

## Item 1 – Cover Page

**Christensen Associates, P.C.**  
conducting advisory services as  
**CBF Wealth Management**

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This brochure provides information about the qualifications and business practices of Christensen Associates, P.C. conducting advisory services under the name CBF Wealth Management. If you have any questions about the contents of this brochure, please contact Larry E. Hilkemann at 402-371-1160 or at [larryh@wealthfirm.info](mailto:larryh@wealthfirm.info). The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

Additional information about CBF Wealth Management is also available on the Internet at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). You can view our firm's information on this website by searching for our legal name Christensen Associates, P.C., our business name CBF Wealth Management or by using our firm's CRD number, which is **129015**.

\*Registration as an investment advisor does not imply a certain level of skill or training.

## **Item 2 – Material Changes**

On July 28, 2010, the United States Securities and Exchange Commission published “Amendments to Form ADV” which amends the disclosure document that Christensen Associates, P.C. d/b/a CBF Wealth Management provides to clients as required by applicable rules and regulations. This Disclosure Brochure dated March 2011 is a new document prepared according to the new requirements and rules. As such, this document is materially different in structure and requires certain new information that our previous Form ADV Part II and Schedule F did not require. In the future, this item will discuss only specific material changes that are made to the Disclosure Brochure and provide a summary of such changes. We will also reference the date of the last annual update of the brochure. Our last update to the disclosure brochure was in 2007.

In the past our firm has offered or delivered information about our qualifications and business practices to clients on at least an annual basis. Pursuant to new rules, we will ensure that you receive a summary of any material changes to this and subsequent Disclosure Brochures within 120 days after our fiscal year ends. Our fiscal year ends on December 31 so you will receive the summary of material changes no later than April 30 each year. At that time we will also offer a copy of the most current Disclosure Brochure. We may also provide other ongoing disclosure information about material changes as necessary.

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#### **Item 4 – Advisory Business**

Christensen Associates, P.C. is an investment advisor registered with the United States Securities and Exchange Commission (“SEC”) and is a Corporation formed under the laws of the State of Nebraska. We conduct our advisory services under the business name CBF Wealth Management.

- Our President is Jared Faltys and our Vice President is Nancy Brozek.
- Christensen Associates, P.C. has been registered as an investment advisor with the SEC since April 2005.

#### **General Description of Primary Advisory Services**

The advisory services we provide are investment advisory (asset management) services, financial planning services, and qualified retirement plan services (which we refer to as “Fiduciary Services”). Following are brief descriptions of our primary services:

**Financial Planning Services** - We provide advisory services in the form of financial planning services. Financial planning services do not involve the active management of client accounts, but instead focus on a client’s overall financial situation. Financial planning can be described as helping individuals determine and set their long-term financial goals, through investments, tax planning, asset allocation, risk management, retirement planning, and other areas. The role of a financial planner is to find ways to help the client understand his/her overall financial situation and help the client set financial objectives.

**Asset Management Services** - We provide advisory services in the form of asset management services, which we refer to as “investment advisory services”. Asset management services involve providing continuous and on-going supervision over client accounts. This means that we will continuously monitor a client’s account and make trades in client accounts when necessary.

More detailed descriptions of each of our advisory services is provided in *Item 5 – Fees and Compensation* so that clients and prospective clients can review the description of services and description of fees in a side-by-side manner. Overall, the services we provide utilize no-load passively managed mutual funds and ETFs with an emphasis on fee transparency and cost minimization to our clients.

#### **Limits Advice to Certain Types of Investments**

We provide investment advice on the following types of investments:

- No-Load (i.e. no trading fee) and Load-Waived (i.e. trading fee waived) Mutual Fund Shares
- Exchange-listed securities (i.e. stocks)
- Securities traded over-the-counter (i.e. stocks)
- Fixed income securities (i.e. bonds)
- Closed-End Funds and Exchange Traded Funds (ETFs)
- Foreign Issues
- Warrants
- Corporate debt securities (other than commercial paper)
- Commercial paper

- Certificates of deposit
- Municipal securities
- Variable life insurance
- Variable annuities
- United States government securities
- Options contracts on securities and commodities
- Futures contracts on tangibles and intangibles
- Interests in partnerships investing in real estate, oil and gas interests

We render advice on a regular basis regarding equity securities, (including exchange-listed securities and securities traded over-the-counter), variable annuities, corporate debt securities (other than commercial paper), certificates of deposit, municipal securities, investment company securities, and United States government securities. All other items listed above represent types of investments for which we do not regularly render advice; however, from time to time we may be required to evaluate investments of these types acquired by our clients prior to establishing a relationship for services with us. We do not recommend investing in options and futures programs to any of our clients.

