

Annual Client Service Calendar

January	February	March	April	May	June
Annual & Prior Quarter Performance Report	Investment Roster Research	Internal Portfolio Rebalancing	Prior Quarter Performance Report	Investment Roster Research	Internal Portfolio Rebalancing
Portfolio Risk Review	Update Model Portfolios	Tax Support	Managed Account Review	Update Model Portfolios	Annual Risk Assessment
Managed Account Review	Managed Accounts Commentaries	Educational Email	Financial Planning Projections	Managed Accounts Commentaries	Annual Structure Review
Allocation Review	Managed Accounts Annual Due Diligence	Charitable Giving Planning	Quarterly Client Meeting	Tax Review	Educational Email
Quarterly Client Meeting		Financial Planning	Annual ADV and Other Compliance Documents Delivery		
Legend:	Investments	Planning	Reporting	Client Involvement	

Annual Client Service Calendar

July	August	September	October	November	December
Prior Quarter Performance Report	Investment Roster Research	Internal Portfolio Rebalancing	Prior Quarter Performance Report	Investment Roster Research	Internal Portfolio Rebalancing
Managed Account Review	Update Model Portfolios	Beneficiary Review	Managed Account Review	Update Model Portfolios	Tax Harvesting
Allocation Review	Managed Accounts Commentaries	Educational Email	Financial Planning Projections	Managed Accounts Commentaries	Educational Email
Annuity/Insurance Review			Quarterly Client Meeting	Required Minimum Distribution Review	Charitable Giving Review
Quarterly Client Meeting					
Legend:	Investments	Planning	Reporting	Client Involvement	