

## FUND OF FUNDS ADMINISTRATION

*Ultimus LeverPoint Private Fund Solutions is a leading boutique Fund Administrator, providing expertise in accounting and investor services to Private Equity clients. We are dedicated to service excellence, using industry expertise, paired with exceptional client service, to deliver a suite of solutions to support your fund's needs.*

Ultimus LeverPoint provides you with a comprehensive suite of services that can increase efficiency and introduce best practices while reducing operating costs. Our team of experienced professionals provides high quality, customized solutions to fund managers. We provide a high level of flexibility ensuring that your needs are met in a timely manner.

Partnership accounting is not an automated process, and can be tedious and complex. Whether your fund is a start-up or well-established structure, outsourcing your Fund Administration to Ultimus LeverPoint will allow you to focus on fundraising and deal sourcing, while knowing that the back-office is being handled by experienced professionals with a high level of client satisfaction and customer service.

### Providing services for:

- ▲ Funds of Funds & General Partnerships
- ▲ Private Equity Funds
- ▲ Buyout Funds
- ▲ Venture Capital
- ▲ Real Estate Funds
- ▲ Special Purpose Vehicles
- ▲ Blocker Entities
- ▲ Co-Investment Entities
- ▲ Credit Funds

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

## Our Professionals

The professionals at Ultimus LeverPoint are recruited through a rigorous selection process, trained via our extensive in-house programs, and exhibit strong technical skills and capabilities. Our culture focuses on being accurate, responsive, and outperforming client expectations. Our associates support fund managers as they navigate investment, regulatory, and operating challenges by ensuring we have the proper internal controls, appropriate technology solutions, and people that understand your unique business and operating requirements, so the client's focus and resources can remain on managing portfolio investments, product development, and capital raising.

## We are Process Driven

Our organization is process driven, with comprehensive written policies and procedures to guide our accounting and reporting activities. These processes have been constructed to ensure operational excellence and quality control throughout every aspect of our operating model. Our adherence to these procedures is documented in our comprehensive SSAE18 SOC 1, Type II audit report, which is completed by Ernst & Young Global Limited on an annual basis. As a result, we consistently deliver quality work on a timely basis.

## Partnership Accounting Services

Ultimus LeverPoint provides full-service capabilities, combined with customized accounting and administration solutions to managers of various sizes and strategies, which allows us to handle complexities that may be too challenging for some administrators.

### Partnership accounting services include:

- ▲ Review and Interpret Partnership Agreements
- ▲ Maintain General Ledger
- ▲ Capital Calls Calculations
- ▲ Distributions Calculations
- ▲ Management Fee Calculations and Allocations
- ▲ Preparation of Carried Interest Calculations
- ▲ Preparation and Maintenance of Realized and Unrealized Waterfall Models
- ▲ Preparation of Quarterly Financial Statements and Partner Capital Account Statements
- ▲ Preparation of Annual Financial Reporting, including supporting work papers and capital account schedules
- ▲ Track Underlying Fund Portfolios
- ▲ Gross and Net IRR Calculations
- ▲ Distribution of Investor Correspondence
- ▲ Maintenance of Investor information (contact/addresses/wire info)
- ▲ Cash Reporting Activity
- ▲ Treasury Services:
  - Coordinate the setup of bank accounts
  - Administer online portals
  - Ability to work with multiple institutions
  - Input/review wires as directed
  - Perform OFAC
- ▲ Bank Account Reconciliation
- ▲ Audit Liaison
- ▲ 1099 Preparation
- ▲ Tax Services
- ▲ ILPA Reporting

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

**Please contact us today at [inquiry@ultimusleverpoint.com](mailto:inquiry@ultimusleverpoint.com) or 888.673.8964  
[www.ultimusleverpoint.com](http://www.ultimusleverpoint.com)**