The primary vehicles we use for investing are no-load mutual funds and ETFs (exchange traded funds). Portfolios generally include funds managed by Dimensional Fund Advisors (DFA), which are passive asset class funds.

With respect to partnerships we do not recommend purchase of public programs due to their illiquidity and the fee structures. Occasionally, we recommend public real estate investment trusts (REITS) for certain clients who desire to include real estate in their asset allocation strategy.

We also evaluate insurance products such as annuities and various types of life insurance products.

*(Please refer to Item 8 – Methods of Analysis, Investment Strategies and Risk of Loss for more information.)*

### **Tailor Advisory Services to Individual Needs of Clients**

Our services are provided based on the individual needs of each client. This means, for example, that you are given the ability to impose restrictions on the accounts we manage for you, including specific investment selections and sectors. We work with each client on a one-on-one basis through interviews and questionnaires to determine the client's investment objectives and suitability information.

### **Client Assets Managed by CBF Wealth Management**

The amount of clients assets managed by CBF Wealth Management totaled \$100,451,180 as of December 31, 2010. All of these assets are managed on a discretionary basis and no assets are managed on a non-discretionary basis.

## **Item 5 – Fees and Compensation**

In addition to the information provide in *Item 4 – Advisory Business*, this section provides additional details regarding our firm's services along with descriptions of each service's fees and compensation arrangements.

CBF Wealth Management does not receive any income in connection with acting as your investment advisor except for the fees we charge as described below. We do not receive commissions, referral fees, finder's fees or other cash compensation.

### **Fiduciary Services**

CBF Wealth Management LLC offers Fiduciary Services both to defined contribution retirement plan sponsors ("Sponsors") and to investment advisers to defined contribution retirement plans ("Plans"). When we work with an investment adviser to a Plan, we refer to that investment adviser as a "Relationship Manager Advisor". Fiduciary Services typically include:

- Providing a sample investment policy statement and assist in its preparation for a Plan based upon information provided by the Plan's Sponsor;
- Providing model investment portfolios to the Relationship Manager Advisor. The Relationship Manager Advisor offers five asset allocation models and makes them available to the Plan participants. CBF Wealth Management monitors the asset allocation models and adjusts the holdings and weightings of each model on a discretionary basis in an effort to meet the stated investment objective of the model;
- Recommendation of specific mutual funds or investment vehicles to be offered as investment options under the Plan;
- Monitoring of the Plan's investment options;
- Preparation of reports concerning the performance of the investment options;
- The provision of recommendations regarding changes in the Plan's investment;
- Notification to the Sponsor of other relevant information regarding the investment options; and
- Providing other services as negotiated with the Sponsor or investment adviser to the Plan.

CBF Wealth Management LLC consults with each Relationship Advisor about the investment options to be made available under a Plan, including whether the Sponsor wishes investment vehicles to be selected from the universe available through the custodian.

### **Fiduciary Fees**

For its Fiduciary Services, CBF Wealth Management LLC charges a fee expressed as a percentage of the assets covered by its investment advice and related services (the "Co-Fiduciary Fee"). The Co-Fiduciary Fee will generally be 0.15% per annum of covered assets with the right to adjust on a plan by plan basis.

### **Investment Advisory (Asset Management) Services**

We provide investment advisory services on your behalf. These services include the following:

- A. Analyze your financial condition,
- B. Recommend options to achieve your financial objectives,
- C. Implement investment strategies, and
- D. Monitor performance of your investments.

We work with you to determine your investment objectives and investor risk profile (investment policy) and design a written investment policy statement. We use investment and portfolio allocation software to evaluate alternative portfolio designs and we assist you in selecting the investment strategies that are consistent with your investment policy. At your request we evaluate your existing investments with

respect to your investment policy and their individual performance. We work with you to develop a transition plan in order to move from your existing asset allocation to the desired asset allocation. We monitor the performance of the assets as well as the asset allocation strategy and we hold review meetings with you as requested and produce quarterly performance reports for you.

We have developed model no-load mutual fund portfolios, which we use with you if we consider a developed model to be appropriate for your investment policy.

