

**ADV Part 2A  
Disclosure Brochure  
March 20, 2013**

**NEW ENGLAND RETIREMENT CONSULTANTS, LLC  
470 Atlantic Avenue, 4<sup>th</sup> Fl  
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**[www.ne-rc.com](http://www.ne-rc.com)**

**This brochure provides information about the qualifications and business practices of New England Retirement Consultants, LLC. If you have any questions about the contents of this brochure, please contact us at (617) 535-6946 or [info@ne-rc.com](mailto:info@ne-rc.com). 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 New England Retirement Consultants, LLC is also available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).**

**Please note that the term "registered" does not imply a certain level of skill or training.**

## **Item 2: Material Changes**

New England Retirement Consultants, LLC transitioned from state to SEC registration which was completed in February 3, 2012.

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## **Item 4: Advisory Business**

### **Firm Description**

New England Retirement Consultants, LLC, ("FIRM NAME") was founded in 2006.

### **Services Provided:**

#### **Investment Objectives, Policy, Asset Allocation and Management of Fiduciary Responsibilities:**

New England Retirement Consultants, LLC- assists charitable organizations and retirement plan sponsors in managing their fiduciary responsibilities. Assisting with the risk management of investments and expense (both plan level and individual investments) with the goal to meet fiduciary obligations outlined by U.S. Department of Labor (DOL).

New England Retirement Consultants, LLC will assist clients with a comprehensive planning document that describes investment expectations, investment risk and returns which can be used as the basis for providing a customized asset mix ranges and investment policies.

Investment policy and spending policy statements, risk and expense management, objectives and guidelines to express these policies specific to asset allocation, asset/liability considerations, risk/return analysis, performance guidelines and social responsibility.

#### **Expense Control and Vendor management of 401K), 403(b) and Defined Benefit Plans:**

We will provide our expertise in analyzing and calculating total expenses form plan, revenue derived from fees and determine the reasonableness or unreasonableness of plan fees. This comprehensive and detailed analysis will provide plan fiduciary with the necessary process to ensure that fiduciary obligations with the DOL are being met.

#### **Ad-hoc studies:**

Clients may request special studies on various matters specific to their plans. New England Retirement Consultants, LLC can provide special studies to meet the specific needs of the client.

### **Principal Owners**

Glenn A. Jensen is a 100% stockholder.

As of 12/31/12, New England Retirement Consultants, LLC manages approximately \$1,850,000,000 in assets all of which all is managed on a non-discretionary basis.

Agreements may not be assigned without client consent.

### **Advisory Service Agreement**

Most clients choose to have New England Retirement Consultants, LLC consult to their qualified retirement plan assets.

The scope of work and fee for an Advisory Service Agreement is provided to the client in writing prior to the start of the relationship.

## **Item 5: Fees and Compensation**

### **Fee Schedule for Clients:**

#### **Market Value of Assets/Cash Fee**

First \$75 million /0.10 of 1%  
Next \$125 million/0.05 of 1%  
Over \$200 million/0.025 of 1%  
Minimum cash fee \$35,000

Fees are based on specific client needs and are negotiable. The minimum fee can be adjusted under specific circumstances. Fees are determined based on scope of services, number of meetings, geographic locations, etc. Fees are payable monthly are due within 30 days of each month's end.

Investment advisory and consulting agreements can be cancelled by either party upon thirty (30) days written notice. Upon cancellation notice, a prorated fee may be due to New England Retirement Consultants, LLC.

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

New England Retirement Consultants, LLC does not accept or charge performance-based fees.

## **Item 7: Types of Clients**

New England Retirement Consultants offers investment advisory and consulting services to 401(k), 403(b) and Defined Benefit pension plans, charitable accounts including religious, non-profit foundations and educational institutions, corporations (taxable). We provide due diligence oversight and fiduciary review of these programs.

New England Retirement Consultants, LLC currently requires a \$25 million minimum account relationship threshold. However, exceptions will be made on a case by case basis.

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

### **Evaluation of Investment Performance and Liability:**

On a quarterly basis, New England Retirement Consultant, LLC will provide clients with a comprehensive report evaluating the plan investments. The evaluation of investments will include rate of returns and risk adjusted returns, for each portfolio manager as well as the total fund assets. Evaluating the ongoing liability (risk) of defined benefit plans to make sure that both the management of investments and management of liability working in concert with each other and are not mutually exclusive.

### **Investment Manager Selection, Monitoring & Evaluation:**

New England Retirement Consultants, LLC will provide clients with detailed information on investment management firms as requested. Investment management firms will be evaluated on

**a quantitative basis**-investment style analysis, portfolio & performance volatility characteristics, and risk adjusted performance **and a qualitative basis**-professional staff, employee turnover, organizational stability, manager succession policy, growth or reduction of company.

#### **Item 9: Disciplinary Action**

The firm and its employees have not been involved in legal or disciplinary events related to past or present investment clients.

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

New England Retirement Consultants, LLC is **not** registered as a securities licensed broker-dealer. New England Retirement Consultants does have a Massachusetts Corporate Life & Health License.

#### **Item 11: Code of Ethics, Participation or Interest in Client Transactions and Personal Trading**

New England Retirement Consultants, LLC has a code of ethics which provides company employees detailed guidelines governing their conduct including, but not limited to, the conduct of business with company clients, knowledge and enforcement of company privacy policies, conflicts of interest, compliance with state and federal statutes, laws and regulations, personal trading activities (including reporting to Compliance personnel) and possession and actions with regard to "insider information." New England Retirement Consultants, LLC will provide a copy of its code of ethics to any client or prospective client upon request.

