MANSKE WEALTH MANAGEMENT

Annual Review Checklist

We meet with our clients at least once a year for a formal Annual Review. During this time, the financial advisor re-evaluates the client's current financial situation to see how it aligns with their short-term and long-term goals. For your convenience, we've provided a fairly standard list below which we customize to each individual's particular needs.

Pre-meeting Work:

☐ Confirm appointment and assist with directions

☐ Update specific database items

☐ Print Client Information Sheet

☐ Print all client communication notes

☐ Print previous meeting minutes

☐ Print list of current beneficiaries

☐ Provide documents for administrative updates

☐ All account statements printed and stapled

☐ Print 2 copies of Portfolio Diversification Report

☐ Print Client Investment Review Report

☐ Print projected cash flows for all investments

☐ Provide past financial modeling

☐ Include external research report(s)

☐ Analyze recent account activity

☐ Prepare handout folder

☐ Provide relevant Morningstar research

☐ Prepare institutional account forms

Meeting Agenda:

☐ Review all client data fields

☐ Our number in your cell phone?

☐ What is your next big event?

☐ Review account beneficiaries

☐ Go over latest statement(s)

☐ Request 401(k) statement(s)

☐ Viewing accounts online and paperless delivery

☐ Mortgage

☐ Long term care

☐ Business valuation

☐ Employee benefits

☐ Electronic funds transfer service

☐ Signature documents

☐ Discuss investment changes

☐ Discuss CPA involvement

☐ Are you satisfied? Any improvements?