

Retirement Plans for your Business

Manske Wealth Management is a fully-staffed, investment-focused, wealth management firm and we work directly with business owners and their HR teams to create Owner-Only 401k plans, SEP plans, defined benefit plans, and large, multi-platform 401(k) plans. We're often selected by clients to provide better service on existing company retirement plans. We offer retirement plan options for companies of all sizes, even self-employed, and starting a retirement plan can provide many benefits for both employers and their employees.

Benefits for Business Owners:

- Attract, hire, and retain the most talented employees
- Various tax deductions that lower the company's overall tax bill
- Tax deferral on investment gains
- Make a positive impact on your employees' future financial security
- Great benefits typically increase employee morale and productivity

Benefits for Employees:

- Employees can save for retirement and create personal financial security
- Each year they participate, they decrease their tax bill
- Multiple ways to earn additional compensation
- Money saved grows without taxes until withdrawn in retirement

Our Standard of Service:

- Clear "all-in" fee, typically 20% lower than industry average
- Annual investment education offered to employees
- Annual Leader's Meeting to review plan structure, costs, and evaluation of service
- Weekly updates during major transfers
- Company assistance with their fiduciary requirements
- Annual Enrollment Meeting to explain the plan to employees and attract new participants
- Form 5500 follow-up and assistance to ensure deadlines are met
- Individualized plan design and investment selection to maximize employer/employee benefit

This is intended to be informational and educational and DOES NOT constitute investment, tax or legal advice. We strongly recommend that you seek the advice of a tax, legal and financial services professional before making any investment or other financial decisions. Manske Wealth Management is not responsible for the consequences of any decisions or actions taken as a result of this information

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Publications

I'm proud to be a resource and adviser for various media outlets. Below are a few examples of my published thoughts and credentials.

Forbes

Author: Megan Gorman
Date: August 17th, 2018

"The Retirement Planning Challenges In Age-Gap Relationships?"

Excerpt: Financial advisor, Zach Welborn of Manske Wealth Management points out that [...] "If the couple bases their entire asset allocation on the older partner with a shorter time horizon, the surviving partner may have missed out on additional growth and earnings due to a more conservative allocation," says Zachary Welborn, a financial advisor with Manske Wealth in Houston, Texas. "Investing in a way that suits both partners' goals and time horizons is imperative."

Reader's digest

Author: Sheryl Nance-Nash
Date: June 28th, 2018

"15 Retirement Mistakes That Will Ruin Your Retirement"

Excerpt: Excerpt: "It's important not to take on too much risk when retirement is just a couple of years away. Losing a big chunk of your net worth right before retirement could be a detriment to your plan," warns Zachary Welborn, a financial advisor with Manske Wealth Management. Unlike in your 30s, you won't have a lot of time to make up the losses. You'll need many types of investments—and the right mix of them—to achieve your goals. "Having the proper asset allocation can reduce the overall risk of your portfolio leading up to retirement. Furthermore, having a focus on fixed income and value-oriented equities will help supplement other sources of income such as social security and pensions."



Author: Brian O'Connell
Date: December 19th, 2016

"5 Ways to Cut 401(k) Fees Down to Size"

Excerpt: Zachary Welborn, a money manager with Manske Wealth Management in Houston, says retirement savers should check with their employers and ask if there is a "fee conscious" investment advisor attached to their 401(k) retirement plan. "A 3(21) fiduciary investment advisor can offer a number of solutions to lower the overall fees related to offering and participating in a 401(k) plan," Welborn says. "The investment advisor should be reviewing the plan's investment lineup at least quarterly. While the average expense ratio for an equity fund is around 1.25 percent, any advisor that has done their due diligence should have no problem finding funds that can achieve the same goal for a lower fee."

References

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Document Checklist

Please be sure to use this checklist and gather all applicable items. Many of my clients have greatly benefited from having these documents to assist our discussion, as it ranges from general ideas to their specific questions and situations. I strongly encourage you to take the few minutes required to gather the necessary documents in order to make the time you spend with me as productive and worthwhile as possible.

Bring With You:

- Current federal and state tax return
- Most recent bank account statements
- Most recent employee benefit statement
- Most recent mortgage statements
- Most recent auto/home insurance policies
- Most recent mutual fund statements
- Any current Certificate of Deposits
- All life/disability insurance policies
- Trust and Will documents
- All IRA or pension account statements
- Most recent brokerage account statements
- All annuity contracts and policies
- Any unit investment trust statements
- List of all common stocks personally held
- List of all municipal bonds personally held
- List of all U.S. Treasuries personally held

Possible Questions:

- Retirement planning, IRA's/Roth IRAs, 401(K)s
- Controlled & restricted stock sales & lending
- Employee Stock Option Plans (ESOP)
- Estate planning services
- How rebalancing increases return
- How dollar cost averaging lowers risk
- Lowering the cost of your current loans
- Trust services
- Business insurance, succession planning
- College planning services
- Long-term health care, insurance needs
- Equities, preferred stock
- Corporate bonds, tax-free bonds
- Tax-deferred annuities
- Mortgages and credit management
- Home equity credit lines
- U.S. Treasuries

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 their 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?

What Makes Us Different?

