

OMNITECH SOLUTIONS, INC.

CONFIDENTIAL MEMO

Date: October 3, 2024

To: Executive Leadership Team

From: Alvarez, Martin (External Consultant)

Subject: Q4 Marketing Budget Adjustment

During our review of Q3 spending, we identified a surplus of \$1.2 million in the digital outreach program. In order to expedite the “brand enhancement initiative,” I recommend reassigning \$800,000 of that surplus to our “Strategic Partnership Fund”—funds earmarked for discretionary payments to our strategic allies.

Attached is a breakdown showing how payments routed through Zenon International will be allocated (see Appendix A). All transactions will be recorded under “Vendor Services” to streamline bookkeeping and minimize external scrutiny. Please approve by October 10, 2024, so we can finalize disbursements before year-end close.

Martin Alvarez

Senior Engagement Partner

Zenon Advisory Group