### **Investment Advisory Fees**

The following is our Suggested Fee Schedule:

<u>Account Balance</u>	<u>Annual Fee</u>
Up to \$49,999	1.75%
\$50,000 to \$199,999	1.50%
\$200,000 to \$499,999	1.25%
\$500,000 to \$999,999	1.00%
\$1,000,000 to \$1,999,999	.90%
\$2,000,000 to \$2,999,999	.80%
\$3,000,000 to \$3,999,999	.70%
\$4,000,000 to \$4,999,999	.60%
\$5,000,000 or more	.50%

This schedule may be modified and fees negotiated with each client. The fee schedule that applies to your account(s) will be specified in your Investment Advisory Agreement (IAA). The annual fee is calculated based upon the total value of your account that is receiving investment advisory services. Our fee is calculated and billed quarterly in advance based on the market value of your account on the last day of the preceding calendar as reported on your quarterly statements from the account custodian. At the firm's option, fees may be billed annually for small accounts. If you open an account mid-quarter, the first partial quarter's fees are prorated and charged in arrears, and will be billed with the first full quarter's fees, which are charged in advance for the first full calendar quarter that you receive investment advisory services. On a quarterly basis we provide you with an invoice showing all fees charged to your account. Upon termination, fees will be pro-rated to the effective date of termination. You will receive a refund of any fees paid but not yet earned through the effective date of termination unless your pro-rata refund would be less than \$50. If the pro-rata refund due upon termination is an amount up to \$50, the fee may be retained to cover administrative costs incurred to process our termination of services to your account. The "client" is defined to include all accounts considered in the billing group of accounts, and "the date of termination" is defined as the date of total withdrawal or total transfer from the account(s). If unearned fees total more than \$50 per client upon termination, the fees will be refunded in total to the client. Depending on the service required, we will occasionally negotiate fees alternative to those described above, including potentially a fixed fee for services to your account. Fees may vary based on individual or family circumstances. Generally, fees are deducted from client accounts.

Individual accounts for members of the same family, which is defined as including a client's spouse and dependent children, are assessed fees based on the total account balance of all family accounts. Accounts for business entities and accounts related thereto, including those of the business owner are generally assessed fees based on the total account balances of all such related accounts.

The fee schedule may be amended from time to time by CBF Wealth Management. We will provide clients with at least forty-five (45) days advance written notice for any amendments to our fee schedule and clients have the option to terminate services before the increased fee schedule takes effect. Generally, we require clients to provide at least thirty (30) days written notice to terminate services.

In addition to advisory fees paid to CBF Wealth Management, clients pay fees to the mutual funds in the form of internal expenses at the fund level, which expenses reduce the net value of the funds. Trade fees may apply to trades placed at TD Ameritrade Institutional Services, a division of TD Ameritrade Investor Services, Inc. (TDA), Aegon, or other custodians. CBF Wealth Management receives no portion of these internal expenses or trade fees.

### **Financial Planning Service and Fees**

We also provide general financial planning to you if requested. Normally this service is provided to clients that are already a client with CBF Wealth Management without any additional fees. For financial planning services that are subject to additional fees, hourly fees will be charged at a rate of up to \$250 per hour and the specific rates and estimated time to complete the requested financial planning services will be discussed before such charges are incurred. The specific hourly fees for each client will be disclosed prior to any engagement undertaken for an hourly fee.

The purpose of the financial plan is to assist the client in defining personal financial planning goals and objectives to be pursued in the areas of business planning, children's education, retirement planning, estate planning, tax planning, and investments, and to supply an analysis and recommendations as to the actions and investment strategies necessary to attain these goals and objectives.

Financial planning is not an exact science and projections are prepared based upon information provided by you (the client) and assumptions made at the time. We do not attempt to verify the accuracy or completeness of information that is provided to us. The future cannot be forecast with certainty; the degree of uncertainty increases the farther into the future we attempt to forecast. Actual results will vary from projections made, and it is possible that the variation will be significant. Also, financial planning is an ongoing process. Decisions made are based on the best information available at the time and such things as changes in market conditions, tax laws, and your personal goals can all impact the outcome of your financial plan.

The client is not obliged to follow recommendations made during the financial planning process, and CBF Wealth Management is not responsible for actual results to match the projections made during the financial planning process.

### **TERMINATION**

Concerning fiduciary services, the client's authorized representative, CBF Wealth Management, or the Relationship Manager Advisor may terminate the agreement for services with 60 days written notice. A copy of the termination notice must additionally be provided to the Plan Custodian (or Plan trustee), if any. Failure to pay service fees by the client will also terminate the contract. A refund of any unearned fees will be made based on the time expended by CBF Wealth Management and the Relationship Manager before termination. A full refund of any fees paid will be made if the agreement is terminated within five business days.

