

BUSINESS MANAGEMENT/FAMILY OFFICE SERVICES

BUSINESS MANAGEMENT—THE FREEDOM TO MAXIMIZE YOUR SUCCESS

There are just so many things you can accomplish in a business day. At the top of the list is growing your business. Often that ideal goal gets sidetracked by the demands of maintaining an efficient organization. Neglecting one aspect or dividing your attention means less time devoted to maximizing your success. It's why the entrepreneur, the professional service firm, and the family business all turn to Berdon Business Management.

FAMILY OFFICE SERVICES — IT'S ALL CONNECTED

As leading advisors to family businesses for more than nine decades, we have a deep understanding of the subtle and direct interplay between the needs of the business and of the family and the individual members. At the core of our family office service is the knowledge that each family situation is different and requires individual understanding and a customized approach. Our policy is to get to know you, your family, your goals, and your specific needs and concerns, before advising on anything.

BUSINESS MANAGEMENT

Our business management team is comprised of highly experienced management, operational, tax, and accounting professionals who can step right in to keep your operation running smoothly and increase efficiency.

BILLING AND ACCOUNTS RECEIVABLE

We provide full-service billing and accounts receivable services. Your monthly invoicing is prepared using a variety of efficient time management software packages. Berdon can create customized bills for your firm, which can include as much — or as little — detail as you require. In addition, we will prepare monthly work-in-process reports and review them with you. Work-in-process reports are critical to managing your firm in the most efficient way. We will also prepare monthly aged account receivable reports — a valuable cash management tool.

GENERAL LEDGER AND TRIAL BALANCE MAINTENANCE

Berdon is able to fully maintain your general ledger and trial balance on a monthly basis. A Berdon partner, principal, or manager will review the monthly activity with the appropriate owner, partner, or management professional at your firm.

TAX RETURNS AND FINANCIAL STATEMENTS

Our tax professionals can prepare your firm's annual federal, state, local, and international business tax returns as well as those of individual partners, shareholders, members, and family members. This enables us to take steps to meet the goals of the business and the needs of the principals — an intricate relationship that is often overlooked. To provide the most effective tax planning, we will review your firm's quarterly projections with you.

In addition, we can prepare your firm's commercial rent tax and sales tax returns. Moreover, your year-end financial statements will be prepared and reviewed with you by a Berdon partner, principal, or manager. Your financial statements can be prepared on a cash or accrual basis.

CASH MANAGEMENT SERVICES

Skilled Berdon staff members will:

- Record all cash receipts
- Prepare bank deposits
- Process checks for invoices
- Record cash disbursements
- Prepare monthly bank reconciliations

PAYROLL SERVICES

We review outside payroll service reports and record all payroll information. If you have a 401(k) or any other type of pension plan, we will verify that the proper withholdings have been made and deposited in the appropriate investment vehicles. Berdon can also prepare your firm's quarterly and annual payroll tax returns and pension plan tax returns.

SPECIALIZED EXPERTISE WHEN YOU NEED IT

Business management is only part of a broad array of services available to your business. As a full-service accounting and advisory firm, we offer the following specialized services available to you as needed:

- Budgets and forecasts
- Business valuations and damage analysis
- Compensation, benefit, and pension planning
- Debt/capital restructuring
- Due diligence
- Establishing banking and lender relationships
- Forensic investigations
- Lease review and negotiation
- Litigation consulting
- Management consulting
- Operational reviews
- Partnership agreements
- Profitability reports
- Retirement planning
- Succession planning
- Staffing assessment and advice
- Strategic business advice
- Structuring transactions

FAMILY OFFICE

Berdon Family Office Services fulfill a host of needs for busy, dynamic, and growing family groups.

Advice On Managing Assets. As family assets become increasingly diversified, we help you find ways to manage the assets to help the family get the most value.

Saving Time. We relieve the time consuming pressures of managing a growing operation, giving family members more time to pursue growth, diversification, or other individual interests.

Fulfilling Generational Needs. Often multiple generations are involved in family affairs. Berdon acts to ensure that each generation's needs and goals are met in conjunction with the overall desires of the family.

Strategizing Estate and Wealth Transfer Plans. Keeping in tune with the latest legal developments as well as changes in family — births, deaths, marriages, divorces — we will advise when it is time to revisit and rethink the family estate plans. Berdon wealth management professionals can also employ a variety of mechanisms — such as family limited partnerships and generation-skipping trusts — to preserve and transfer wealth.

Maintaining Separate Finances. For estate and tax purposes, security, confidentiality, or a myriad of family reasons, Berdon can help develop and manage separate financial arrangements and apportion assets in accordance with individual needs.

Facilitating Sales and Liquidations. From negotiation to completion, Berdon can manage the sale of a business or the liquidation of assets and apportion resulting funds to selected family members.

Maximizing Charitable Contributions. Tax professionals will help the family take full advantage of the financial benefits of their philanthropic and nonprofit giving.

Provisioning For Healthcare Needs. With healthcare costs rising and family medical needs subject to changes, we assist you in finding options to maximize the dollar value in meeting medical needs for family members.

Funding Education. Families benefit from our understanding of the latest trends in setting aside funds for the education of the next generation.

With Berdon serving as your family office, you have the security and confidence that your affairs are in the hands of people who take a personal interest in your success — and the time to make the most of that success.