

# Disclosure Brochure

March 26, 2013

## **Jacobs Broel Asset Management, LLC**

*a Registered Investment Adviser*

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This brochure provides information about the qualifications and business practices of Jacobs Broel Asset Management, LLC (hereinafter "Jacobs Broel" or "the firm"). If you have any questions about the contents of this brochure, please contact Jesse Broel at (425) 372-7481. 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 Jacobs Broel Asset Management, LLC is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

Jacobs Broel Asset Management, LLC is an SEC registered investment adviser. Registration does not imply any level of skill or training.

## Item 2. Material Changes

This section of the brochure discusses only the material changes that have occurred since Jacobs Broel's last annual update dated March 6, 2012. Since its annual amendment filing, Jacobs Broel is now the investment manager to a mutual fund, the Jacobs | Broel Value Fund.

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## Item 4. Advisory Business

Jacobs Broel has been in business since January 20, 2011. Peter Jacobs and Jesse Broel are the principal owners of Jacobs Broel. As of February 1, 2013, Jacobs Broel has \$44,595,231 of assets under management, all of which are managed on a discretionary basis.

Jacobs Broel is an investment adviser providing institutional consulting and investment management services. Prior to engaging Jacobs Broel to provide any of the foregoing investment advisory services, the client is required to enter into one or more written agreements with Jacobs Broel setting forth the terms and conditions under which the firm renders its services (collectively the “*Agreement*”). Neither Jacobs Broel nor the client may assign the *Agreement* without the consent of the other party. Transactions that do not result in a change of actual control or management of Jacobs Broel is not considered an assignment.

### Investment Management Services

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Jacobs Broel can be engaged to manage all or a portion of a client’s assets on a discretionary basis.

Jacobs Broel intends to primarily allocate its client’s investment management assets, on a discretionary basis among equity securities, exchange traded funds, individual debt and mutual funds in accordance with the investment objectives of the client. The firm may also provide advice about any type of investment held in a client’s portfolio.

It is Jacobs Broel’s practice to tailor its advisory services to the individual needs of clients. The firm ensures that each client’s investments are suitable for that client and consistent with their investment needs, goals, objectives and risk tolerance as well as any restrictions requested by the client. Jacobs Broel typically invests client assets through the use of a model portfolio. Therefore, the holdings of clients will look similar.

Jacobs Broel’s clients are advised to promptly notify the firm if there are ever any changes in their financial situation or investment objectives or if they wish to impose any reasonable restrictions upon Jacobs Broel’s management services.

Jacobs Broel is also the investment manager to the Jacobs | Broel Value Fund (the “*Fund*”), which is a diversified, open-ended investment company, registered with the SEC. The Firm has entered into an advisory agreement with the *Fund*, defining the terms and conditions of its management services (the “*Agreement*”). While the *Fund* is generally considered to be Jacobs Broel’s “client,” the term may also refer to investors in the *Fund* for purposes of this disclosure document.

The *Fund*’s operations are fully described in the *Offering Documents*, which consist of the Prospectus, Statement of Additional Information and all other documents incorporated by reference therein. Investors should read the *Offering Documents* prior to making an investment in the *Fund*.

## **Institutional Consulting**

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In addition, the firm may sell its research and analysis to various institutions as part of its institutional consulting services. Jacobs Broel's institutional consulting services are specialized engagements individually negotiated with each institution based upon their specific needs. Jacobs Broel's institutional consulting services are generally investment-related. Clients are advised that these services present a conflict of interest whereas certain institutional clients of Jacobs Broel could receive and act upon Jacobs Broel's research before Jacobs Broel utilizes its research for its non-institutional clients. Alternatively, Jacobs Broel could provide its research to institutional clients after acting upon the recommendations for individual clients.

## **Item 5. Fees and Compensation**

Jacobs Broel offers its services on a fee basis which includes fixed fees as well as fees based upon assets under management.

