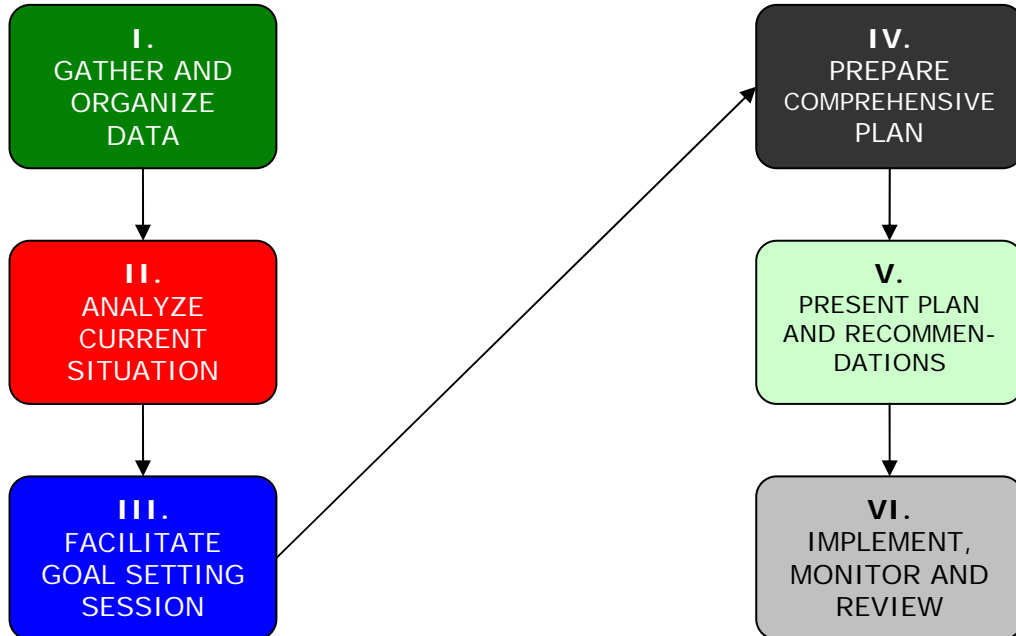


# Your Personal CFO

The agenda for a Comprehensive Planning engagement follows a six phase process in the following order:



I. **Gather and Organize Data** – the Devil’s in the details – this task is initiated by a principle who is assisted by a paraplanner

- We work with you to gather all pertinent data. (A list of documents we ask you to provide is included with this letter) We can come to you, or you can come to us, whichever is most convenient for you.
- We copy all documents and begin the process of building your Client Data Binders. These highly detailed and comprehensive binders become the work product and reference materials necessary to analyze your current financial situation. All original documents are returned to you as soon as feasible.

*Location:* Meeting at place of your preference

*Time allotment:* Depending on your level of organization, this process could take an hour or two to several days.

II. **Analyze Current Situation** – we roll up our sleeves and get to work. Your Team begins the task of organizing the data, and producing working papers on your current situation. On average this process of organization and analysis takes from two to six weeks and from 40 – 80 hours of professional and staff time. Gaps in data can cause delays – and we may need to spend phone time with your tax, legal and/or investment counsel to fill in the gaps. During this phase of the process we perform the following tasks:

- Prepare Cash Flow Statement
- Prepare Detailed Balance Sheet
- Analyze Cost Basis
- Analyze Tax issues
- Analyze current testamentary documents
- Analyze planned giving
- Analyze Risk management issues
- Analyze current investment posture
- Location: Team facilitated in Warwick offices

*Time to complete:* 2 to 6 weeks, depending on complexity and organization of issues

III. **Facilitation of Goal Setting Session**- Once our analysis is complete, your Team meets with you to ascertain your goals and objectives. The goal setting meeting is a meeting where we ask a series of open ended questions about your life goals, your values and how those values affect your attitudes about wealth, your aspirations for generational planning and any other issues that carry weight pertaining to your goals. We discuss and document the following:

- Your family's relationship with money
- Things about which you care deeply
- Your financial concerns
- Your financial goals
- Cash management issues
- Risk management issues
- Investment history (successes and failures)
- Estate planning issues
- Trusted adviser relationship expectations
- We use this session to verify all financial information gathered during Phase I

*Location of meeting:* your preference

*Time Allotment:* 2 to 4 hours

IV. **Prepare Comprehensive Plan** – we roll up our sleeves for a second pass on all of the data we have collected, with the added element of comparing your goals and aspirations within the framework of your assets and/or liabilities. In the following order we meticulously dovetail what we know about your current situation with the information gathered during the Goal-setting session:

- Cash Flow
- Risk Management
- Investment management, including the development of the Investment Policy Statement<sup>1</sup>
- Portfolio survivability - Will you run out of money?
- Tax Planning
- Estate Planning

*Time to complete:* 2 to 6 weeks, depending on complexity and organization of issues

V. **Presentation of Plan Recommendations** – Plan Team meets with the Client to present the final Plan and recommendations:

- Discuss all recommendations pertaining to each area of concern ascertained in the Goal-setting session
- Assess efficacy of the implementation of each recommendation
- Review of Client/Team task list
- Review and approve Investment Policy Statement
- Review and approve Comprehensive Financial Planning and Investment Management fee agreement
- Sign account agreements and asset transfer requests
- Set date and time for follow-up meeting to review asset transfers, risk management implementation and Investment Policy Statement implementation.