You may terminate your Investment Advisory Agreement without penalty within 5 business days after you sign your Investment Advisory Agreement. In all other situations your Investment Advisory Agreement is



continuous unless terminated by either you or CBF Wealth Management. Upon termination, advisor fees will be pro-rated to the effective date of termination. The proration of fees upon termination is further described previously in the Investment Advisory Fees section. CBF Wealth Management has no obligation to provide any additional further recommendations, actions, or services upon termination of any agreement for investment advisory services, financial planning services, or fiduciary services.

#### **Item 6 – Performance-Based Fees and Side-By-Side Management**

Item 6 is not applicable to CBF Wealth Management. CBF Wealth Management does not charge or accept performance-based fees. Performance-based fees are fees based on a share of capital gains on or capital appreciation of the assets held within a client's account.

#### **Item 7 – Types of Clients**

We generally provide investment advice to the following types of clients:

- Individuals
- High-Net Worth Individuals
- Pension and profit sharing plans
- Trusts, estates, or charitable organizations
- Corporations or business entities other than those listed above
- State or municipal government entities

All clients are required to execute an agreement for services in order to establish a client arrangement with CBF Wealth Management.

#### **Minimum Investment Amounts Required**

There are no minimum investment amounts or conditions required for establishing an account managed by CBF Wealth Management.

#### **Item 8 – Methods of Analysis, Investment Strategies and Risk of Loss**

We use the following methods of analysis in formulating investment advice:

Fundamental. This is a method of evaluating a security by attempting to measure its intrinsic value by examining related economic, financial and other qualitative and quantitative factors. Fundamental analysts attempt to study everything that can affect the security's value, including macroeconomic factors (like the overall economy and industry conditions) and individually specific factors (like the financial condition and management of companies). The end goal of performing fundamental analysis is to produce a value that an investor can compare with the security's current price in hopes of figuring out what sort of position to take with that security (underpriced = buy, overpriced = sell or short). This method of security analysis is considered to be the opposite of technical analysis. Fundamental analysis is about using real data to evaluate a security's value. Although most analysts use fundamental analysis to value stocks, this method of valuation can be used for just about any type of security.

CBF Wealth Management's security analysis is based upon a number of factors including those derived by commercially available software technology, securities rating services, general market and financial information, due diligence reviews and specific investment analysis you request from time to time.

CBF Wealth Management uses the following investment strategies when managing client assets and/or providing investment advice:

Long term purchases. Investments held at least a year.

Margin transactions. When an investor buys a stock on margin, the investor pays for part of the purchase and borrows the rest from a brokerage firm. For example, an investor may buy \$5,000 worth of stock in a margin account by paying for \$2,500 and borrowing \$2,500 from a brokerage firm. Clients cannot borrow stock or cash from CBF Wealth Management.

Other. Our investment strategies used to implement our investment advice include the purchase or sale of specific securities.

Our advice is based upon long-term investment strategies that incorporate the principles of modern portfolio theory. Our investment approach is firmly rooted in the belief that markets are "efficient," and that investors' returns are determined principally by asset allocation decisions, not market timing or stock picking. We develop diversified portfolios, principally, through the use of passively managed, asset class mutual funds that are available only to institutional investors and clients of a network of carefully selected investment advisors.

We may also recommend the use of long-term investment techniques such as dollar-cost averaging.

### **Use of Primary Method of Analysis or Strategy**

CBF Wealth Management's primary method of analysis or strategy is based on the principles of Modern Portfolio Theory (MPT). The tenets of MPT provide for a passive long-term buy-and-hold strategy implemented through globally diversified portfolios. Mutual funds representing asset classes where academic research has demonstrated higher expected returns for the level of risk taken are combined in a single portfolio. Portfolios are constructed in a manner to provide diversification for the purpose of reducing the risk caused by volatility. Portfolios are rebalanced to maintain agreed upon asset allocations.

Some of the risks involved with using this method include: market risk, small companies risk, risk of concentrating in the real estate industry, foreign securities and currencies risk, emerging markets risk, banking concentration risk, interest rate risk, risk of investing for inflation protection, risk of municipal securities, and /or fund of funds risk.

