

# FINANCIAL PLANNING PROCESS

## Planner's Responsibilities

Explains Scope of the initial engagement for Hourly Financial Planning and the regulatory environment. Prepares Preliminary Planning Reports, also called a Preliminary Planning Study, using data Client provides. Reviews Reports, answers Client's questions and makes Preliminary Recommendations. Quotes flat fee if a written Financial Plan is recommended. Dictates Notes and Recommendations and sends to Client.

Reviews with Client: Notes from first meeting and questions. Assists in helping implement recommendations. If a written Financial Plan was quoted, then Planner reviews: Sample Financial Plan; Monthly Financial Planning Update Reports; Flat Fee Financial Planning Contract, sets date for Data Gathering Meeting, and provides checklist for additional data if needed.

Gathers both Objective and Subjective information including goals and investment risk profile. Prepares analyses, writes Financial Plan observations and recommendations. Delivers Financial Plan and schedules Financial Plan Presentation Meeting.

Reviews Financial Plan analyses and recommendations how to best utilize the Client's resources to accomplish their goals. Reviews a recommended implementation schedule. Assists Client in the implementation process.

Assists and educates Client during one or more Implementation Meeting(s): Investment, Insurance, Charitable Planning, and/or Estate Planning. Works together with Client's other professional advisers, e.g., the Client's Estate Attorney.

Provides Monthly Financial Planning Updates: Portfolio, Estate, Rebalancing, Retirement Income, Personal Financial Statements, Tax Projections, Goals, Asset Allocation, and Cash Flow. Coordinates Financial Planning with other professional advisers, including Client's CPA.

## Financial Planning Steps

**Step 1:**  
**Preliminary Planning Meeting**

**Step 2:**  
**Preliminary Planning Meeting Part II: Financial Plan Engagement Meeting OR Implementation Meeting**

**Step 3:**  
**Data Gathering Meeting**

**Step 4:**  
**Financial Plan Presentation Meeting**

**Step 5:**  
**Implementation Meeting(s)**

**Step 6:**  
**Ongoing Tracking and Financial Plan Updates**

## Client's Responsibilities

Provides Preliminary data (see Financial Planning Checklist) one week before meeting. Writes down Questions to be answered during the Meeting. Signs Hourly Financial Planning Contract and acknowledges receipt of documentation required by the Securities and Exchange Commission (SEC).

Reads Notes from first Meeting. Signs Flat Fee Financial Planning Contract (only if a written Financial Plan was recommended and a flat fee quoted at the first meeting). Makes sure recommendations are implemented.

Provides and commits to the time needed to thoroughly gather all relevant financial data and goals.

Decides on an Action Plan to implement recommendations contained in Client's written Financial Plan.

Asks questions and seeks to understand what is implemented. Must understand the Features, Benefits, Risks and Costs of recommended strategies, investments and insurance.

Updates Planner regarding Expenses, Assets, and Liabilities. Provides updates to goals and objectives.