Normal

- Average 1.3% per year fees¹
- No formal commitment to regular communication
- 200-300 clients per advisor²
- “Suitability” standard
- Does newsletters, mass emails, birthday cards, Christmas cards as “client communication”
- No formal service commitment
- Client has to find a third party electronic vault
- Little or sporadic CPA interaction
- Close to retirement / Beginning career age
- Tries to do multiple services instead of mastering one (mortgage, credit cards, business loans, taxes, insurance policies)
- Does not make, store, or share notes from each client meeting
- Transaction costs are extra
- “Cookie cutter” portfolios for clients to fit into
- Advisor is not board certified
- Principal/ Managing Director is not involved or is removed from investment selection

MWM

- Maximum 1.0% per year fees
- Every Client, Every Month™
- Around 100 clients per advisor
- “Fiduciary” standard
- Mass communication does not substitute for meaningful monthly contact
- Commits to weekly updates during transfers and at least one formal Annual Review
- Part of service
- Formal commitment to CPA involvement
- +10 years experience AND +10 years before retirement
- Registered Investment Advisor (focused!)
- Always creates, shares, and stores notes from every client meeting
- Transaction costs included in overall fee (“True” 1%)
- Individual portfolio design
- CERTIFIED FINANCIAL PLANNER™
- Leads investment selection

¹ Wall Street Journal's *Rates Vary Widely As More Advisers Use Fees*

² WealthManagement.com's *Coverage of RIAs*

Fees

In our relationship with our clients, an annual one percent fee or less is associated with the engagement and includes the following:

- Weekly updates via email/phone during initial transfer-in of monies
- Face-to-face annual review to ensure we're on track for the goals that are of importance to the client
- Monthly communication in keeping with our mantra, **Every Client, Every Month™**
- All paperwork and/or mailing costs
- Ensuring all investments are properly held in client accounts
- Certifying all client accounts are properly titled
- Reviewing and correcting beneficiaries and/or account transfer instructions
- Assisting with accuracy of cost basis in client accounts
- Offer use of an individualized secure electronic vault for document and data sharing
- Online access through two separate portals
- Any assistance with all online tools
- All periodic reporting
- Research reports, portfolio design, and investment analysis
- All trading costs, all phone conversations, any additional meetings
- Provide meeting minutes for all get-togethers and distribute to interested parties
- Monthly reporting to all interested parties such as CPA or attorney
- Appropriate online access to all interested parties
- Guidance on portfolio and plan revisions
- Financial education when/if warranted or requested

In an effort to minimize fees, we often use stocks, bonds, REITS, etc. that have no internal investment expenses. For holdings with such expenses, we seek to minimize that cost by using no load, institutional grade funds and ETFs. We charge quarterly, in arrears, on or about the 15th of January, April, July, and October. All transaction costs are included in our annual fee so Manske Wealth Management actually keeps less than 1% from our clients in order to ensure a true maximum fee for our services at 1% a year.

Capabilities & Methodology

Manske Wealth Management is a fully-staffed investment-focused wealth management firm. What we *don't* do defines us as well as what we regularly offer. We do not force clients into “cookie-cutter” portfolios based on how they feel about risk. Our sole offering is risk management and individual portfolio design for institutions and individuals. What sets our team apart from the rest of Wall Street is our systemic dedication to staying in touch with our clients, their Boards, Investment Committees, and other advisors.

After immediately hiring us in The First Meeting (Day 1), you could expect us to accomplish the following in less than eight weeks during which we'd offer ***weekly contact by phone and/or email***:

- Collect the various data, forms, and feedback we'd need to operationally begin our commitment
- We'd assist with using online access, the secure vault, and paper/electronic reporting
- We'd create a financial model to use as a baseline for future meetings/discussions
- Analyze and quality control documents and specific client/account information
- Verify all investment information and ensure the custodian receives your new account documents
- If necessary, we'd assist with setting up automatic money transfers, checks, ATM cards, etc
- We'd set up a second meeting to go over how to proceed investment-wise

After approving the investment plan in The Second Meeting (Day 60), you could expect us to accomplish the following over the next twelve months during which we'd offer ***monthly contact by phone and/or email***:

- Coordination with the client's tax advisor on the following schedule:
 - Q1 – provide tax documents
 - Q2 – service check-in
 - Q3 – provide financial reporting for CPA's records and CPA's feedback
 - Q4 – provide tax loss harvesting report and discuss gains prior to year-end
- Conduct an Annual Review covering the following:
 - Going over recent statements
 - Providing analysis on current and past diversification and performance
 - Offering projections of future cash flows
 - Revisit the financial model and client objectives
 - Discuss rebalance of portfolio with current goals
 - Formal solicitation for feedback on the evaluation of our services

In the first twelve months working together, clients can expect we'd have met with them three or four times as outlined above. During the first eight weeks, our communication would be weekly and then monthly thereafter. After the first year, clients can expect at least one meeting per year along with our monthly contact in accordance with our mantra, **Every Client, Every Month™**.

Your Search For A Financial Advisor

1. What is your full name and last four of your social security number? www.nasd.com
2. How often do you expect we'll see each other face-to-face?
3. How often do you expect we'll speak with each other?
4. How quickly do you respond to a phone call that you missed?
5. How does my CPA fit into all of this?
6. What is your account review like? May I have a copy of your typical Account Review Agenda?
7. How often do you expect you'll come to my home or office?
8. May I have a list of references?
9. Are you a Certified Financial Planner?
10. How many people directly support you or are on your staff?
11. What type of investments do you use most often for your clients?
12. How are you compensated?
13. If your office found out that I had a death in the family, what would you do?