Investments in foreign issuers are subject to certain considerations that are not associated with investments in US public companies. Investments of the International Equity, emerging markets Equity and the Global Fixed Income portfolios will be denominated in foreign currencies. Changes in the relative values of these foreign currencies and the US dollar, therefore will affect the value of investments in the portfolios. Forward currency contracts will be utilized to attempt to minimize these changes. Foreign issuers are not generally subject to uniform accounting, auditing, and financial reporting standards comparable to those of US public corporations and there may be less publicly available information about such companies than comparable US companies. Also, legal, political, or diplomatic actions of foreign governments, including expropriation, confiscatory taxation, and limitations on the removal of securities, property, or other assets of the portfolios, could adversely affect the value of the assets of these portfolios.

Securities of small companies are often less liquid than those of large companies. As a result, small company stock and the funds which invest in them may fluctuate relatively more in price. Although securities of larger firms fluctuate relatively less, economic, political and issuer specific events will cause the value of all securities and the fund which invest in them to fluctuate as well.

Additionally, investments in Real Estate Securities Portfolios are concentrated in the real estate industry. This exclusive focus on the real estate industry may cause its risk to approximate the general risks of direct real estate ownership. Its performance may be materially different from the broad US equity market.

The net asset value of a fund that invests in fixed income securities will fluctuate when interest rates rise. An investor can lose principal value investing in a fixed income fund during a rising interest rate environment.

Focus on the banking industry would link the performance of certain Fund Portfolios to changes in performance of the banking industry generally. For example, a change in the market's perception of the riskiness of banks compared to non-banks would cause the Portfolio's values to fluctuate.

Inflation Protected Securities and Portfolios invested in them are expected to be protected from long-term inflationary trends, short-term increases in inflation may lead to a decline in the Portfolio's value. If interest rates rise due to reasons other than inflation, the Portfolio's investment in these securities may not be protected to the extent that the increase is not reflected in the securities' inflation measures. The Portfolio may also suffer a loss during periods of sustained deflation.

### **Risk of Loss**

Past performance is not indicative of future results. Therefore, you should never assume that future performance of any specific investment or investment strategy will be profitable. Investing in securities (including stocks, mutual funds, and bonds) involves risk of loss. Further, depending on the different types of investments there may be varying degrees of risk. Clients and prospective clients should be prepared to bear investment loss including loss of original principal.

Because of the inherent risk of loss associated with investing, our firm is unable to represent, guarantee, or even imply that our services and methods of analysis can or will predict future results, successfully identify market tops or bottoms, or insulate you from losses due to market corrections or declines. There are certain additional risks associated when investing in securities including the following:

- Market Risk – Either the stock market as a whole, or the value of an individual company, goes down resulting in a decrease in the value of client investments. This is also referred to as systemic risk.
- Equity (stock) market risk – Common stocks are susceptible to general stock market fluctuations and to volatile increases and decreases in value as market confidence in and perceptions of their issuers change. If you held common stock, or common stock equivalents, of any given issuer, you would generally be exposed to greater risk than if you held preferred stocks and debt obligations of the issuer.
- Company Risk. When investing in stock positions, there is always a certain level of company or industry specific risk that is inherent in each investment. This is also referred to as unsystematic risk and can be reduced through appropriate diversification. There is the risk that the company will perform poorly or have its value reduced based on factors specific to the company or its industry. For example, if a company's employees go on strike or the company receives

unfavorable media attention for its actions, the value of the company may be reduced.

- Fixed Income Risk. When investing in bonds, there is the risk that the issuer will default on the bond and be unable to make payments. Further, individuals who depend on set amounts of periodically paid income face the risk that inflation will erode their spending power. Fixed-income investors receive set, regular payments that face the same inflation risk. Municipal Bonds may be subject to income risk, which is the risk that falling interest rates will cause the Portfolio's income to decline over short or even long periods because of rising interest rates. The Portfolio may also be affected by: call risk, which is the risk that during periods of falling interest rates, a bond issuer will call or repay a higher-yielding bond before its maturity date; and tax liability risk, which is the risk of noncompliant conduct by a bond issuer, resulting in distributions by the Portfolio being taxable to the securities held by the Portfolio, or that there could be an adverse interpretation by the Internal Revenue Service or by state tax authorities.
- Options Risk. Options on securities may be subject to greater fluctuations in value than an investment in the underlying securities. Purchasing and writing put and call options are highly specialized activities and entail greater than ordinary investment risks.
- ETF and Mutual Fund Risk – When you invest in a an ETF or mutual fund, you will bear additional expenses based on your pro rata share of the ETFs or mutual fund's operating expenses, including the potential duplication of management fees. The risk of owning an ETF or mutual fund generally reflects the risks of owning the underlying securities the ETF or mutual fund holds. You will also incur brokerage costs when purchasing ETFs.
- Management Risk – Your investment with our firm varies with the success and failure of our investment strategies, research, analysis and determination of portfolio securities. If our investment strategies do not produce the expected returns, the value of the investment will decrease.