### **Investment Management Fee**

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In the event the client determines to engage Jacobs Broel to provide investment management services, Jacobs Broel does so on a fee basis. If engaged, the firm charges an annual fee based upon a percentage of the market value of the assets being managed by Jacobs Broel. The firm's annual fee is exclusive of, and in addition to brokerage commissions, transaction fees, and other related costs and expenses which are incurred by the client. However, Jacobs Broel does not receive any portion of these commissions, fees, and costs. Jacobs Broel's annual fee is prorated and charged quarterly, in advance, based upon the market value of the assets on the last day of the previous quarter.

The annual fee varies (between 0.50% and 1.00%) depending upon the market value of the assets under management and the specific relationship with the client. Where the client works directly with Jacobs Broel, the firm's fee is 1.00% of assets under management. Where the client works with a broker that recommends or chooses the investment management services of Jacobs Broel's, the firm's fee is 0.50% of assets under management.

Jacobs Broel may also be engaged to provide other investment advisers with model portfolio recommendations. In these relationships, Jacobs Broel does not implement any transactions, but provides recommendations for changes to models which are left for the other advisers to implement. Jacobs Broel charges an annual fee of 0.35% of the assets allocated to the models. This fee is prorated and billed annually in advance.

Information about how Jacobs Broel is compensated by the *Fund* is available in the *Fund's Offering Documents*.

## Jacobs Broel Asset Management, LLC Disclosure Brochure

Jacobs Broel, in its sole discretion, may negotiate to waive its stated account minimum or charge a lesser management fee based upon certain criteria (i.e., anticipated future earning capacity, anticipated future additional assets, dollar amount of assets to be managed, related accounts, account composition, pre-existing client, account retention, *pro bono* activities, etc.).

### **Institutional Consulting Services Fee**

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In the event the client determines to engage Jacobs Broel to provide institutional consulting services, Jacobs Broel does so on a fee basis. If engaged, Jacobs Broel charges a monthly fixed fee. Jacobs Broel's monthly fee is \$21,000 and is charged in advance.

### **Fees Charged by Financial Institution**

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As further discussed in response to Item 12 (below), Jacobs Broel generally recommends that clients utilize the brokerage and clearing services of Charles Schwab & Co., Inc. ("*Schwab*") for investment management accounts.

Jacobs Broel may only implement its investment management recommendations after the client has arranged for and furnished Jacobs Broel with all information and authorization regarding accounts with appropriate financial institutions. Financial institutions include, but are not limited to, *Charles Schwab*, any other broker-dealer recommended by Jacobs Broel, broker-dealer directed by the client, trust companies, banks etc. (collectively referred to herein as the "*Financial Institution(s)*").

Clients may incur certain charges imposed by the *Financial Institution(s)* and other third parties such as custodial fees, charges imposed directly by a mutual fund or exchange traded fund in the account, which is disclosed in the fund's prospectus (e.g., fund management fees and other fund expenses), deferred sales charges, odd-lot differentials, transfer taxes, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions. Additionally, for assets outside of any wrap fee programs, clients may incur brokerage commissions and transaction fees. Such charges, fees and commissions are exclusive of and in addition to Jacobs Broel's fee.

### **Fee Debit**

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Jacobs Broel's *Agreement* and/or the separate agreement with the *Financial Institution(s)* may authorize Jacobs Broel through the *Financial Institution(s)* to debit the client's account for the amount of Jacobs Broel's fee and to directly remit that management fee to Jacobs Broel in accordance with applicable custody rules. The *Financial Institution(s)* recommended by Jacobs Broel have agreed to send a statement to the client, at least quarterly, indicating all amounts disbursed from the account including the amount of management fees paid directly to Jacobs Broel.

## **Fees for Management During Partial Quarters of Service**

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For the initial period of investment management services, the first period's fees are calculated on a *pro rata* basis. The *Agreement* between Jacobs Broel and the client will continue in effect until terminated by either party pursuant to the terms of the *Agreement*. Jacobs Broel's annual fee is prorated through the date of termination and any remaining balance is charged or refunded to the client, as appropriate, in a timely manner.

