# Administrative solutions

Taking care of the operational details,
so you have time to focus on your mission.

## Transform your resource drain to a resource gain

Russell Investments understands that there is more to a well-run non-profit than just a well-managed investment program. That’s why we offer our Administrative Solutions in conjunction with our outsourced chief investment officer (OCIO) services.

Our Administrative Solutions are built on the knowledge that you need a holistic, flexible suite of services built to reflect your precise administrative needs and designed to work seamlessly with your existing processes and team. You choose as few or as many of our services as you need to ensure your day-to-day operations run smoothly, and we do the rest. Our team operates like an extension of your staff, and helps ensure that every detail is accounted for.

**Let us help.**

We know it’s critical to get your non-profit’s administrative and operational details right, but the time and resources you currently devote to this may be keeping you from more strategic, mission focused work.

Not sure which administrative service might best meet your needs? Here is a sample of some of the resource-hungry areas we can help with.

## Reporting and document management

### Board reporting made easy with a single, integrated report

With our Administrative Solutions, board reporting doesn’t have to be a grind. We will provide you with a single report that integrates all of your investment program’s assets, regardless of investment manager. We provide holistic investment performance reports and accounting statements, which can accommodate your legacy assets, and reflect the results of your total portfolio. Reports are available on-line to you, your staff, committee members, and auditors through our password protected client website, MyAccess.

### Reporting customized to your unique needs

In addition to consolidating your reporting, we can also provide customized reporting, based on the needs of your organization. Some of the customized reports we can provide include:

- Risk, spending, and liquidity reporting
- Integrated accounting and performance reporting for your legacy private or illiquid partnership managers
- Reporting on cap calls or private programs
- Reports that provide peer group analysis

Our dedicated team will work with you to make sure you have the information you need, when you need it, to best manage your organization.

### Avoid the audit merry-go-round: send your auditor directly to us

We have established a website dedicated to the needs of our clients’ auditors, where they can find, 24/7, important documents such as annual accounting statements, audited financials, underlying fund holding reports and SOC 1 reports. Your auditor will also have direct access to your account executive. And when you get a new auditor, you won’t lose valuable time onboarding the new relationship; we will provide them with the educational support they need to effectively leverage our audit services.

## Supporting your donors

Fundraising is the lifeblood of most non-profits, and we want to ensure that your donors have confidence in the stewardship of their gifts. We are available to help design material which clearly represents the investment program in terms the donor understands and assist in discussions with major donors as needed. We can also support your donors through our administrative solutions.

### Keep track of and report on each and every detail

The needs of each donor are unique, and we understand that if you have donor advised funds, chapters, sub-accounts, subsidiaries, or distinct departments, you may have unique reporting, tracking and communications needs. We can help you with that. We can:

- Create a customized website that will allow you to track, manage, allocate, and report on the investment details at the donor or sub-account level and will provide round the clock access to account statements
- Create branded statements and web tools that will allow you to communicate more effectively with your donors
- Administer grant requests from donor account holders, provide support for financial advisor service fees, multi-strategy investment allocations, and multi-fund family processing

### Planned giving administration

Some of the ways we can help you with your planned giving include: administering charitable remainder & lead trusts, pooled income funds, charitable gift annuities, beneficiary income, and remainder distributions.

### Securities gift processing

We coordinate the security gift account set up process which will allow your donors to gift securities directly to you. We will handle the sale, transferring the proceeds into your investment account, and will provide you with the trade details and donor information. All you need to do is thank your donors for their generous gift.

**Streamlining and automating consuming processes**

## Let us handle all the details

On an ongoing basis, your dedicated Account Executive will manage and oversee all of the daily administrative and operational details. We understand many of the challenges that non-profit organizations face, and our goal is to streamline your administrative processes and move much of that burden from your plate onto ours.

## Loan collateral administration

We can help you to satisfy your lender’s collateral requirements by segregating a portion of your Russell Investments-managed assets to secure bank financing with ease and efficiency.

## Endowment accounting

Automating the process of tracking and reporting multiple endowments or sub-accounts creates great efficiency. We offer unitized or dollar weighted allocation methodologies and we will easily allocate income, expenses, and capital gains/losses across all of your sub-accounts. Principal and income attribution and administrative fee support is also available.

*Our team operates like an extension of your staff, and helps ensure that every detail is accounted for.*

## Bringing it all under one roof

Our Administrative Solutions are all about taking the burden of operational details off your shoulders–and that starts from “Day 1” as we begin the process of transitioning your investments and services to Russell Investments. We are there every step of the way, focused on the details and working to ensure that your transition experience is easy and seamless.

Your dedicated Conversion Manager, supported by many of our subject-matter experts, is focused on establishing your new relationship, portfolios and services. They are your primary point of contact throughout the process—developing a customized timeline to get you to your target transition date, keeping you continuously updated along the way and coordinating all activities related to your portfolios and services. You don’t have to sweat the details.

That’s our job.

## Your Account Executive

**Providing daily oversight, operational excellence**

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| Custody services | Audit assistance & regulatory reporting | Accounting and performance reporting |
| MyAccess customized secure online client portal | Planned giving administration | Securities gift processing |
| Loan collateral administration | Donor accounting and custom donor communications | Endowment/ sub-accounting |

## Your Conversion Manager

**Coordinating all activities related to the transition of your investments and services**

| | | |
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| Legal agreements & documentation | Marketing coordination | Transitional services |
| Audit reconciliation | Account structure & set-up | Vendor coordination |
| Custody services | Client reporting &set-up | Establishing trading procedures |

**To find out more about our Administrative Solutions, and the ease with which we can tailor them to your needs and deliver them to your organization, contact us by phone or visit our website. We look forward to being of service.**

## For more information

Call Russell Investments at **855-771-2966** or

visit **russellinvestments.com/nonprofits**

## About Russell Investments

Russell Investments is a global asset manager with a unique set of capabilities that we believe is essential to managing your total portfolio and to meeting your desired outcome. At Russell Investments, we stand with you, whether you're an institutional investor, a financial adviser, or an individual guided by an advisor's personalized advice. We believe the best way to reach your desired outcomes is with a multi-asset approach that combines: asset allocation, capital markets insights, factor exposures, manager research and portfolio implementation.

## Important information

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