BERDON FUND SERVICES LLC ™

BERDON PERSONAL BUSINESS MANAGEMENT FOR FUND ADMINISTRATORS

Knowledgeable: Specialists in your business sector, we understand the specific cash flow and tax issues you face on a day-to-day basis.

Independent: Proving advice with only you in mind, Berdon takes no commission or referral fees from other sources.

Tax Efficient: Dedicated federal, state, local, and international tax specialists leverage the nuances to find tax savings while balancing your cash flow.

Team Players: We work in tandem with your other advisors to make sure that you and your family have a financial leader coordinating and implementing the various pieces of your puzzle.

Always On Call: Available when you need us; we are flexible to meet the needs of your busy schedule.

The Situation

As a fund administrator, your focus is on your business, leaving precious little time to attend to your personal and family needs. Everyday tasks, from bill paying and managing cash flow, to tactical tax strategies and effective retirement planning, often get pushed aside. You work hard for your success, and you and your family deserve to enjoy it. But success demands the time to manage it — time that's too often in short supply.

The Solution

Your Berdon Personal Business Management team relieves you from the pressure of the details so you have time to concentrate on what you do best. We do the work, while you remain in charge. A highly trained team of accountants, bookkeepers, and support staff tailor a personal business management program to meet your specific needs. Your assigned team remains consistent and is always a phone call or an email away.

Through our parent company, Berdon LLP, a premier Accounting and Advisory firm, you have support from a diverse array of expert advisors when you need them: CPAs, state and local tax professionals, wealth transfer and estate specialists, among others. You gain the personal contact of a boutique practice coupled with the deep resources of a powerhouse accounting firm.

Bill Paying and Banking

Taking the typical bill paying to a higher level, our services also include the following. We:

- Manage relationships with bankers, creditors, and vendors.
- Review vendor contracts to identify savings opportunities.
- Resolve credit and payment disputes.
- Ensure appropriate financial records are maintained.

Cash Flow Planning, Budgeting and Large Purchase Consulting

Proper cash flow planning can mean the difference between financial success and financial disaster. To help you on the path to success we:

- Develop, monitor, and regularly discuss multi-year cash flow projections incorporating short- and long-term expenditures such as tax payments, capital contributions, new residences, children's education, etc., and establish a game plan for budgeting, given your unique cash flow situations.
- Research and evaluate prices to help you get the best deal available for large purchases such as homes, cars, planes, boats.

Debt Management

Where it makes sense to use leverage, it should be considered.

- Identify the appropriate products and constantly monitor the changing interest rate environment to present any cost-saving opportunities that arise.

Tax Planning and Return Preparation

You work hard for your money; we want to make sure you keep as much as possible. Our seasoned tax specialists will:

- Guide you through the intricacies unique to your industry, including capital gains realization, appropriate use of foreign tax, and charitable gifting.
- Devise and revise tax strategies to minimize current and future income and estate tax liabilities.
- Prepare personal, corporate, and fiduciary federal and state income tax filings and respond to any related government inquiries.
- Provide quarterly tax planning to balance out when tax payments are made relevant to when income is earned.

Insurance Planning

Gain an extra level of security and comfort with our comprehensive service and unbiased opinions. With this service, we:

- Review your plans — life, disability, long-term care, and property and casualty — and advise on whether appropriate dollar amounts and types of coverage are in place.
- Coordinate coverage with firm-provided benefits, where applicable.
- Compare and price out coverage with our extensive network of professionals.

Investment and Retirement Planning

We help establish how much you will need, when you will need it, and where it will come from. We:

- Monitor investments to objectively determine performance and evaluate asset allocation.
- Develop a game plan to maximize your savings, incorporating a full analysis of your firm's available pension plans and deferred compensation arrangements.
- Coordinate these goals into the appropriate funding strategies and vehicles.

Estate Planning

You make every effort to provide for your family while you are alive. Our goal is to ensure their security when you are not around. We will:

- Customize a plan to ensure your assets pass to whom you wish, when you wish, and how you wish in the most tax effective manner.
- Incorporate the ever changing estate law into your plan and monitor for changes both from a personal perspective and, working with your attorney, from a tax perspective.

For more information, contact Michael Gottstein at 212.331.7656 |mgottstein@BerdonFundServices.com