

Private Foundation Specialists

The Panchee Advisory mission is to provide holistic, white glove solutions to Private Foundations. Backed by decades of premier financial institution experience, our ambassadors possess the *professionalism and expertise* to provide a superior service to our private foundation clients, which includes all aspects of compliance and administration related to form 990-PF entities.

COMPLIANCE

Mitigating regulatory exposure through active monitoring and Trustee communication

- Forecasting and monitoring minimum 5% distribution requirement
- Filing Federal and State tax forms (Forms 990-PF, 1099 and 1042)
- 501(c)3 monitoring

Transaction analysis and review of:

- Self-dealing
- Excess business holdings
- Jeopardizing investments
- Taxable expenditures

OPERATIONS

Punctuality, professionalism and precision are the core tenets that guide our operating philosophy

- Grant and expense processing
- Recordkeeping
- Accounting and expense reconciliation
- Financial statement preparation
- Quarterly estimated excise tax
- Year end substantiation receipts
- Trustee meetings, minutes and agendas
- Employee compensation and benefits

FORMATION

Managing the legal, accounting and administrative tasks required to establish a private foundation

- Preparing and filing form 1043
- EIN application
- Bylaw drafting
- Board governance and training
- Accounting setup

Review and preparation of the following:

- Investment policies
- Conflict of interest policies
- Grant-making policies and procedures

THE PANCHEE ADVANTAGE

Capacity of a professional staff without incurring incremental fixed overhead

Total **cost optimization** by lowering average hourly labor costs associated with administrative tasks, tax preparation and audit support (non-IRS)

Consolidation of multiple functions (administration, tax preparation, etc.) into a single-source provider

Solution **scalability** and **modularity** to support foundation growth and bespoke requirements

CONTACT

Nida Panchee | np@pancheeadvisory.com | 212.500.1230