

AREA	LAUNCH	ONGOING
<b>ENTITY FORMATION</b>	<ul style="list-style-type: none"> <li>• Business registration, local licensing and Operating Agreement (work with legal counsel)</li> <li>• Identify and onboard IT Service Provider</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure adherence to terms of Operating Agreement</li> <li>• Manage vendor relationships, review and reconcile contracts</li> </ul>
<b>BOOKS AND RECORDS</b>	<ul style="list-style-type: none"> <li>• Identify and onboard Accounting firm for tax return preparation</li> <li>• Set-up accounting software, establish chart of accounts, map financial statements and create initial vendor list with W-9 support</li> <li>• Build monthly budgeting and reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of financial statements and supporting workpapers</li> <li>• Reconcile intercompany accounts with General Partner and Funds</li> <li>• Coordinate and supervise preparation and filing of annual tax return and Form 1099's</li> <li>• Annual budget and cash projections</li> </ul>
<b>BANKING AND LENDING</b>	<ul style="list-style-type: none"> <li>• Establish bank accounts, authorized signatories and navigate KYC process</li> <li>• Assist with opening working capital line, if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Manage banking relationship</li> <li>• Manage working capital line draw-downs, repayments and required reporting, if applicable</li> <li>• Manage cash flow and treasury functions</li> </ul>
<b>PAYROLL, BENEFITS, AND CORP. INSURANCE</b>	<ul style="list-style-type: none"> <li>• Identify and onboard payroll service provider and health insurance provider/PEO</li> <li>• Establish formal written policies and procedures related to accounting and control, T&amp;E and HR</li> <li>• Onboard employees</li> <li>• Review and advise on D&amp;O and Corp. insurance selection</li> <li>• Assist in selection of 401(k)/Profit Sharing plan</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll processing, support and reconciliation</li> <li>• Onboard new hires, send offer letters, run background checks</li> <li>• Review and advise on benefit renewal and 401k (annual)</li> <li>• Review and advise on D&amp;O and Corp. insurance renewal (annual)</li> </ul>
<b>TREASURY – PAYMENTS AND BILLING</b>	<ul style="list-style-type: none"> <li>• Identify bill pay software, if desired</li> <li>• Implement T&amp;E software (e.g., Tripsoftware) and T&amp;E procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Code and pay all invoices</li> <li>• T&amp;E processing</li> <li>• Invoicing for expense reimbursement</li> </ul>
<b>COMPLIANCE</b>	<ul style="list-style-type: none"> <li>• Identify and assist with Compliance Consultant selection upon registration with the SEC</li> <li>• Implement Compliance Manual and Code of Ethics</li> <li>• Help manage initial ADV and related filings</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with ongoing compliance requirements</li> </ul>