#### **Item 9 – Disciplinary Information**

CBF Wealth Management is required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of our firm or the integrity of our management. We have no information applicable to this Item.

#### **Item 10 – Other Financial Industry Activities and Affiliations**

We are **not** and do **not** have a related company that is a (1) broker/dealer, municipal securities dealer, government securities dealer or broker, (2) investment company or other pooled investment vehicle (including a mutual fund, closed-end investment company, unit investment trust, private investment company or “hedge fund,” and offshore fund), (3) futures commission merchant, commodity pool operator, or commodity trading advisor, (4) banking or thrift institution, (5) lawyer or law firm, (6) insurance company, (7) pension consultant, (8) real estate broker or dealer, or (9) sponsor or syndicator of limited partnerships.

As stated above, Christensen Associates, P.C. offers wealth management and investment advisory services under the business name CBF Wealth Management. Our affiliate Christensen Brozek Faltys,

P.C. offers a full range of services including: Tax Planning and Preparation, Financial Statements, Computer/Accounting/Bookkeeping Services, Payroll Services, Accounting Systems, Computer Programs & Advice, Benefit Plans, Business Valuations, Business Consulting & Controllorship, Estate and Retirement Planning, Personal Financial Planning, Like-Kind Exchanges, Health & Life insurance and Long Term Care, Disability, Medicare Supplement, Fixed Annuities and Elder Care. CBF Wealth Management receives referrals and provides investment advisory services for clients of Christensen Brozek Faltys, P.C. Christensen Associates, P.C. (conducting advisory services under the name CBF Wealth Management) and Christensen Brozek Faltys PC have a management arrangement and share revenues. Christensen Brozek Faltys PC is also an insurance agency licensed in Nebraska. Larry E. Hilkemann and Jared Faltys are licensed Insurance Producers in the State of Nebraska.

Christensen Associates, P.C. is affiliated with Wealth Management LLC. Wealth Management LLC is a single member LLC wholly owned and managed by Christensen Associates, PC. Wealth Management, LLC is a Registered Investment Advisor. Christensen Associates, PC, parent company of Wealth Management, LLC is registered as a public accounting firm. All managers of Wealth Management, LLC are Certified Public Accountants and are Investment Advisor Representatives.

Wealth Management LLC has investment advisor representatives who are independent contractors with Wealth Management LLC and who are affiliated with their own accounting firms, and law firms.

#### **Item 11 – Code of Ethics, Participation in Client Transactions and Personal Trading**

CBF Wealth Management or individuals associated with CBF Wealth Management may buy or sell securities identical to those recommended to customers for their personal accounts. CBF Wealth Management and its associated persons invest on behalf of our individual retirement plans, excess working capital, (in Money Market Type Funds) and personal funds.

We only recommend mutual funds and ETFs for our clients and not individual stocks or bonds. We may purchase or hold individual stocks or bonds upon a client's request, but we do not make recommendations about individual stocks and bonds for purchases in client's accounts. CBF Wealth Management may also make recommendations or take action with respect to investments for its clients, which may differ in nature or timing from recommendations made to or actions taken for other clients or its employees.

As these situations represent a conflict of interest, we have established the following restrictions in order to ensure our fiduciary responsibilities:

- 1) A director, officer, employee, or investment advisor representative of CBF Wealth Management shall not buy or sell securities for their personal portfolio(s) where their decision is substantially derived, in whole or part, by reason of his or her employment unless the information is also available to the investing public on reasonable inquiry. No person of CBF Wealth Management shall prefer his or her own interest to that of the advisory client, and client transactions always take precedence. Disclosure of transactions and/or the nature of transactions are required to be reported on a quarterly basis to determine and confirm that conflicts of interest in trading do not exist.
- 2) CBF Wealth Management emphasizes the unrestricted right of the client to decline to implement any advice rendered.
- 3) CBF Wealth Management requires that all individuals must act in accordance with all applicable federal and state regulations governing registered investment advisory practices.

