or the Company's Code of Business Ethics and Conduct.

July 12, 2018

David J.S. Flaschen, Chairman  
Thomas F. Bonadio  
Grant M. Inman  
Joseph G. Doody  
Kara Wilson