#### **Item 12: Brokerage Practices**

New England Retirement Consultants does not have any affiliation with investment product sales firms.

#### **Item 13: Review of Accounts**

**Periodic Reviews** Account reviews are performed quarterly, semi annually or annually by Glenn Jensen, Managing Director. Account reviews are performed more frequently when market conditions dictate.

##### **Review Triggers**

Other conditions that may trigger a review are changes in new investment information, and changes in a plan strategic direction.

##### **Regular Reports**

Clients receive periodic communications on at least an annual basis. *Advisory Service Agreement* clients and *Retainer/Project Agreement* clients receive written updates as agreed to in the agreement.

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

### **Incoming Referrals**

New England Retirement Consultants, LLC has been fortunate to receive client referrals over the years. The referrals came from current clients, ERISA attorneys, accountants, personal friends of employees and other similar sources. The firm does not compensate referring parties for these referrals. New England Retirement Consultants does employ Solicitors which are listed on ADV with a U-4 for each.

### **Referrals Out**

New England Retirement Consultants, LLC does not accept referral fees or any form of remuneration from other professionals when a prospect or client is referred to them.

## **Item 15: Custody**

### **Account Statements**

All assets are held at qualified custodians, which mean the custodians provide account statements directly to clients at their address of record at least quarterly.

### **Performance Reports**

Clients are urged to compare the account statements received directly from their custodians to the performance report statements provided by New England Retirement Consultants, LLC.

## **Item 16: Investment Discretion**

### **Discretionary Authority for Trading**

New England Retirement Consultants can accept discretionary authority to manage securities accounts on behalf of clients but that is not typical. New England Retirement Consultants, LLC can have the authority to determine, without obtaining specific client consent, the securities to be bought or sold, and the amount of the securities to be bought or sold. However, New England Retirement Consultants, LLC consults with the client prior to each trade to obtain concurrence if a blanket trading authorization has not been given.

New England Retirement Consultants, LLC does **not** receive any portion of the transaction fees or commissions paid by the client to the custodian on certain trades. Discretionary trading authority facilitates placing trades in your qualified plans on your behalf so that we may promptly implement the investment policy that you have approved in writing.

### **Item 17: Voting Client Securities**

New England Retirement Consultants does not vote proxies on securities.

### **Item 18: Financial Information**

#### **Financial Condition**

New England Retirement Consultants, LLC does not have any financial impairment that will preclude the firm from meeting contractual commitments to clients.

A balance sheet is not required to be provided because New England Retirement Consultants, LLC does not serve as a custodian for client funds or securities, and does not require prepayment of fees of more than \$1,200 per client, and six months or more in advance.

### **APPENDIX 1: PRIVACY NOTICE**

New England Retirement Consultants, LLC is committed to maintaining the confidentiality, integrity and security of the personal information that is entrusted to us.

We maintain a secure office to ensure that your information is not placed at unreasonable risk. We employ a firewall barrier, secure data encryption techniques and authentication procedures in our computer environment.

We do not provide your personal information to mailing list vendors or solicitors. We require strict confidentiality in our agreements with unaffiliated third parties that require access to your personal information, including financial service companies, consultants, and auditors. Federal and state securities regulators may review our Company records and your personal records as permitted by law.

Personally identifiable information about you will be maintained while you are a client, and for the required period thereafter that records are required to be maintained by federal and state securities laws. After that time, information may be destroyed.

We will notify you in advance if our privacy policy is expected to change. We are required by law to deliver this *Privacy Notice* to you annually, in writing.



## **APPENDIX 2: ADV 2B SUPPLEMENTAL BROCHURE**

### **New England Retirement Consultants, LLC**

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**March 20, 2013**

This brochure supplement provides information about the above named professionals that supplements the New England Retirement Consultants, LLC brochure. You should have received a copy of that brochure. Please contact us by email at [info@ne-rc.com](mailto:info@ne-rc.com) if you did not receive New England Retirement Consultants brochure or if you have any questions about the contents of this supplement.

Additional information about the above named professionals is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

## **Item 2 - Educational Background and Business Experience**

### **Education and Business Standards**

New England Retirement Consultants, LLC requires that advisors in its employ have a bachelor's degree and further coursework demonstrating knowledge of ERISA and qualified retirement plans. Additionally, advisors must have work experience that demonstrates their aptitude for qualified retirement plan consulting.

### **GLENN A. JENSEN, AIF®- Managing Director**

Year of Birth: 1956

Education: City University of New York. B.A. 1977

### **Business Background:**

2006- Present Managing Director, New England Retirement Consultants, LLC  
1980-2005, Principal Financial Group-VP, Retirement Sales  
1978-1980, TIAA-CREF-Consultant

### **Accredited Investment Fiduciary® (AIF®)**

The AIF designation certifies that the recipient has specialized knowledge of fiduciary standards of care and their application to the investment management process. To receive the AIF designation, individuals must complete a training program, successfully pass a comprehensive, closed-book final examination under the supervision of a proctor and agree to abide by the AIF Code of Ethics. In order to maintain the AIF designation, the individual must annually renew their affirmation of the AIF Code of Ethics and complete six hours of continuing education credits. The certification is administered by the Center for Fiduciary Studies, LLC.

Arbitration Claims: None

Self-Regulatory Organization or Administrative Proceeding: None

Bankruptcy Petition: None