CBF Wealth Management will provide you with a full copy of our Code of Ethics upon request. We will comply with all applicable federal and state regulations governing registered investment advisory practices. We have established standards of conduct for all associated persons to protect our clients and ensure our fiduciary responsibilities.

## **Item 12 – Brokerage Practices**

Clients are under no obligation to act on the financial planning recommendations of CBF Wealth Management. If we assist in the implementation of any recommendations, we are responsible to ensure that you receive proper trade execution.

We maintain relationships, compensatory or otherwise with TD Ameritrade (TDA), and Aegon.

Generally, clients will be required to place their assets that we are to manage with TD Ameritrade Institutional Services, a division of TD Ameritrade Investor Services, Inc. Member NYSE/SIPC. (TDA), which is a national discount brokerage firm, as custodian. TDA will permit you to purchase no-load mutual funds through the account as well as individual securities at discounted transaction costs. This arrangement allows all of your investments to be maintained at one place.

The recommendation of TD Ameritrade and TD Ameritrade Clearing, Inc. are based on past experiences, minimizing trade fees and other costs as well as offerings or services the custodian provides that CBF Wealth Management or the client may require or find valuable such as online access.

Clients may pay higher trade fees at one custodian over another based upon the variance in offerings and services available among different custodians. Fee structures of various custodians are periodically reviewed by CBF Wealth Management to ensure clients are receiving best execution. Accordingly, while CBF Wealth Management will consider competitive rates, we may not necessarily obtain the lowest possible trade fees for client account transactions. Therefore, the overall services provided by the custodian are evaluated to determine best execution.

While CBF Wealth Management does recommend the use of TD Ameritrade, clients are free to select any custodian with which CBF Wealth Management has a relationship. When a client directs the use of a particular custodian, CBF Wealth Management may not be able to obtain the best prices and execution for the transaction. Clients who direct the use of a particular custodian may receive less favorable prices than would otherwise be the case if clients had not designated a particular custodian.

While there will not be a direct linkage between the investment advice provided by CBF Wealth Management and TD Ameritrade, economic benefits may be received that would not be received if CBF Wealth Management did not use these services to implement the investment advice provided. These benefits may include, but not necessarily be limited to: receipt of duplicate client confirmations and bundled duplicate statements; access to a trading desk; the ability to have investment advisory fees deducted directly from client accounts; access to an electronic communications network for client order entry and account information; receipt of compliance publications; and access to mutual funds that generally require significantly higher minimum initial investments or are generally only available to institutional investors.

TD Ameritrade Institutional Services, a division of TD Ameritrade Investor Services, Inc. extends various discounts for services and products to us that may not be offered to other investment advisory firms.

These discounts apply to such products and services as software, mutual fund transaction costs, and seminar and conference fees. CBF Wealth Management receives free software from various sources, including Dimensional Fund Advisors (DFA), which we utilize as part of our considerations in forming asset allocation strategies.

### **Handling of Trade Errors.**

We have implemented procedures designed to prevent trade errors; however, trade errors in client accounts cannot always be avoided. Consistent with our fiduciary duty, it is our policy to correct trade errors in a manner that is in the best interest of the client. In cases where the client causes the trade error, the client will be responsible for any loss resulting from the correction. Depending on the specific circumstances of the trade error, the client may not be able to receive any gains generated as a result of the error correction. In all situations where the client does not cause the trade error, the client will be made whole and any loss resulting from the trade error will be absorbed by CBF Wealth Management if the error was caused by us. If the error is caused by the broker-dealer, the broker-dealer will be responsible for covering all trade error costs. If an investment gain results from the correcting trade, the gain will be donated by CBF Wealth Management to a charitable organization selected by CBF Wealth Management's owners.

CBF Wealth Management will never benefit or profit from trade errors.

### **Block Trading Policy**

Transactions implemented by CBF Wealth Management for client accounts are generally effected independently. CBF Wealth Management utilizes trading methodology through its custodians that result in either low or no trading costs to individual clients. One such methodology is dollar-cost averaging which provides trades at no cost to the client.

## **Item 13 – Review of Accounts**

### **Account Reviews and Reviewers**

In accordance with your investment policy statement, we review your portfolio, quarterly and annually. The portfolio review is made by the investment advisor representative assigned to service your account or other investment advisor representative designated to do so. The number of accounts reviewed by each investment advisor representative will vary. Reviews are conducted for the purpose of evaluating, reporting and implementing the investment objective of each client. The assets may be reallocated to keep the portfolio allocation consistent with the client's investment objective. Market conditions, certain economic and/or financial conditions may necessitate a more frequent review. Accounts are managed on a discretionary basis.