*Location of meeting:* your preference

*Time Allotment:* 2 to 4 hours

VI. **Implement, Monitor and Review** – Every issue, Every client, Every day.<sup>™</sup>

- Initiate Transfers
- Establish asset allocation per Investment Policy Statement
- Implement Risk Management Strategies, if applicable
- Set up bill paying service
- Coordinate estate planning process
- Constant follow up and issue management by your Planning Team
- **Warwick Partners E<sup>3</sup> Personal Attention Commitment**

Our exclusive **Warwick Partners E<sup>3</sup> Personal Attention Commitment - Every Issue, Every Client, Every Day<sup>™</sup>** - reflects our nimble, technologically advanced, boutique approach to Comprehensive Financial Planning and Wealth Management. Your dedicated Team looks at, addresses, or otherwise takes action on every ongoing issue pertaining to your Comprehensive Plan – every day.

<sup>1</sup>The Investment Policy Statement is a written document that summarizes your objectives and constraints, and then sets forth a customized plan for the ongoing management of the assets. Also included in the Investment Policy Statement is the recommended asset allocation.

The Investment Policy Statement is important for a number of reasons. First, it provides a basis for understanding your goals and a plan for achieving those goals. Also, the Investment Policy creates a framework for disciplined decision-making. This framework is especially important during periods of market turmoil, so panic or overconfidence does not lead to ad hoc revisions in strategy. Finally, the Investment Policy facilitates communication and aids the client and manager in understanding issues of importance and concern.

The Investment Policy Statement is the governing document for your investment strategy – without it, you may as well wet your fingers and test the wind for investment direction.

## WARWICK PARTNERS Document Checklist

*Please be thorough. Lack of thoroughness in this phase of the planning process significantly delays the preparation of your plan. To make it easier, bring in or send your originals. We'll make copies and return the originals.*

### **NON - RETIREMENT ASSETS**

- Bank Accounts** – most recent statements
- Certificates of Deposit** – most recent statements and purchase information (if available)
- Brokerage Accounts** – most recent statements and purchase information (if available)
- Mutual Fund Accounts** – most recent statements and purchase information (if available)
- Non-retirement annuities** – most recent statement and the original annuity contract.
- Cost Basis Information** – what you paid for any investments in your brokerage or mutual fund accounts
- Custodial/Education Accounts for minors** – most recent statements and purchase information
- Lease agreements** – if you own rental property
- Notes Receivable** – if others owe you money - provide the promissory note and amortization schedule.
- Real Estate Owned** – Detailed description (found in deed of trust) and fair market value of home, land or rental property

### **RETIREMENT ASSETS**

- Account Statements** – Most recent IRA, 401K, 403(b), TRS, pension or any other retirement account.
- Deferred Compensation Agreements** – if applicable
- Social Security** – Estimated Benefits Statements from the Social Security Administration
- Beneficiary Designations** – provide all primary and secondary beneficiary designations for all retirement accounts

### **DEBTS**

- Mortgage notes** - for all real estate owned – include a copy of the original notes and amortization schedule, if available
- Automobile** loan and/or lease agreements
- Any other debt** – Credit Card, Home Equity Loans, Student Loans, loans to friends and family, RV's, boats, etc.

### **TAX INFORMATION**

- Federal/State Income Tax** - returns (Form 1040), State and Local Tax returns (if any), and W-2's for the last year
- Two most recent paycheck stubs**
- Children's tax returns for the most recent year** - if applicable
- Real Estate Tax** – most recent statement from tax assessor/collector for all properties owned
- Gift tax returns** filed since 1976 (if any)
- Trust federal income tax return** (Form 1041 and K-1), if any

### **INSURANCE INFORMATION**

*Please provide original policies and most recent premium notices, declaration pages and annual policy statements, in-force illustrations or re-projections of benefits.*

- |  |   |
|--|---|
| <input type="checkbox"/> Homeowner's or Renter's ( <u>all properties owned</u> ) | <input type="checkbox"/> Automobile ( <u>all vehicles</u> )                                   |
| <input type="checkbox"/> Umbrella  | <input type="checkbox"/> Rental Property  |
| <input type="checkbox"/> Nursing Home/Long-Term Care                             | <input type="checkbox"/> Life ( <u>primary &amp; secondary beneficiary designation also</u> ) |
| <input type="checkbox"/> Disability  | <input type="checkbox"/> Business Overhead  |
| <input type="checkbox"/> Hospitalization/Major Medical                           | <input type="checkbox"/> Professional Liability   |
| <input type="checkbox"/> Dental Plan   | <input type="checkbox"/> Marine or Aircraft   |
| <input type="checkbox"/> Vision Plan   | <input type="checkbox"/> Other _____  |

### **ESTATE PLANNING DOCUMENTS**

- Wills
- Durable Powers of Attorney
- Revocable and/or Irrevocable Trust Agreements
- Living wills and/or Durable Powers of Attorney for Health Care

### **EMPLOYER INFORMATION**

- Benefits Summary or Handbook
- Employment Contract or Compensation Summary
- Printouts of all relevant benefit info from Employer Website
- Flexible Spending Account (Tax-Saver) detail

### **BUSINESS INFORMATION (if you own a business)**

- Business federal tax returns for last two years
- Current business financial statement – P&L, balance sheet
- Lease agreements for business property
- Written business plan – if available
- Buy-Sell Agreements