



Mutual Shareholder Services, LLC

Mutual News

Making The Mutual Fund Venture More Practical

**Volume 4 Issue 1
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Dear Clients and Friends,

DID YOU KNOW?

Mutual Shareholder Services, LLC does the accounting function for over 4.5 billion dollars, representing more than 140 CUSIPS and over 100,000 open shareholder accounts. MSS has been a company since 1999 and has twenty-seven full-time employees.

Are you tired of doing your own Fund Administration?

MSS can assist you! MSS works with several fund administrators who can meet your every need. If you are interested in this additional service, call Greg Getts at 1-440-922-0066 extension 101 or email ggetts@mutualss.com.

SEC Rate Change on Trades:

Effective with trade date March 13, 2014 the new SEC fee rate applicable to most securities transactions is \$22.10 per million dollars, this represents an increase from \$17.40 per million dollars.

Meet:



Sara Wessel

Sara has been with Mutual Shareholder Services, LLC for nine years and is a graduate of Kent State University with a degree in Finance. She is a fund administrator and also handles the N-Q reports for all of the MSS Funds.

Sara resides in a Cleveland suburb with her fiancé, three-year-old son and two-year-old daughter. She juggles her time between her job and family, but takes time out to enjoy reading thriller and mystery novels and watch Cleveland sport teams.

Sara also has a passion for awareness of Alzheimer Disease and Trigeminal Neuralgia, devoting her time by promoting and participating in fund raisers.

New Clients:

MSS welcomes the following Funds to our client base this quarter: NorthQuest Capital Fund, Frank Value Fund LTD Class C and Institutional Class, Conestoga SMid Cap Fund Investors Class and Clifford Capital Partners Funds Institutional Class and Investor Class.

Staying on Top:

Dr. & Mrs. Gregory Getts and eight staff members were present when MSS was recognized on March 27, 2014, for the fifth year, at the NEO Success Awards luncheon for being one of the top



performing companies in Northeast Ohio. The NEO Success Award is unique in its combined measurement of success in sales, growth and profitability.



Tired of preparing Board Books, IRS and SEC compliance/diversification testing and meeting minutes?

“**Empirical Administration, LLC**” is the solution to help meet your board meeting demands. Empirical Administration, LLC will prepare and send out your board books, assist in preparing exhibits for the meetings, prepare IRS and SEC compliance/diversification testing requirements, and draft the initial set of meeting minutes. For these services, Empirical Administration, LLC charges \$500 per month and \$100 for each additional series.

Brandon Pokersnik, currently an employee of MSS while working on his law degree, started Empirical Administration, LLC in 2012 with the vision to assist management in board preparation, while reducing time management spends preparing for meetings. For further information or questions, please contact Brandon Pokersnik at bpokersnik@mutualss.com or call 1-440-922-0066 ext. 109.