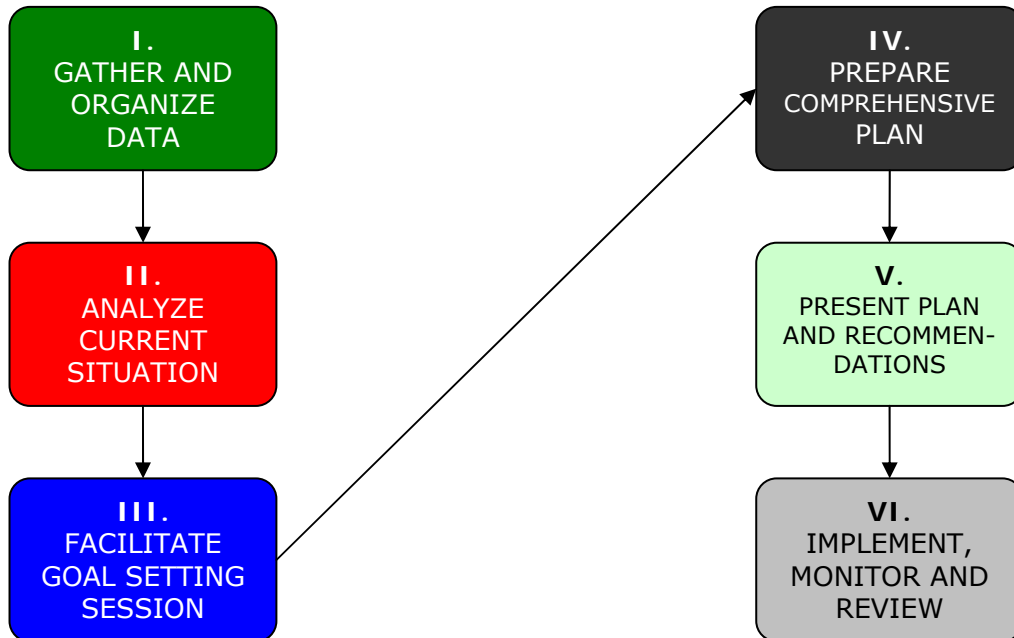


# Your Personal CFO

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. 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
- 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. ©

- 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
- **E<sup>3</sup> Personal Attention Commitment**©

Our exclusive **E<sup>3</sup> Personal Attention Commitment**© - Every Issue, Every Client, Every Day© - 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.