

## CLIENT ACCOUNTING & ADVISORY SERVICES (CAAS): **FUND ADMINISTRATION**

The Whitley Penn Fund Administration team offers an array of accounting and investor relations services designed to meet the specific needs of investment fund clients. Our focus is primarily accounting based, generating financial reports and calculating investor allocations. We also provide investor relations services to help manage communications with the limited partners of the fund.

### ONGOING SERVICES



#### **FUND ACCOUNTING SERVICES**

- » General ledger fund accounting maintenance
- » Financial statement preparation
- » Investor capital allocation computation
- » Capital call contribution and unfunded capital balance calculation
- » Distribution waterfall and hypothetical liquidation calculation
- » Management fee calculation



#### **INVESTOR RELATIONS SERVICES**

- » Investor document retention and contact management
- » Limited partner request and audit confirmation completion
- » Investor reporting and communication management
- » Virtual data room and investor portal administration

## AS NEEDED SERVICES

Alongside the recurring fund services, the Fund Administration team also provides ad hoc financial consulting services to help clients analyze performance and visualize success in their businesses.



### FINANCIAL CONSULTING SERVICES

- » Performance analysis and returns ratio computation
- » Projection estimates and alternative scenario comparison

## THE WHITLEY PENN DIFFERENCE

Whitley Penn is the 35<sup>th</sup> largest firm in the nation based on 2024 rankings in *Accounting Today*, 35<sup>th</sup> in the nation based on 2024 rankings in *INSIDE Public Accounting's* "Top 100 Firms", and 20<sup>th</sup> in the nation based on 2024 - 2025 rankings from *VAULT ACCOUNTING 25*. We have an extensive team of experienced audit, tax, consulting, and valuation professionals that we will be able to draw upon as needed.

The primary mission of Whitley Penn is to be a partner with our clients by providing an unmatched level of high quality service. Focusing on this mission ensures consistent improvement as we diversify and grow our client-base, service offerings, and people. We live out our mission as we learn, innovate, and succeed by sharing knowledge, embracing diversity, and working together.



### CONTACT US

**Katie Peck, CPA**

Managing Director | Fund Administration  
Client Accounting & Advisory Services

 [Katie.Peck@whitleypenn.com](mailto:Katie.Peck@whitleypenn.com)  469-776-3530