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Client Name:

Today’s Date:

Scheduled Meeting Date:

Updating and Monitoring your Financial Plan

**Your regularly scheduled meetings** (one to four per year, per arrangement) will be organized by your planning priorities. For example, four quarterly sessions could conceivably focus in turn on college financing, asset allocation strategies, retirement income strategies, and charitable strategies. Alternatively, we could front load some of this work in order to get started on more than one priority at the front end of the engagement. All of our work together will be within our overall context of cash flow analysis, financial position, investment performance, risk analysis, and asset allocation/diversification, retirement income planning, estate projections, and tax planning.

**Please prioritize your current Financial Planning points of emphasis/objectives to help us build and schedule your program:**

1.
2.
3.
4.
5.

**In order for our planning to be as accurate and projections to be as useful as possible, we depend on up to date information.** (We will also send you a data gathering questionnaire for your convenience.) Please make sure account links to eMoney are intact, and provide answers to the following questions so that we receive the information at least two weeks prior to our scheduled meeting:

1. In general, how are you doing? Any unsettling or nagging concerns or questions? Are you optimistic about your financial future? Are you satisfied with our service, and the performance of your investment and insurance vehicles? Are there things in your plan that you are unclear about? Do you have questions – big or small -- that you wish you could have answered?

1. Have there been or do you anticipate changes to your family or circle of relationships – e.g., marriages, partnering, divorces, new children or grandchildren?

1. Are there new plans brewing – a year off? Early retirement? Career change? Moving? Vacation home? Any change of direction being contemplated or already taken?

1. Income changes (in salary, bonus, title/responsibility, schedule, employer, supervisor/manager)? Are promotions/earnings increases, or reductions on the horizon? Are there any new sources of income, or loss of same?

1. Have there been additions or subtractions or changes of any kind to any of your investment accounts that we are not managing and therefore do not know about? Are all of your investment accounts linking to eMoney and are the links in good working order? As we look at rebalancing or reallocation options, as well as overall costs and fee structure, are there concerns or ideas you would like to bring to our attention?

1. Are there new business opportunities afoot? Are there ventures (e.g., real estate investments) you are considering? Do you need help thinking these through?

1. Have there been any significant health changes (anything that might affect longevity, insurability, retirement plans, ability to work, etc.)?

1. Have there been changes in child care costs, education expenses, health, general expenses -- things like tutoring, summer camp, music lessons, etc. Are there new or continuing special needs that could create present or future financial or legal demands that require planning?

1. Expenses – please note additions or subtractions to ongoing living expense (check your worksheet on eMoney). Any major one-time expenses that have occurred or that require planning? Home improvements? Major purchases (like cars, art, boats, etc.)?

1. Are there any updates to liabilities – mortgages, consumer loans, loans against whole life insurance or retirement plans? What are the current balances, interest rates, and payment schedules? Any changes to your credit? Are you managing your credit and credit risk?

1. Philanthropic planning – changes to plans for giving? Major commitments made? Thoughts about bequests in will/trust? Interested in working on new philanthropic options?

1. Retirement Planning – changes to contributions by you or employer to any qualified plans? Have your thoughts about retirement changed in any way (thoughts about early retirement?) Phased retirement? Working in retirement? Is your Required Minimum Distribution strategy and retirement income process organized, comfortable, and transparent?

1. Planning for children’s education: is saving on schedule? Is extended family in play? Have plans solidified, or changed? Would you profit from expert consulting on financing strategies?

1. Real estate: Thoughts about renovations? Downsizing? Refinancing? Home Equity financing? Vacation home/pied a terre? Reverse Mortgage? Move to a Retirement community? Rental properties?

1. Any changes in or new life insurance policies? Have you been utilizing or cash value of whole life policies as loans or surrenders? Is it time to review your term insurance – do you need to incre3ae it? Do you still need it? Should you consider conversion options? Is your current Disability Insurance adequate - -will it replace lost income that you and your family depend on? disability (loss of group Have you reviewed your current Health insurance?

1. Have you reviewed your plan for covering potential costs of long term care? If you have a policy, have you reviewed its benefits and costs lately? If you don’t have LTC insurance, should you? Are there long term care planning measures you have initiated or should be considering that support Medicaid, gifting, community-based or assisted living or other long term/elder care strategies?

1. Have there been any Changes to employee benefits? Are there issues concerning property and casualty coverages? Is your umbrella policy adequate, and is it now in force? Have there been or do you anticipate any changes to your Health insurance? Have you applied for Medicare or Social Security? Any concerns or decisions needed about these?

1. Tax concerns – are taxes on par with expectations? Will you have an opportunity to check in with your tax adviser on the changes recently made in our tax code? Are you up to date with tax payments? Are you expecting a tax refund? Does your accountant have any concerns you need to address? Have you changed tax advisers? Would it be useful for us to consult with your accountant in relation to investment tax efficiency or other issues? Is a Roth conversion right for you?

1. Staying organized – is everything readily available and organized for your own use, and for the convenience of your successors or representatives? Are you using the eMoney vault for important documents and information storage and organization?

1. Have there been changes in your will or trust? Have you made changes to your legal representation? Are you clear about your estate plan? Are all documents up to date? Have you seen your attorney lately? Are your estate documents readily available? Do you have a plan in place for managing your “digital footprint” as part of your estate plan?

1. Cash Management – are you comfortable about your spending – is it in line with income and expense realities? Do you know where your money is going? Are you maintaining adequate liquidity for emergencies (cash, stable, easily marketable securities)? Is there regular saving?

1. Are there family/inter-generational issues related to money that would profit from some processing and conversation? Are there extended family demands for financial involvement? Would a family meeting be useful to clear the air, do some education, or just turn the lights on?

1. Inheritance planning – is there an inheritance in the near or more distant future that could impact your planning? Are there issues in terms of estate settlement, investment management, Trustee responsibilities, tax planning/mitigation that are now or will soon be impacting you? Please keep us up to date as information is available – we can help!

1. Have you done any gifting to children or others? Do you want to consider a systematic gifting program for estate planning, legacy, or other reasons?

1. In your opinion, what demands the most immediate attention at this time? How can we be most useful to you?

Do you have other thoughts to share?

Client Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date

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