

Oakpoint Advisors offers a customized, integrated operational platform for alternative investment managers. Oakpoint Manager Services allows managers to direct 100% of their focus to the investment process and generating alpha. The platform offers access to a seasoned team for a fixed cost, creating stability and allowing the manager to maintain equity.

We believe that in today's capital raising environment, having robust non-investment functions are critical to the success of every investment manager. Oakpoint's team has a proven track record of executing on fund launches, creating a strong accounting and operational backbone, responding to investor due diligence requests, and helping develop compliance policies. Together, our capital platform and manager services bring a compelling and comprehensive structure and approach to partnering seed capital providers with new and emerging asset managers.

## FUND ACCOUNTING

### Hedge Fund Accounting

#### Full shadow accounting of administrator

- Produce daily portfolio pnl and holdings report
- Prepare realized and unrealized pnl for tax planning
- Process corporate actions

#### Review and approve monthly NAV from administrator

- Pnl reconciliation
- Position reconciliation
- Cash reconciliation
- Review management and incentive fee accruals
- Reconcile capital contributions and withdrawals
- Review dividend withholdings & payments
- Verify pricing of portfolio securities between manager and administrator

#### Prepare month-end performance reporting

#### Attribution analysis (detail)

#### Swap unwinds/resets/settlements and payments

#### Coordinate and manage audit process

- Draft financial statements or
- Review administrator financial statements and footnotes

#### Prepare annual tax estimates

#### Review accountant prepared tax returns and investor K-1s

#### Tax forms: W-9, W-8BEN, W8-IMY

#### Tax estimates

#### 1042 Filings

#### Collaborate to draft and implement a formal valuation policy

#### Distribute K-1s and audited financial statements

## HEDGE FUND OPERATIONS

### Fund Operations

#### Liase with prime broker/trading counterparties/third parties

- Monitor bank accounts
- Review and reconcile trade breaks
- Margin monitoring
- Collateral monitoring/cash movement
- Review service fees

#### Resolve trade breaks for all funds and SMAs

#### Coordinate all trade corrections

#### Prepare and distribute daily/monthly reports

- Exposure by country, currency, sector, long/short as needed
- Risk reports
- Create position files to feed Bloomberg and trading systems
- Conduct portfolio and position level liquidity analysis

#### Review and process fee payments

- Management Fees
- Administrator Fees
- Audit Fees
- Legal Fee

#### Manage subscription & redemption cash movement

#### Middle office support for trading

#### Reporting on pay-to-holds and short positions

- Manage short locates and stock lending program

#### Separate account reporting

#### Prepare adhoc performance and attribution for marketing team

#### Service provider analysis

#### Manage brokerage relationships

### Treasury Services

#### Monitor cash balances

#### Implement robust cash controls

#### Confirm and reconcile wire transfers

#### Review and input or authorize wire release

### Marketing Support

#### Prepare performance estimates

#### Update presentations

#### Create and update DDQ's

#### Produce investor performance reports

#### Manage database performance reporting

#### Maintain and update monthly tearsheet

#### Data support for preparation of investor communications

#### Track all monthly data over time

- Returns, AUM, exposures, etc.

#### Participate in due diligence meetings as requested

- Follow up on requests from due diligence meetings

**Tom Scully**  
Chief Financial Officer

tscully@oakpointadv.com | 203-984-1448

www.oakpointadv.com

**Oakpoint Advisors**

100 South Ashley Drive, Suite 1130

Tampa, FL 33602

## MANAGEMENT COMPANY

### *Investment Advisor Accounting*

**General ledger accounting****Management fee billing**

- Hedge fund
- Separate accounts

**Review and accrue incentive fees****Track marketing fee payments****Budgeting**

- Create and maintain monthly and annual budgets
- Maintain short term cash flow forecasts
- Managing member personal tax estimates and returns

**Brokerage reporting/commission management**

- Broker commission reporting
- Soft dollar reporting
- Soft dollar payments

**Bank reconciliations****Credit card reconciliations****Accounts payable**

- Review and process vendor payments
- Design procedures for check signatures and controls

**Review and manage fixed assets****Prepare unaudited financial statements for internal use****Manage audit of investment advisor****Prepare and distribute vendor 1099s****Coordinate tax returns with client's tax advisor****Review insurance coverages**

- D&O or E&O insurance - manage renewals

**Develop human resources management function**

## COMPLIANCE

### *Regulatory and Compliance*

**Regulatory filings**

- Form D filings and updates
- Form ADV Part 1&2
- Form 13F
- Form PF
- FATCA filings and compliance (liaise with counsel)
- FBAR filings

**Review compliance manual****Evaluate CPO/CTS and general CTFC registration or exemptions****Perform due diligence on service providers****GIPS compliance and reporting****Employee trade reporting****Evaluate and implement electronic communication archiving****Compliance administration**

- Review annual compliance report
- Employee ethics and compliance manual certifications
- Manage annual and quarterly employee holdings review and certification
- Monthly or quarterly compliance call with senior management
- Collect information to complete and update Form ADV
- Develop and test business continuity plan
- Develop and test cybersecurity plan
- Maintain restricted list
- Review valuation policy

## BUSINESS CONSULTING

### *Strategy Consulting*

**Fund positioning consulting****Develop capital raising strategy****Investor level consulting****Service provider vetting and selection****Trading process and workflow****IT infrastructure and buildout**

### *Investor Relations*

**Track all investor communication and correspondence****Maintain a robust CRM database of investors****Administer the calendar of events**

- Conference calls
- Meetings

**Generate a detailed IFR (Investor Fund Relationship) Report**

- Helps the manager understand the breath of marketing efforts
- Investor feedback on the fund and investment team

**Develop and distribute marketing materials**

- Marketing presentation
- Monthly investor update
- Investor letters
- Other supplemental fund materials

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