### **Statements and Reports**

You will receive quarterly reports from CBF Wealth Management, which summarize your asset management account performance. You will also receive monthly statements from your account custodian who outlines your current positions, cost basis of securities and current market values. You should carefully compare reports received from CBF Wealth Management against the statements received from the account custodian and should immediately report any discrepancies to CBF Wealth Management and/or the account custodian.

## **Item 14 – Client Referrals and Other Compensation**

CBF Wealth Management receives referrals from attorneys, accountants, and others. We do not pay a referral fee for these referrals. We do not have any formal solicitation arrangements in place where compensation is paid.

TD Ameritrade extends various discounts for services and products to us that may not be offered to other investment advisory firms. These discounts apply to such products and services as software, mutual fund transaction costs and seminar and conference fees.

We receive free software from various sources, including Dimensional Fund Advisors, which we utilize as part of our considerations in forming asset allocation strategies.

The only form of other compensation received from advisory services is the fees charged for providing investment advisory services as described in Item 5 of this brochure. We receive no other forms of compensation in connection with providing investment advice.

## **Item 15 – Custody**

Custody, as it applies to investment advisors, has been defined by regulators as having access or control over client funds and/or securities. In other words, custody is not limited to physically holding client funds and securities. If an investment advisor has the ability to access or control client funds or securities, the investment advisor is deemed to have custody and must ensure proper procedures are implemented.

CBF Wealth Management is deemed to have custody of client funds and securities whenever we are given the authority to have fees deducted directly from client accounts. However, this is the only form of custody CBF Wealth Management will ever maintain. It should be noted that authorization to trade in client accounts is not deemed by regulators to be custody.

For accounts in which CBF Wealth Management is deemed to have custody, we have established procedures to ensure all client funds and securities are held at a qualified custodian in a separate account for each client under that client's name. Clients or an independent representative of the client will direct, in writing, the establishment of all accounts and therefore are aware of the qualified custodian's name, address and the manner in which the funds or securities are maintained. Finally, account statements are delivered directly from the qualified custodian to each client, or the client's independent representative, at least quarterly. Clients should carefully review those statements and are urged to compare the statements against any reports received from CBF Wealth Management. When clients have questions about their account statements, they should contact CBF Wealth Management or the qualified custodian preparing the statement.

## **Item 16 – Investment Discretion**

Through its investment advisory (asset management) services and upon receiving written authorization from a client, CBF Wealth Management maintains trading authorization over client accounts. Upon receiving written authorization from the client, we may implement trades on a **discretionary** basis. When discretionary authority is granted, we will have the authority to determine the type of securities and the amount of securities that can be bought or sold for the client's portfolio without obtaining the client's consent for each transaction. We will maintain the asset allocation selected with you and provided in your Investment Policy Statement to the best of our ability with expected variances in market fluctuation.



Clients who have contracted for our asset management advisory services are required to grant us discretionary trading authority. We do not provide asset management services on a non-discretionary basis.

All clients have the ability to place reasonable restrictions on the types of investments that may be purchased in an account. Clients may also place reasonable limitations on the discretionary power granted to our firm so long as the limitations are specifically set forth or included as an attachment to the client agreement.

#### **Item 17 – Voting Client Securities**

CBF Wealth Management will not vote proxies on behalf of your account. While there are some investment advisors that will vote proxies and other corporate decisions on behalf of their clients, we have determined that taking on the responsibility for voting client securities does not add enough value to the services provided to clients to justify the additional compliance and regulatory costs associated with voting client securities. Therefore, it is your responsibility to vote all proxies for securities held in accounts managed by us.

You will receive proxies directly from your custodian or transfer agent and such documents will not be delivered to you from CBF Wealth Management. Although we do not vote client proxies, you may contact us if you have a question about a particular proxy.

#### **Item 18 – Financial Information**

This item is not applicable to this brochure. CBF Wealth Management does not require or solicit prepayment of more than \$1200 in fees per client, six months or more in advance. Therefore, we are not required to include a balance sheet for our most recent fiscal year. We are not subject to a financial condition that is reasonably likely to impair our ability to meet contractual commitments to clients. Finally, we have not been the subject of a bankruptcy petition at any time.