



Simon Quick Family Office Services

Providing You With Enhanced Support



Since our inception in 2004, Simon Quick has been dedicated to serving the needs of high-net-worth families.

Our suite of family office services was designed with our most complex clients in mind, providing you with enhanced support that is customized to your needs.

Our Family Office service offering focuses specifically on bill pay, accounting, and risk management services to streamline your financial life, ***giving you the freedom to spend your time on what matters most to you.***





Increased Accuracy and Insight

The Simon Quick team starts by getting connected to all your accounts so that they can track your inflows and outflows, which are reported on monthly. The team will reconcile your bank and credit card accounts each month so that you'll never have to ask, 'where is all my money going?' again.

When tax time comes around, our detailed records will make the process go much more smoothly. We'll send your CPA detailed reports that will enable him or her to prepare your return more quickly. Our Family Office team acts as an additional set of eyes on your yearly transactions to confirm that your tax preparer has it right. Once your returns are prepared, our team will ensure all necessary payments are made so that you can have a pleasant and stress-free tax season – imagine that!

Consolidate & Centralize Your Spending

As your life gets more complicated it can seem as if there is always another bill, vendor, or service provider that needs to be paid. When you retain the Simon Quick team to handle your bill paying needs, we will implement multiple layers of control, to ensure that they are processed correctly. Our process and controls enable us to identify inconsistencies and bring them to your attention

When the Simon Quick team is handling both your accounting and recordkeeping as well as your bill-pay needs, we gain greater insight into your day-to-day spending requirements because we see how much money is being spent and where it is going. The team will make sure that you have cash available so that you won't have to worry about automatic payments being covered, or how much money is in your checking account.



Peace of Mind

As your trusted advisor, we pride ourselves on knowing you as an individual or family. We believe that better relationships lead to better outcomes. The deep-rooted relationship we build with you allows us to better collaborate with all the professional service providers in your life, creating a dedicated web of professionals who understand you.

With our Family Office services, the Simon Quick team offers a comprehensive range of services that both mitigates risks and identifies opportunities. Family Office services are available to Wealth Management clients of Simon Quick whose asset level and complexity requires an added level of service. The grids on the following pages provide more specific information on the available services. These services may be available a la carte, depending on each client's unique situation.



Our Family Office Service Approach

Simon Quick Advisors take a unique seven-pronged approach to simplify and streamline your complex financial ecosystem.



1. CFO Services

Complex families need a CFO to handle daily activities and organize and interpret financial information to drive informed decisions.



2. Tax Strategy & Planning

Maximize your savings and minimize your tax burden with tax sensitive strategies & planning services.



3. Estate Planning

Crafting a lasting legacy as you intended.



4. Philanthropic Planning

Achieving your charitable goals with purpose and values.



5. Risk Management & Insurance

Help provide peace of mind with our risk management and insurance review services.



6. Goals Based Planning & Investing

Tailor your financial plan and portfolio for a brighter financial future.



7. Lifestyle Advisory

Guiding you through unique challenges with ease.

1. CFO Services

+ Family Office

Service	Wealth Management	
Administration & Reporting Services	<ul style="list-style-type: none"> • Investment insights and commentary on macroeconomic and market conditions • Quarterly client performance reports • Custodial and LP statements • Administrative/reporting support, including assistance completing documentation related to investment activity 	<ul style="list-style-type: none"> • Full-service bookkeeping • Includes historical financial records: balance sheet, profit & loss, transaction reports/general ledger, cash flow, vendor reporting with all financial elements (homes, cash, non-investment related activity) • Complete and accurate personal/family financial statements
Treasury/Cash Flow Management	<ul style="list-style-type: none"> • Monitoring required cash for investments • Distributions based on client needs 	<ul style="list-style-type: none"> • Cash flow recommendations to meet all financial requirements, including personal lifestyle • See bill pay, bank and credit card reconciliations, and expense tracking
Bill Pay	<ul style="list-style-type: none"> • Occasional bill payments/ad-hoc payments 	<ul style="list-style-type: none"> • Payment of as many bills as needed • Complete internal controls: multiple approvals, dollar limits, new vendor reviews, as determined by the client • Customized reporting • Document retention for invoices
Bank and Credit Card Reconciliations	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Activity reviewed by family office team and recorded into records • Monthly reconciliation to credit card statements • Monitoring of checks written for stale dated checks, tracking unusual trends or inconsistencies to alert client to anomalies • Document retention for banking and credit card statements
Expense Tracking	<ul style="list-style-type: none"> • Tracking of spending habits and budget creation 	<ul style="list-style-type: none"> • Monitored by family office team; trends can be analyzed, and inconsistencies researched, budget development, and better-informed financial projections can be developed • Track spending by category and vendor for transparency
Wire Transfers	<ul style="list-style-type: none"> • As needed for all investment-related activity • Occasional/courtesy payments 	<ul style="list-style-type: none"> • Unlimited as needed

