



# MANAGEMENT SERVICES

## FINANCIAL SERVICES

The Acta Group, L.L.C. (Acta) appreciates the importance to member companies of controlling costs, developing accurate budgets, and tracking costs and budget items carefully on a real time basis. By assessing management costs to each member company on a flat fee basis (exclusive of disbursements), Acta provides member companies with a high degree of business certainty. Legal and/or advocacy work by Acta or other vendors outside of the scope of the membership fee must first be approved by the consortium.

Acta's accounting services offer flexible financial options for consortia, including:

- ◆ Prepare financial statements on a monthly, quarterly, or other regular basis;
- ◆ Invoice member companies for annual fees, disbursements, and other expenses;
- ◆ Invoice and collect special assessments for any additional costs approved by the consortium;
- ◆ Maintain consortium funds in a separate bank account; and
- ◆ Collect and distribute fees.

All financial information is prepared by a certified public accountant. Accounts are audited annually.

As always, should the consortium have any other financial needs not addressed above, Acta would be pleased to offer its assistance.