



Mutual News

Making The Mutual Fund Venture More Practical

**Volume 1 Issue 1
January 1-June 30, 2011**

Dear Clients,

Mutual Shareholder Services have decided to create a quarterly newsletter. The newsletter will highlight the ongoing developments and continuous improvements within our company to increase client and shareholder satisfaction and awareness. We hope that this newsletter will keep our clients informed and assist in developing lasting relationships.

About Us:

Within the past year Mutual Shareholder Services, LLC has expanded a 1200 foot area into office space from the original building consisting of nine offices, conference area, and storage room. Our office staff is made up of twenty-two employees consisting of a call center and two summer interns. The most valuable asset that any organization has is its people. "Mutual News" will start featuring our employees in order that you may get to know them better.

Meet:



David Kocurkovic

David has been with Mutual Shareholder Services, LLC for four years, and is a graduate of John Carroll University with a Bachelors and MBA in Business Administration and Information Systems. He is a Fund Administrator with expertise in 945 Tax Filings and Cost Basis Calculations.

David resides in an East Cleveland suburb with his wife, one month old son, and three dogs. He plays defense for the local "Crusaders" hockey team, and has a passion for home remodeling.

Goals for the Future:

Our company provides transfer agent and accounting services for mutual funds. We give personalized service to our clients and to their shareholders. Qualities that are usually not found in larger transfer agents. We specialize in an array of services including: fund accounting, regulatory compliance, administrative, and transfer agent services.



Making Service Matter: Information Systems — MSS primarily uses an internally designed software program which was originally developed by the President 18 years ago. The Information Systems Department is responsible for performing the daily backups, maintenance of the MSS website, and resolving computer problems. Most computer transactions are initiated and authorized by individuals who have no access to system source code. Changes and/or updates to the software program are administered by the President or Vice President. The Information Systems Department is also responsible for generating reports requested by managers, clients and the independent registered public account firms of the mutual funds.

The Vice President, Bob Anastasi, has developed software named Bridge Mutual Fund Account Systems ("BMFAS"). BMFAS is a fully automated fund accounting and administration system. BMFAS is designed to support mutual accounting, particularly for organization that off multi-class shares. BMFAS is integrated with original MSS software transfer agent module and other reporting modules to offer customers a full solution. The system developed by BMFAS is web based and uses current technologies, including ASP.Net, Visual Basic.Net, Visual C# and Java Script. Mss currently has a number of funds utilizing BMFAS.

The software runs on Internet Explorer 6+, or any browser which support Microsoft.Net Architecture. The database used is Microsoft SQL and runs on Microsoft 2003/2008 Server. To operate the system, the end user records information such as security trades, expenses, income and shareholder capital, into the system as required. The software receives the user's input to generate portfolio, expense, income and capital share reports, as well as calculate NAV, on a daily, monthly, fiscal and as-needed basis.