2. Tax Strategy & Planning

+ Family Office

Service	Wealth Management	
Tax Planning/ Compliance	<ul style="list-style-type: none"> • Coordinate with accountants and attorneys to develop proactive tax strategies and recommend tax-efficient investments • Consider tax consequences in investment decision making, and propose tax efficient vehicles • Send tax documents for Simon Quick investments to CPA • Prepare a summary of tax info and scenario analysis 	<ul style="list-style-type: none"> • Estimated tax planning – Coordination with accountant for tax liability projections utilizing accounting records • Timely payments of estimates and taxes due • Complete organization of tax documents and coordination with tax accountant on all financial records, gifts, and charitable contributions • Administration of tax notices/coordination with tax accountants • Tax analysis to identify tax anomalies, potential tax savings, and peer benchmarks
Entity Management	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Coordinating asset movement between multiple entities • All activity is maintained and reported on legal/ tax entity basis and consolidated as needed • Coordinate registered agent services via a trusted provider • Prepare annual state filing forms and fee payments
Payroll Processing & Tax Filing	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Household payroll processing • Payroll tax compliance and filings • Payroll document management • Coordination of workers compensation and disability insurance for household employees
Vendor W-9 Management & 1099 Filings	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Ensure IRS compliance on all contractor payments • Vendor management & engagement coordination (see lifestyle advisory) • Initial contract review, highlighting areas for legal review (see lifestyle advisory)
Real Estate Management	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Complete record keeping and accounting of real estate purchases • Tracking of real estate expenditures as capitalized assets or expenses • Maintenance of cost basis (for sale or exchange to determine gain/loss) • 1031 coordination • For small/low risk investment properties, tracking of rental income, lease increases, all expenditures, CAM, etc.

3. Estate Planning

+ Family Office

Service	Wealth Management	
Trust & Estate	<ul style="list-style-type: none"> • Coordinate with trust and estate attorneys to ensure plan is current and consistent with your investment plan • Summary and review of the current plan • Monitoring of applicable legislative changes • Beneficiary designations 	<ul style="list-style-type: none"> • Detailed accounting for each trust, including contributions and distributions • Detailed tracking and monitoring of gifts, annual and lifetime exclusion • Assistance with advanced directives
Next Gen Education & Planning	<ul style="list-style-type: none"> • Educate children, and other family members financial affairs and act as a resource for them on financial decisions 	<ul style="list-style-type: none"> • No change

4. Philanthropic Planning

+ Family Office

Service	Wealth Management	
Charitable Planning	<ul style="list-style-type: none"> • Advise on charitable giving, donor advised funds, and charitable trusts • Assistance defining and clarifying philanthropic goals and structuring implementation • Coordination with tax and estate planning professionals • Assistance with board governance policies and insight into private foundation management 	<ul style="list-style-type: none"> • Full accounting of charitable contributions (cash and investments) • Separate accounting records developed and maintained for charitable foundations as necessary • Includes payments with stated controls, tracking, and contribution letters (for charitable foundations)

5. Risk Management and Insurance

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Service	Wealth Management	
Life and Disability	<ul style="list-style-type: none"> • Life insurance analysis and summary of coverage • Discuss potential needs and identify options • Run life insurance gap analysis 	<ul style="list-style-type: none"> • Coordination of annual renewal process and review of coverage • Payment of premiums
Property & Casualty	<ul style="list-style-type: none"> • Property/casualty insurance review • Assistance with collectibles inventory, appraisals, and protection • Umbrella coverage 	<ul style="list-style-type: none"> • Full analysis on collectibles (valuation, inventory list, moving)
Health Insurance/ Medicare	<ul style="list-style-type: none"> • Planning for health insurance transitions • Guidance on when to enroll in Medicare 	<ul style="list-style-type: none"> • Assist with concierge medical needs and evaluate private medical offerings

6. Goals Based Planning and Investing

Service	Wealth Management	
Financial Projection	<ul style="list-style-type: none"> • Short term financial goals • Long term financial goals • Review current salary, bonus, employee stock options, retirement plans, etc. • Run projections using Monte Carlo analysis based on current and expected lifestyles, income sources, risk tolerance, and time horizon • Scenario analysis 	<ul style="list-style-type: none"> • Financial projections can be improved with detailed historical accounting records
Investments	<ul style="list-style-type: none"> • Design and maintenance of an Investment Policy Statement (“IPS”) • Asset allocation strategy based on IPS • Portfolio Construction • Investments held outside SQ • Concentrated stock or business exposure • Access to private investments 	<ul style="list-style-type: none"> • No change
Retirement Planning	<ul style="list-style-type: none"> • Analyze current retirement plans • Run projections to determine contribution rate • Review and advise on employer retirement plan options 	<ul style="list-style-type: none"> • No change
Social Security	<ul style="list-style-type: none"> • Assist with understanding options and timing for claiming benefits 	<ul style="list-style-type: none"> • No change
Liability Management, Debt Monitoring & Reconciliation	<ul style="list-style-type: none"> • Review mortgages/lines of credit and help restructuring and renegotiating more favorable terms, if needed • Assistance obtaining mortgages • Reconciliation of debt to statements • Monitoring margin-based credit lines, including allocation across shared family lines of credit • Monitoring interest rates on outstanding draws • Accurate personal/family financial statements available for obtaining debt, planning for marriage, etc. 	<ul style="list-style-type: none"> • No change

7. Lifestyle Advisory

+ Family Office

Service	Wealth Management	
Residency Consulting	<ul style="list-style-type: none"> • Analysis of residency change 	<ul style="list-style-type: none"> • Advise on change of residency and domicile • Residency tracking for state domicile • In depth consideration for estate planning implications • Assist with matters such as change of medical provider (see medical concierge), registrations, insurance, homestead exemption, declaration of domicile, etc.
Vendor Negotiations	<ul style="list-style-type: none"> • Access to SQ network of providers 	<ul style="list-style-type: none"> • Thoughtful contract review and negotiations based on client risk appetite • Liaise with client's legal counsel as needed
Document Management and Retention	<ul style="list-style-type: none"> • For investment related statements and notices 	<ul style="list-style-type: none"> • For investment related statements and notices, banking and credit card statements, invoices and other documents (e.g. third party contracts, real estate documentation, insurance policies, etc.)

We understand that all families are unique. Talk to your Simon Quick Advisor about which services would be most beneficial for your family's needs.

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