

Financial Planning Services Overview and Disclosure Form

All potential clients of Lauber Financial Planning are provided with a complimentary initial consultation to determine if his/her/their needs can be met through engaging Lauber Financial Planning. This appointment provides Client with an opportunity to talk about goals, values, strengths, weaknesses, aspirations and obstacles. CFP® Certificant will discuss the different levels of engagement to enable Client to make an informed decision that will be both beneficial and appropriate.

Financial Planning Services provided by Lauber Financial Planning through Amy Jo Lauber, CFP® are available as hourly engagements, through the purchase of a written financial plan for a flat fee, or on a retainer basis. In all types of engagement scenarios, the seven-step financial planning process that is described below is used.

CFP® Certificant does not provide tax or legal advice. Client is encouraged to work with the appropriate professionals regarding the implementation of certain strategies suggested in Client's Financial Plan.

Our process starts with determining if we have a basis to work together by defining your goals, needs, objectives and scope of engagement. Client provides CFP® Certificant with his/her/their goals & objectives, services will be discussed & agreed upon. If a financial plan is to be developed, CFP® Certificant will provide an estimated completion date.

Client should bear in mind that analyses and projections offer no guarantee of the successful achievement of goals.

Part I. The Seven-step Financial Planning Process

1. **Understand your personal and financial circumstances:** It is important to provide CFP® Certificant with as much information as possible so she will have a complete picture of Client's situation and can make recommendations that will be most suitable, appropriate, and beneficial.
Information is gathered in person, by phone, through written/electronic communications and through the review of statements, legal & tax documents. It may be necessary for CFP® Certificant to contact other professional advisors with which Client works.
If communication between CFP® Certificant and other advisors is necessary, Client should complete and sign a statement permitting each advisor to release Client's information.
 - **Gather quantitative and qualitative data**
 - **Analyze data**
 - **Address any incomplete information**
2. **Identify & Select/Prioritize Goals:**
 - **Identify initial or potential goals**
 - **Prioritize goals**
3. **Identify your current course of action & potential alternative courses of action:**
Analyze and evaluate your situation. CFP® Certificant will review Client's financial situation within the scope of Client's Agreement with regard to the goals Client has set and determine what areas of Client's finances would be beneficial to change to increase the probability of achieving stated goals.
4. **Develop recommendations:** CFP® Certificant will consider Client's resources and priorities, relying on certain assumptions, when crafting specific recommendations; the rationale and timeframes of which will be included in Client's written Financial Plan.
5. **Present recommendations:** CFP® Certificant will offer the recommended strategies (actions, products, services) to Client for discussion and consideration.
6. **Implement recommendations:**
 - **Determine implementation responsibilities.** Client and CFP® Certificant will determine who is responsible for taking action on various recommendations. CFP® Certificant may assist in completing certain implementation tasks. If this will include the monitoring and managing of investments, Client must request, include and agree to such in the Financial Planning Services Agreement.
 - **Identify, analyze, recommend and select actions, products and/or services.** In order for Client to achieve his/her/their stated goals, CFP® Certificant will provide a list of action steps that need to be taken. Each step will include a description, the parties involved, and suggested time line for completion.
7. **Monitor & Update Financial Plan:**
 - **Identify monitoring and updating expectations, responsibilities & timeframes.**
 - **Monitor progress on recommended actions, products and/or services.**It is recommended Client revisit and review his/her/their Financial Plan every year or more frequently if significant changes have occurred. Updating a financial plan includes going through steps 2 through 6 again by:
 - **Updating current qualitative and quantitative information.**
 - **Updating goals, recommendations and implementation decisions.**

Part II. Financial Planning Services Available

The scope of a Financial Planning Engagement is based on Client's unique situation, needs, goals, priorities, and obstacles. Some or all of the following areas may be selected by Client for CFP® Certificant to analyze, review and provide recommendations to Client to enable Client to improve his/her/their financial situation.

Cash Flow Analysis: This provides Client an opportunity to understand all of his/her/their sources of income and determine if their spending is in line with their stated goals and needs as well as their priorities and values. Oftentimes cash flow planning involves other aspects of personal finance, such as taxation, insurance and savings.

Net Worth Analysis: Client's assets and liabilities will be tabulated and recommendations will be made to maximize net worth by increasing assets and decreasing liabilities in order to achieve stated goals.

Income Tax Analysis: Client will be provided with an analysis of his/her/their income sources and such sources' tax status as well as strategies Client may employ, sometimes with the help of a professional tax advisor or CPA, to reduce his/her/their income tax burden.

Protection Planning: CFP® Certificant will determine Client's areas of financial risks as well as Client's financial responsibilities and analyze if Client has adequate resources to cover such risks and responsibilities in the event of Client's death, disability, extended life (superannuation) or long term health care need. CFP® Certificant will provide recommendations for products or strategies that may help Client reduce or eliminate certain risks or provide funds for Client's financial responsibilities.

