



Investment Management Steps

Step 1: Investment Policy Statement—An IPS is a written investment plan that dictates how your portfolio will be constructed and managed. In a clear manner, we provide investment education on the fundamental principles that will guide your investment process. This document outlines responsibilities and expectations for managing your investment accounts. Only when you feel comfortable with this plan and approve the IPS will any implementation begin.

Step 2: Implementation—Our implementation process includes both a review of your accounts and coordinating their consolidation and transfer to an independent institutional custodian if warranted. We prepare the proper forms and instructions to make this process easy and efficient.

Step 3: Investment Management—Being an independent firm we have open access to all investment types and tools. Your portfolio will be consistently managed in a format that is appropriate for your wealth situation and goals as directed by your IPS.

Step 4: Account Rebalancing—It is imperative that the IPS that was created be followed. A rebalancing program will help you manage market ups and downs as well as keep you on track towards your goals. Studies have found that rebalancing on a regular schedule can help augment return and lower total portfolio risk.

Step 5: Quarterly Investment Performance Reporting—As part of the ongoing management of investments we provide you quarterly with a simple yet comprehensive way to evaluate your investment performance. This report is a clear and concise document combining all accounts we manage.

Step 6: Income Tax Planning—Our unique active tax management system is used to reduce capital gains tax liability from investments through year-end tax management. This service has provided our clients with significant tax savings over the years. For Wealth Management clients a tax report is forwarded at year end directly to your tax professional from our office to simplify your tax return preparation.

Step 7: Annual Portfolio Review—At your annual review meeting your advisor will meet with you to analyze your current portfolio. Specifically we will:

- Review the IPS and review investment performance compared to IPS goals
- Quantify your level of actual portfolio risk
- Discuss the current market environment
- Determine if any updates are required