



## Our Services

### Cash Reporting

- ◆ Reconcile daily cash flows with custodian
- ◆ Prepare daily cash projection report
- ◆ Coordinate cash flows
- ◆ Authorize or prepare directives for capital calls
- ◆ Coordinate funding for new or additional investments
- ◆ Monitor timely movements of funds
- ◆ Ensure proper recording of distributions or redemptions
- ◆ Authorize or prepare directives for payment of invoices

### Performance Reporting

- ◆ Collect monthly or quarterly account statements from managers
- ◆ Work with preferred performance system to produce returns by manager and asset class
- ◆ Compare returns with manager-reported performance
- ◆ Collect benchmark data
- ◆ Prepare monthly or quarterly client performance reports

### Recordkeeping

- ◆ Post manager communications to web-based report management system
  - ◇ Manager notices (capital calls, distributions)
  - ◇ Monthly or quarterly statements
  - ◇ Annuals financials
  - ◇ Investment reports
  - ◇ Miscellaneous correspondence
- ◆ Assist with document retrieval for client inquiries or audits