



CONSTELLATION  
ADVISERS, LLC



## OPERATIONAL CONTINUITY SERVICES

Dear Clients:

We hope that you and your respective families are healthy and safe. As you know, we recently gave all of our employees the option to work remotely. Most have decided to do so and we are happy to report that all are healthy and well.

Today, we wanted to reach out and remind you of our operational continuity support services. Should you or any of your service providers experience challenges or unscheduled personnel leave, we have the ability to slot in and help you maintain continuous operations.

As our client, you are familiar with how we function as an extension of your business providing a high touch level of support. However, you may not be aware that Constellation functions as an interim CFO, CCO and COO continuity team for Hedge Funds, Private Equity, Real Estate, Multi-Family Offices, RIAs, Foundations, Endowments, and other alternative and traditional investment managers.

We understand that your biggest asset is your people. When key personnel are unable to carry out their respective functions, it is critical for business continuity purposes to be ready with an immediate transition plan to ensure the continuous operations of your firm.

We are well positioned to drop in at a moment's notice. We are here if you need us.

## AREAS OF EXPERTISE

### ACCOUNTING & CFO SUPPORT

- Assume interim CFO or Controller Function
- Management Company / General Partner Accounting
- Fund Accounting & Administrator Oversight
- Shadow NAV / IRR Calculations
- Financial Control
- Monthly / Quarterly Financial Positions & Reconciliations
- Review of Fund Tax Returns & K-1s
- Audit Liaison

### MIDDLE OFFICE & COO SUPPORT

- Assume interim COO or Trade Operations Support Function
- Shadow NAV & Middle Office Support Services
- Trade, Cash & Positions Reconciliations
- Performance Analytics
- Real Time Positions and P&L Reporting
- Trade Capture & Allocation
- Collateral & Multi-Currency Cash Management
- Portfolio Pricing Verification
- Corporate Actions

### REGULATORY & COMPLIANCE

- Assume interim CCO or Compliance Support Function
- Regulatory & Compliance Oversight, Ongoing Maintenance
- Annual Review
- Employee Trade Surveillance & Monitoring
- Electronic Communication Monitoring
- Compliance Program Testing
- Regulatory Filings
- Regulatory Examinations Support (SEC, NFA/CFTC)

***If you have any questions or need assistance, please contact us at [webmail@constellationadvisers.com](mailto:webmail@constellationadvisers.com).***

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