

MANAGEMENT COMPANY ADMINISTRATION

Ultimus LeverPoint Private Fund Solutions provides a comprehensive suite of Management Company administration to clients of all sizes. Our services provide the appropriate accounting solutions required to support a complete solution or to supplement an internal team, providing Management Companies of all sizes the resources needed to support an in-house accounting team.

At Ultimus LeverPoint Private Fund Solutions, we are dedicated to helping our clients keep pace with the constantly changing market demands, while providing quick solutions to new challenges. With a comprehensive suite of services to assist Management Companies of all sizes, types and structures, Ultimus LeverPoint provides significant insight into industry standards and best practices.

An Extension of Your Team

Outsourcing Management Company services to Ultimus LeverPoint, reduces the resources you need to support an in-house accounting team. When you outsource to our team of experienced professionals, we function as your accounting staff, effectively handling the day-to-day operations of your firm.

Ultimus LeverPoint Servicing Capabilities

- ▲ We service Management Companies from sub-ten employees to over 200 employees.
- ▲ Our foundation is built to provide and support a complete turnkey solution or to assist your internal team with a service offering that meets the firm's needs.
- ▲ We handle much of the third-party communications that typically take the time of CFOs and General Partners, working closely with vendors and auditors.

We provide management company services for:

- ▲ Private Equity
- ▲ Venture Capital Funds
- ▲ Real Estate Funds
- ▲ Fund of Funds
- ▲ Credit Funds
- ▲ Hedge Funds
- ▲ Buyout Funds

Our culture is focused on being accurate, responding quickly, and going the extra mile for our clients.

Our Professionals

The Management Company administration services are performed by a team of highly qualified professionals, separate from the Fund accounting team. The team of associates work seamlessly with the CFO, Controller and in some instances, directly with the General Partners to set up the best operating model and schedule of deliverables for the firm. In addition, the team will maintain a high level of communication throughout the engagement, including weekly team status calls, and reviews of deadlines and objectives.

Accounting

- ▲ Establish and maintain a general ledger for the Management Company Entity
- ▲ Process Accounts Payable
- ▲ Process Accounts Receivable and Portfolio Company Receivables
- ▲ Process Time & Expense Reimbursements
- ▲ Prepare all journal entries on a monthly basis
 - Depreciation Entries
 - Accrual Entries
 - Deferred Revenue
 - Allocations
- ▲ Process payroll through a third-party provider
- ▲ Bank reconciliation of intercompany settlements
- ▲ Management fee invoicing
- ▲ Monitoring fee invoicing

Reporting

- ▲ Weekly cash balance and activity reporting
- ▲ Unaudited Financial Statements
- ▲ Financial Statement Workbook
- ▲ Audited Financial Statements
- ▲ Budget to actual reporting

Treasury

- ▲ Prepare and review outgoing bank wire and checks
 - Accounts Payable
 - One off payments
- ▲ Perform OFAC procedure for all wire/checks prepared prior to execution
 - Account Payable
 - One off payments

Other Services

- ▲ 1099/1096 Reporting
- ▲ Commercial Rent Tax Filings
- ▲ Sales tax filings

▶ *At Ultimus, we understand that each asset manager has unique business circumstances. Therefore, even if your fund has a highly complex structure, we have the professionals, processes and systems in place to adapt to your needs and can provide you with operational excellence and superior customer service.*

**Please contact us today at inquiry@ultimusleverpoint.com or 888.673.8964
www.ultimusleverpoint.com**

