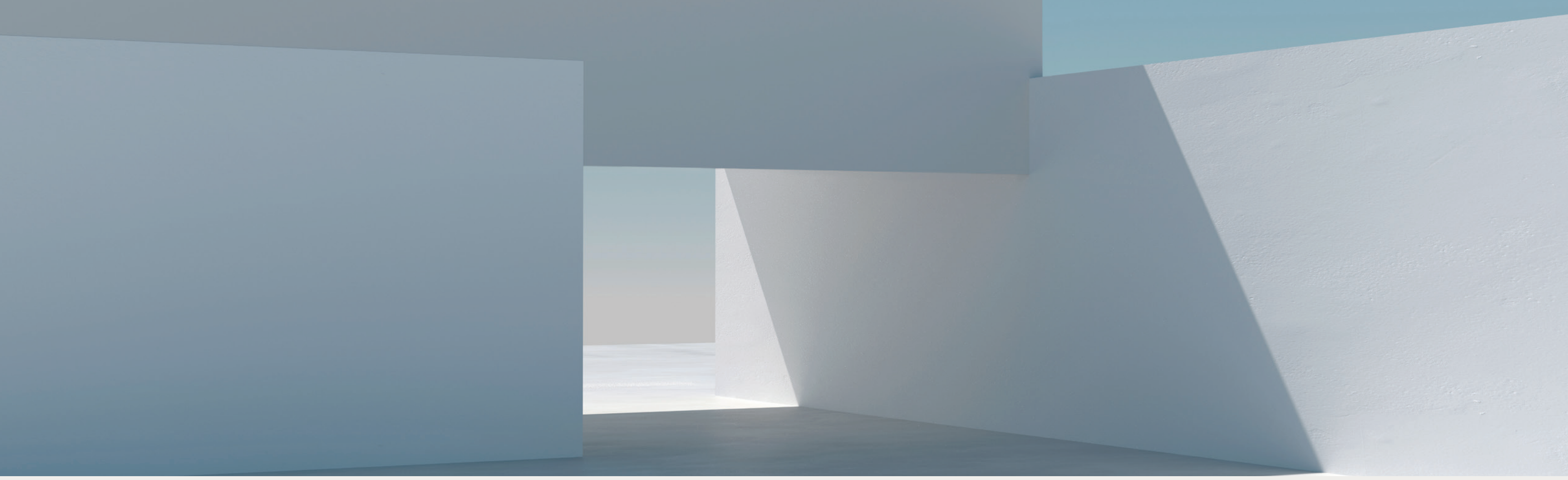
Live more, worry less with HomeBase

HOMEBASE
The Family Office @ Cozen O'Connor

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

- ✓ Establish and oversee dedicated bill pay account
- ✓ Dual review invoice process and customized approval rules
- ✓ Track invoices and due dates
- ✓ Maintain vendor details and history

Concierge Services

- ✓ Identify and coordinate private aviation solutions
- ✓ Household management, including the development of preferred vendor lists, management of home services, and oversight of seasonal maintenance schedules
- ✓ Property insurance administration, including scheduling annual policy reviews, managing premium payments, and assisting with claims processing

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How We Can Help

Foundation Administration

- Establish and oversee a Foundation account for purposes of processing grants and making donations
- 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
- Employ key personnel, including Executive Director and Grants Administrator
- Prepare agendas and minutes for board meetings

Insurance Trust Administration

- Establish and oversee a Trust account for receipt of gifts and payment of premiums
- 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

- Establish and oversee a bank account 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

Single-Family Offices / Family-Owned Businesses

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

Individuals / Families

- ✓ Assess cybersecurity needs
- ✓ Respond to data breaches and cyber attacks
- ✓ Ongoing monitoring of personal and home devices and digital footprint (via third-party strategic partners)

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
- ✓ Personalized net worth dashboard and global wealth map
- ✓ Document Vault
- ✓ 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.

215.665.4657 | homebase@cozen.com

HOMEBASE
The Family Office @ Cozen O'Connor

ONE LIBERTY PLACE
1650 MARKET STREET, SUITE 2800
PHILADELPHIA, PA 19103