Education Planning: CFP® Certificant will discuss with Client goals for education funding and determine what levels of savings are required to achieve such goals, based on agreed upon assumptions, as well as appropriate and beneficial strategies and/or vehicles for education funds. CFP® Certificant does not provide financial aid analysis but may refer Client to specialists in this area, if requested.

Asset Allocation: CFP® Certificant will determine Client's risk tolerance level, time horizon, and goals as well as the investment options that are available to Client, and design an asset allocation for some or all of Client's assets (such as 401(k), after-tax/non-qualified investments, variable annuities etc). Ongoing asset monitoring, management, and rebalancing also available.

Retirement Planning: Client will share his/her/their goals for retirement in terms of preferred retirement age and income requirements with CFP® Certificant who will analyze Client's situation and provide recommendations for the steps Client will need to take in order to increase Client's probability of achieving his/her/their stated goals which may include recommended savings levels, asset allocation strategies, age to claim Social Security, pension plan options, tax strategies, and insurance solutions.

Special Purchase Planning: Client will share his/her/their goals for a special purchase (such as a vacation home or a child's wedding). CFP® Certificant will analyze Client's situation and provide recommendations for the steps Client will need to take in order to increase Client's probability of achieving his/her/their stated goals. Recommendations may include specified savings levels, asset allocation strategies and tax strategies.

Estate Planning: Client will share his/her/their goals with CFP® Certificant as well as any family situations that should be considered. CFP® Certificant will craft recommendations for strategies Client may employ, with the help of an attorney, to increase the probability of Client's wishes bearing out through Client's will, trust, joint survivorship option, pre-nuptial agreement, divorce decree, and beneficiary designation.

Charitable Giving: Client may desire to share his/her/their assets with certain charitable organizations during Client(s)'s life and/or upon Client(s)'s death. CFP® Certificant will come to understand Client's goals and financial situation and will provide ideas and suggestions for Client to give assets and/or income to charity. Some strategies may need to be implemented through an attorney or with the help of a CPA.

Part III. Responsibilities of Each Party

- A. Responsibilities of CFP® Certificant: CFP® Certificant abides by the CFP Board's Code of Ethics and Professional Responsibility. This Code includes six principles:
1. **Act with honesty, integrity, competence, and diligence.**
 2. **Act in the client's best interests. Disclose and manage any conflicts – or potential conflicts – of interest.**
 3. **Exercise due care.**
 4. **Avoid or disclose and manage conflicts of interest.**
 5. **Maintain the confidentiality and protect the privacy of client information.**
 6. **Act in a manner that reflects positively on the financial planning profession and CFP® certification.**
 - CFP® Certificant will provide, based on the Client's Financial Planning Services Agreement, analysis of and recommendations for Client's financial situation.
 - CFP® Certificant will return statements or other documents that Client provided to Client as soon as possible, retaining necessary copies of such information in Client's confidential file.
 - CFP® Certificant agrees to collaborate with Client's other personal as well as professional advisors, if Client desires and signs an appropriate release.
 - If a written financial plan is selected in the Financial Planning Services Agreement, CFP® Certificant will meet with Client at a mutually convenient time to discuss the results of Client's financial plan and provide Client with the written financial plan.
- B. Responsibilities of Client:
- Client shall provide CFP® Certificant copies (or originals that may be copied and returned to Client) of all pertinent documents that are necessary, desirable or appropriate for CFP® Certificant's performance of the services selected by Client in the Financial Planning Services Agreement.
 - Client will be solely responsible for any and all decisions regarding the implementation of CFP® Certificant's recommendations. CFP® Certificant may be available to assist in the implementation of certain strategies, based on the financial planning agreement.
 - A signed release of information document is needed to collaborate with other professionals.

Part IV. Material Information Relevant to the Relationship

A. Sources of Compensation

- CFP® Certificant receives compensation only from Clients directly and may be based on an hourly rate, a comprehensive financial plan fee, or on an annual retainer basis. CFP® Certificant receives no commissions or fees for any investment or insurance products.
- Client may incur fees independent of CFP® Certificant’s services but as a result of implementing CFP® Certificant’s recommendations including mutual fund and ETF management fees, trading costs, insurance premiums, legal and tax preparation fees.

B. Potential Conflicts of Interest If CFP® Certificant has a personal conflict of interest, such conflict will be discussed in person and detailed here:

C. Limitations on products, services and/or solutions

- CFP® Certificant provides advice, ideas, analysis, suggestions, alternatives, mentoring/coaching, and ongoing investment management to assist Client in achieving his/her/their financial goals.
- CFP® Certificant does not sell investment or insurance products. These solutions can be implemented with the help of another financial professional; either someone with which Client already has a relationship or someone to which Client has been referred by the CFP® Certificant or another advisor.
- CFP® Certificant will provide referrals to other professionals who possess at least five years of experience, demonstrate a high degree of integrity, and offer products and/or services that will benefit Client. Client should be prepared to compensate other professionals for work on Client’s behalf.