



## CLIENT ACCOUNTING & ADVISORY SERVICES (CAAS): FUND ADMINISTRATION

The Whitley Penn Fund Administration team offers an array of accounting services designed for investment fund clients. Our focus is primarily accounting-based, preparing financial reporting and calculating distribution waterfall allocations. However, we can also serve as an investor relations team, managing communications with the fund's limited partners. Whatever the service requirements, our Fund Administration team addresses the unique needs of an investment fund.

### SERVICES OFFERED

- » General ledger fund accounting maintenance
- » Financial reporting
- » Quarterly and annual fund financial statements including:



BALANCE SHEET



INCOME STATEMENT



CASHFLOW STATEMENT



STATEMENT OF CHANGES IN NET ASSETS



SCHEDULE OF INVESTMENTS



CAPITAL ACCOUNT ANALYSIS

## SERVICES OFFERED CONTINUED

- » Investor reporting
- » Quarterly and annual investor reporting including:
  - » Investor capital walk
  - » Commitment balance including inception-to-date funded and unfunded balances
  - » Distributions summary
- » Capital call calculations and contribution funding tracking
- » Distribution waterfall and hypothetical liquidation calculations
- » Fund management fee calculation
- » Investor relations management
- » Investor request maintenance
- » Performance analysis and return ratios
- » Future projection estimates and scenario calculations

## HOW WE ADD VALUE

Our team plays a crucial role in managing the complex and time-consuming tasks involved in investment fund management. By partnering with Whitley Penn, you and your business can benefit from streamlined operations, reduced costs, and improved risk management. Moreover, the team can provide valuable insights and recommendations to help clients make informed decisions and achieve their investment objectives. Whether it's a start-up hedge fund or a large private equity firm, a reliable and efficient fund administration team can be an asset to any client looking to maximize their returns and minimize their risks.

## THE WHITLEY PENN DIFFERENCE

Whitley Penn is the 37<sup>th</sup> largest firm in the nation based on 2023 rankings in *Accounting Today*, 37<sup>th</sup> in the nation based on the 2022 rankings in *INSIDE Public Accounting's* "Top 100 Firms", and one of the fastest growing firms in the nation. We have an extensive team of experienced audit, tax, consulting, and valuation professionals that we will be able to draw upon as needed.

We are service oriented, and we will exceed your expectations. We believe in and understand the difference between deadlines versus guidelines and will do everything possible within our process constraints to meet and exceed your expectations.



### CONTACT US

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