

ARTISAN INVESTOR SERVICES, LLC

Summary of Retainer Services

We provide full service financial management to institutional investors of all types ~ including endowment funds, foundations and retirement plans ~ at the "fund in total" level. This eliminates the need for the fund sponsor to maintain an in house staff for this function. At the same time, it reduces the fund sponsor's reliance on consultants. Key services include the following.

Conduct asset allocation studies

Develop portfolio strategy

Prepare written investment policy

Allocate fund assets according to approved investment policy

Monitor the portfolio and rebalance to target allocation

Calculate fund investment performance

Prepare quarterly financial reports and an extensive annual report

Assist the client in selecting the following service providers

- Investment managers and/or mutual funds •
- Performance measurement service •
- Actuaries and other consultants •
- Trustees and/or custodians •
- Independent auditors •

Manage all professional services to the portfolio

- Manager of investment managers •
- Manager of consultants •
- Manager of trustees •

Collaborate with all service providers on client's behalf

Assist the client in developing portfolio financial controls

Prepare operating budgets, cash flow analysis and other financial projections

Conduct special analyses of the investment portfolio

Assist the client in developing appropriate fiduciary governance structures

The preceding are representative of the professional services provided to clients.

Please call for additional information.

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