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CONSULTING
ACCOUNTING
TECHNOLOGY

Embracing Your Vision

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RAFFA Family Office Services Group (RFOS)

Embracing Your Vision

PRESERVING WEALTH CAN BE AS DIFFICULT AS EARNING IT.

As your trusted tax and business advisors, RAFFA Family Office Services (RFOS) provides a variety of services to assist high net worth families with sustaining generational wealth. Our goal is to simplify the lives of wealthy families and to improve results, and we begin the process by making sure that we understand your objectives.

At RFOS, we bring together the industry's best practitioners to meet the needs of your family today and to help ensure the course of your family's financial future for generations to come. Our wealth professionals provide objective advice and related services on a wide range of tax, governance, investment, philanthropic, and compliance topics.

Our full-service family office manages the multitude of professional services required by our clients to ensure their family mission is realized.

ROUTINE SERVICES INCLUDE:

- Coordination of income tax, charitable giving, and wealth transfer strategies
- Counsel on business acquisitions and sales
- Structuring of real estate investments
- Counsel on private equity and venture capital transactions
- Comprehensive family office services including outsourcing support for multi-family offices
- Structuring of family limited partnerships and trusts
- Formation of private foundations and related tax compliance
- Family meeting planning, mission statements, and communications strategies
- Assurance and tax compliance services
- Internal control and operations reviews

SOME REASONS TO JOIN RFOS:

Ensure Your Legacy

There is no better time to start preserving your financial legacy. With clear thinking, effective strategies, and a long term view, RFOS helps multi-generational families and philanthropists ensure their legacies.

Protect Your Financial Welfare

As families expand and diversify, their existing resources may not be sufficient to manage growing needs. We apply our expertise and craft a plan including specific recommendations and objective strategic advice for your family. We assist you and your advisors in implementing the plan, and make sure that it is delivering results that help you maintain your family's legacy for generations.

Integrate Professional Services

It can be extremely challenging to coordinate the various professional disciplines that are necessary to manage the financial affairs of a high net worth family. RFOS provides the breadth of expertise needed to integrate technical capabilities with issues unique to your family.

Achieve Your Goals

No two families are exactly alike. Each has distinct goals, concerns, and tolerance for risk. RFOS is dedicated to providing the personalized service that our individual and family clients have come to expect of us. Through our expertise, we can help you with:

- Your family mission
- Roles, responsibilities, and rules
- A succession plan
- Empowering younger generations
- A decision-making framework
- A communication process

Reduce Your Burden

It is our intention to represent an efficient, cost-effective alternative to the employment of personal secretaries or bookkeepers. RFOS administrative services, such as bill paying, accounting, domestic employee payroll management, medical insurance administration, and other similar personal accounting services, reduce our client's burden and provide them the comfort of knowing their administrative needs are addressed.

Administration

Families with complicated wealth structures know how frustrating life can become when administrative and reporting processes break down. Because we have been assisting families with managing these functions for more than thirty years, you can rest easy.

We can provide your family with a single function or the full spectrum of administrative and reporting services, ranging from personal accounting and domestic payroll to tax compliance. We can also deliver consolidated financial reporting that gives you a snapshot of your financial assets, aggregating all asset classes. Administration and reporting services can also extend to other entities in your wealth structure, including foundations, family limited partnerships, and family office.

Our role of communications coordinator is critical since the best legal or financial advice may be useless if it is received in a vacuum, or misaligned with your goals or financial strategy. The support we provide in administration, reporting, and other critical functions, produces an invaluable benefit for your family. By ensuring that you have the resources and up-to-date information that you need every day, we make your life simpler and easier.

FEATURED SERVICES:

Personal Accounting and Financial Management Services

- Timely, consolidated analyses organized to support financial decisions
- Objective, professional advice about what will best fit into optimized asset allocations and estate plans
- Coordination of the activities of all other advisors

Bill Payment

- Web-based bill paying services, including recurring payments
- Manage vendor accounts and vendor inquiries
- Provide on-line vendor files, history, and reporting
- Manage credit card accounts
- Track and make recurring payments

Cash Management

- Deposits and wire transfers
- Monitor cash balances
- Reconcile bank accounts
- Maintain bank accounts and information
- Cash flow planning and projections
- Provide on-line bank account balances and transaction information

Accounting

- Maintain an accounting system for recording and reporting of financial activities
- Reconcile investment accounts and provide additional reporting on the earnings and investment activities
- Reconcile other assets and liabilities accounts
- Prepare financial statements and projections
- Maintain the trial balance and financial information required for the preparation of tax returns
- Assist with budgeting and budget to actual reports

Human Resource Services

- How to hire, retain, and terminate household staff or employees
- Pre-employment screening
- Application forms
- Background checks
- Job descriptions
- Employee handbooks
- Confidentiality agreements
- Performance reviews
- Compensation management
- Wage and hour issues
- Independent contractors
- Filing of appropriate tax forms as required
- Payroll processing and payroll tax filings
- Employee benefits

Other Services

- Track real estate properties and other assets
- Manage insurance policies, coverage, and renewals
- Assist with purchasing of properties, services and goods (for example, fractional ownership of an airplane)
- Assist with financing or refinancing and credit line/loan arrangements
- Assist with compliance requirements and tracking related to trusts
- Assist with medical claims processing and follow-ups
- Be a liaison to our tax group, investment advisors, and other outside consultants and vendors