

6. Maintain Monthly Expense/Bill Payment Log, delivering it to Company at least on a quarterly basis, and promptly answering Company questions as they arise.
7. Provide all required documentation to external auditors for annual corporate audit.
8. Provide all required documentation to auditor.
9. Transition Management – work closely with the Client to construct the guidelines and lead the execution.

Monitoring

1. Asset Performance Monitoring – review and monitor asset performance on an ongoing basis.
2. Manager Performance and Compliance Monitoring – perform regular due diligence and reporting on the Trust's investment managers and investment funds including without limitation performance, consistency with investment strategy and Trust governance. Work to resolve any material issues with the investment managers and report on same to EPEC.
3. Asset Allocation Monitoring – on an ongoing basis, monitor and report on the asset allocation mix of the Trust.
4. Monitor Vendor Invoices for reasonableness generally and appropriateness for payment from the Trust.