



FINANCIAL PLANNING PROCESS

STEP 1 – CONSULTATION

- ❖ Client driven question and answer meeting
- ❖ Brief explanation of TCM's experience and services
- ❖ Discussion of financial planning process

STEP 2 – INITIAL MEETING

- ❖ Discuss the scope of the financial plan
- ❖ Set expectations for both the financial planner and the client
- ❖ Agree upon applicable fees
- ❖ Review and sign the contract

STEP 3 – OBJECTIVE SETTING

- ❖ Set and prioritize client financial objectives
- ❖ Set a timeline for these objectives
- ❖ Discuss current, future and emergency liquidity needs
- ❖ Talk about any tax or unique needs for the plan

STEP 4 – DATA GATHERING

- ❖ Account and transaction data is accumulated by the client and given to TCM
- ❖ A preliminary budget and financial statement is prepared and sent to the client for review
- ❖ All growth, inflation and tax assumptions are shared with the client and adjusted where appropriate
- ❖ Final asset and liability corrections are incorporated based on client's review of data

STEP 5 – ANALYSIS

- ❖ **Current and projected cash flow analysis**
 - Review of fixed and variable expenses over last twelve months
 - Current year budget established
- ❖ **Retirement Planning**
 - Assessment of current retirement accounts
 - Risk tolerance written and signed by client
 - Goal rate, annual savings amount, and retirement year set
 - Static portfolio allocation established to meet retirement goal



STEP 5 – ANALYSIS (CONTINUED)

❖ Education Planning

- Assessment of current educational savings accounts
- Discussion of tax advantages ways of savings and future cost of education
- Establish new savings account(s) if needed
- Goal rate, annual savings amount, and education goal year set
- Static portfolio allocation established to meet education goal

❖ Capital Needs Analysis

- Assessment of current insurance policies in place
- Discussion of insurance types, needs and coverage
- Calculation of total coverage need based on client's financial goals
- Recommendation of amount and types of insurance for client
- If requested TCM will accompany client to insurance agent's office for discussion

❖ Estate Planning

- Assessment of current wills, powers of attorney, living wills, trusts etc.
- Discussion of current estate tax laws and what is included in the client's taxable estate
- Determination of needs for the above legal documents based on client's financial goals
- Recommendation of what types of legal documents should be obtained
- If requested TCM will accompany client to estate lawyer's office for discussion

STEP 6 – PROPOSAL MEETING(S)

- ❖ Preliminary financial plan presented to client
- ❖ Discuss financial analysis and findings
- ❖ Presentation of options based on client objectives
- ❖ Record client adjustments to plan
- ❖ Schedule final meeting

STEP 7 – FINAL MEETING

- ❖ Present finance financial plan to the client
- ❖ Discuss action steps for the client
- ❖ Recommend other service providers if needed: CPAs, Insurance Agents, and Estate Lawyers