



FUND ADMINISTRATION SERVICE PROPOSAL

Presented by: Glenn G. Baker, CPA, MBA



*Established in 1998, **Globe Matrix Consulting** is a boutique firm focused on providing Fund Administration services, financial management support services to venture-backed portfolio companies and to entrepreneurial start-ups. Since inception, we have worked with 50+ entrepreneurial companies in Boston, New York and San Francisco. GMC's premium service model is based on direct access to industry experts, robust quality controls and innovative technology.*

▶ Private Equity/Venture Capital Fund Administration:

Our proven service model allows you to remain focused on what you do best!

Our solution encompasses all aspects in a Funds' investment life, including:

- Consultation during the fund formation process
- Assistance with investor onboarding and Fund Closings
- Fund Accounting and Reporting Services including allocations and maintenance of Waterfall
- Capital call and distribution preparation
- Investment portfolio tracking and reporting
- Preparation of tax workbook for processing tax return and K-1s
- Coordinating fund audit and valuation process
- Accounting for the fund's general partnership and management company
- Fund Financial Modeling to address performance – valuation & exits, IRR – Fund &LP, waterfall and distributions, etc.
- Cash Management and Treasury Services



► Fund Administration Services

ACCOUNTING	FUND	GENERAL PARTNER	OTHER INVESTMENT VEHICLES
Maintain general ledger	✓	✓	✓
Monthly and quarterly close processes			
Record cash and all transactional activity	✓	✓	✓
Transactional Activity Includes:			
Capital Calls and Track Payments	✓	✓	✓
Distributions	✓	✓	✓
Management Fees	✓	✓	✓
Vendor Payments - i.e. Audit/Tax , legal, Consulting	✓	✓	✓
Partners Capital Accounts:			
Allocation of Income/Expenses based on LPA	✓	✓	✓
Contributions	✓	✓	✓
Distributions	✓	✓	✓
Waterfall Model	✓	✓	✓
Remaining Commitments	✓	✓	✓
Transfers of Interests	✓	✓	✓



▶ Fund Administration Services (continued)

REPORTING	FUND	GENERAL PARTNER	OTHER INVESTMENT VEHICLES
Quarterly Financial Workbook:			
Financials without Footnotes - Balance Sheet, Income Statement, Partners Equity and Investment Schedule Maintenance of audit schedules	✓		✓
Quarterly Net Asset Value			
Quarterly LP Capital Account Statements	✓		✓
Annual Processes:			
Year End Audit work papers including full financial statements and management of audit process	✓	✓	✓
Year End Capital Account Statements	✓	✓	✓
Prepare cash basis financial statements and coordinate preparation of tax return and K-1s	✓	✓	✓
Manage independent tax review and filing of final returns	✓	✓	✓
Timely response to investor inquiries	✓		✓
Gross and net IRR Computation	✓		✓



▶ Fund Administration Services (continued)

OTHER	FUND	GENERAL PARTNER	OTHER INVESTMENT VEHICLES
1099 Preparation	✓		✓
Monitor cash forecasting for fund(s) and management company	✓		✓
Review of fund documents during fund formation	✓		✓
Management Company Accounting Services			

Private Equity Firms Served:

- ▶ *Medical Science Partners (backed by Harvard Medical School) ~ \$100M AuM*
- ▶ *Spectrum Equity Investors ~ Multi-Billion*
- ▶ *Huntsman Gay Global Capital ~ Multi-Billion*
- ▶ *Brook Venture Partners & Brook SBIC Fund ~ \$150M AuM*
- ▶ *Arctaris Income Impact Investors ~ \$325M AuM*
- ▶ *Valia Venture Partners – \$15M AuM – fund is in formation*



▶ A True Partner:

Establishing a long-term relationship centered on high-quality client service.

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Glenn has been involved in the private equity industry since 1997 and has broad experience in both fund administration and portfolio financial management. In the mid-late '90s, Mr. Baker served as Director of Finance for a Life Science Private Equity firm backed by Harvard Medical School. During his tenure, Mr. Baker developed the firm's Consulting Department. In 1998, he founded Globe Matrix Consulting as a spin-off of the Consulting Department. The initial focus of Globe Matrix Consulting was in providing accounting/finance services to incubators/start-ups funded by Private Equity firms. Services soon expanded, with Mr. Baker serving as Chief Financial Officer or Financial Strategist for several Private Equity firms and their Portfolio Companies. Services also expanded to working on turnaround engagements and with entrepreneurs to launch and scale their respective businesses.

Glenn earned a Bachelor of Arts from Hartwick College and an MBA in International Business and Entrepreneurship from Thunderbird School of Global Management.