#### SERVICES OVERVIEW

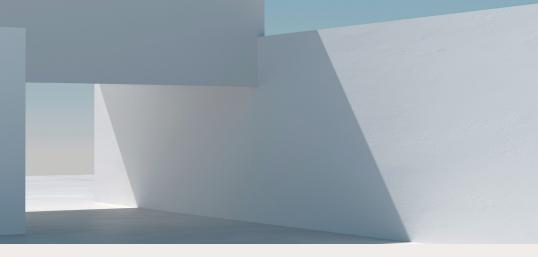


## Live more, worry less with HomeBase



FINANCIAL ADMINISTRATION LEGACY PROTECTION REPORTING

HomeBase is a multifamily office exclusively available to select clients of Cozen O'Connor's Private Client, Trusts and Estates group. Blending personalized white-glove service with premier tools, offerings and technology, we unify, clarify and safeguard clients' interests so they can enjoy more, experience more and impact more – all while worrying less.



**Financial Administration** 

### Access personalized white-glove services that make every aspect of your financial life easier.

#### YOUR CHALLENGE:

You're overwhelmed with the administration of your alternative investments portfolio

You're managing a seemingly endless number of bills, investments and bank accounts

You have a number of trusts and are challenged with the complexity of administering them

#### How We Can Help

#### **Alternative Investments**

- Complete subscription agreements on behalf of client and maintain KYC information
- Record and maintain investment history (capital calls, distributions, IRR, remaining commitments)
- Monitor delivery of K-1 statements

#### **Bill Pay**

- Open and maintain a bill pay account at HomeBase
- Dual review invoice process and customized approval rules
- Track invoices and due dates
- Maintain vendor details and history

#### **Custody Services**

- Efficiently open new accounts through the HomeBase omnibus custody account at Fifth Third Bank
- Custodial services for eligible securities (cash and marketable securities) to be managed by client investment advisor

#### Financial Administration (continued)

### How We Can Help

#### **Foundation Administration**

- Open and maintain a Foundation account at HomeBase
- Monitor cash needs for pledges
- Initiate donations directed by authorized representatives of Foundation
- Maintain log of all donations, and track receipt of tax letters from donees
- Monitor annual distributions for IRS compliance

#### **Insurance Trust Administration**

- ✓ Open and maintain a Trust account at HomeBase
- Maintain and update insurance schedule
- Payment of insurance premiums
- Prepare and send Crummey Letters
- Maintain record of all gifts made to Trust

#### **Intra-Family Loans and Leases**

- Coordinate loan and rent payments for intra-family transactions
- Provide accurate reporting of all income and expenses associated with such transactions

#### **Medical Expense Reconciliation**

- Analyze and document the benefits under health insurance plans
- Monitor plan deductibles
- Reconcile bills against insurance company explanation of benefits
- Provide a year-end report of all medical expenses that may be deductible for income tax purposes

#### **Payroll Services**

Oversight and administration of staff payroll

#### **Project Management**

- Proposal comparison and analysis
- Track expenditures to budgets
- Provide cost basis data

#### **Rental Property Administration**

- Open and maintain a bank account at HomeBase for rent payments and a separate interest-bearing account for security deposits
- Monitor and track rental payments
- Payment of property related expenses

#### Legacy Protection

# Make us the first line of defense for your interests and legacy.

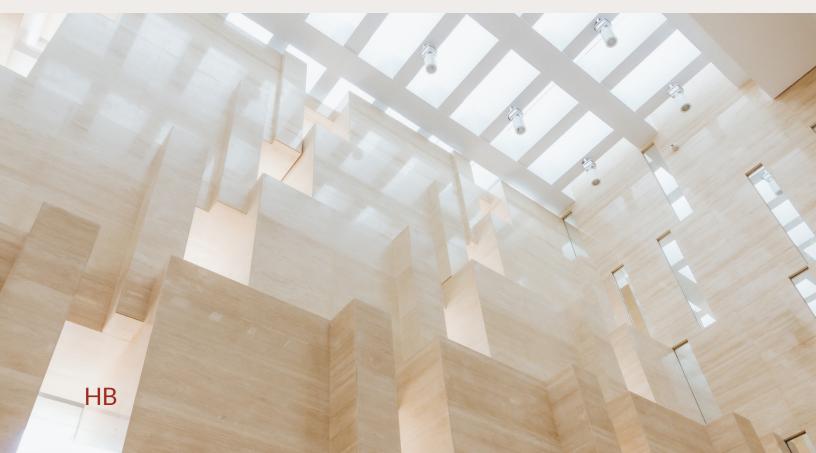
#### YOUR CHALLENGE:

You find yourself concerned about the security of your interests and legacy

#### How We Can Help

#### **Cybersecurity and Risk Management**

- Cybersecurity program development
- Cyber vulnerability testing and risk assessment
- Audits
- Employee training



## Tap into premier technology and tools that give you a complete, integrated view of your assets.

#### YOUR CHALLENGE:

You lack clarity on where your wealth stands – and what it costs to support it

#### How We Can Help

#### **Customized Reporting**

- Budgets, including cash flow and liquidity needs
- Alternative investment reporting (capital calls, distributions, IRR, remaining commitments, etc.)
- Aggregated financial reporting

#### **Total Wealth Portal**

Customizable portal with the following features:

- Aggregation of a client's information across all asset classes, entities and family members
- Document Vault
  Easily access, download and upload documents such as passports, vaccination cards, insurance documents and K-1s
- Mobile app for 24/7 access

## We manage complexity. So that you can live with confidence and clarity.

Get in touch for a confidential conversation about how HomeBase can help unify, clarify and safeguard your interests. You can also contact your Cozen O'Connor estate attorney directly.

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