Clients may make additions to and withdrawals from their account at any time, subject to Jacobs Broel's right to terminate an account. Additions may be in cash or securities provided that Jacobs Broel reserves the right to liquidate any transferred securities, or decline to accept particular securities into a client's account. Clients may withdraw account assets on notice to Jacobs Broel, subject to the usual and customary securities settlement procedures. Jacobs Broel may consult with its clients about the options and ramifications of transferring securities. However, clients are advised that when transferred securities are liquidated, they are subject to transaction fees, fees assessed at the mutual fund level (i.e. contingent deferred sales charge) and/or tax ramifications.

Generally, if assets deposited or withdrawn from an account after the inception of a quarter, the fee payable with respect to such assets will not be adjusted or prorated based on the number of days remaining in the quarter. However, if assets in excess of \$250,000 are deposited into or withdrawn from an account after the inception of a quarter, the fee payable with respect to such assets will be adjusted or prorated in accordance with the client's fee schedule and based on the number of days remaining in the quarter.

## **Item 6. Performance-Based Fees and Side-by-Side Management**

Jacobs Broel does not provide any services for performance based fees. Performance based fees are those based on a share of capital gains on or capital appreciation of the assets of a client.

## **Item 7. Types of Clients**

Jacobs Broel provides its services to individuals, investment companies, charitable organizations, corporations and business entities.

### **Minimum Account Size**

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As a condition for starting and maintaining a relationship, Jacobs Broel imposes a minimum portfolio size of \$100,000 for an equity only account and \$250,000 for a balanced account made of equity and fixed income (bond) holdings. Alternatively, Jacobs Broel imposes a minimum annual fee of \$500. The minimum fee may have the effect of making Jacobs Broel's services impractical or too expensive for certain clients.

Jacobs Broel, in its sole discretion, may accept clients with smaller portfolios based upon certain criteria including anticipated future additional assets, related accounts, anticipated future earnings capacity, dollar amount of assets to be managed, account composition, pre-existing client relationship, account retention, and *pro bono* activities. Jacobs Broel only accepts clients with less than the minimum portfolio size if, in the sole opinion of Jacobs Broel, the smaller portfolio size will not cause a substantial increase of investment risk beyond the client's identified risk tolerance. Jacobs Broel may aggregate the portfolios of family members to meet the minimum portfolio size.

Any minimums to invest in the *Fund* can be found in the *Offering Documents*.

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

Jacobs Broel will seek to achieve growth of capital by investing in securities of varying capitalizations that offer long-term investment value. The process and approach is deeply rooted in the value-contrarian investment philosophy which focuses on identifying companies that have good long-term fundamentals, yet whose stocks are out of favor with the majority of investors. Jacobs Broel's primary methods of analysis are fundamental and technical analysis.

*Fundamental analysis* involves the fundamental financial condition and competitive position of a company. Jacobs Broel will analyze the financial condition, capabilities of management, earnings, new products and services, as well as the company's markets and position amongst its competitors in order to determine the recommendations made to clients. The primary risk in using fundamental analysis is that while the overall health and position of a company may be good, market conditions may negatively impact the security.

*Technical analysis* involves the analysis of past market data rather than specific company data in determining the recommendations made to clients. Technical analysis may involve the use of charts to identify market patterns and trends which may be based on investor sentiment rather than the fundamentals of the company. The primary risk in using technical analysis is that spotting historical trends may not help to predict such trends in the future. Even if the trend will eventually reoccur, there is no guarantee that Jacobs Broel will be able to accurately predict such a reoccurrence.

#### **Investment Decision = Fundamental Company Research + Price Consideration**

These components of the equation underscore the fact that stocks of great companies purchased at the wrong price can result in poor investment returns.

The investment process begins by selecting stocks identified by Jacobs Broel that are generally out of favor by broad-market participants but that have good long-term prospects in the opinion of Jacobs Broel. The initial portfolio construction process can take anywhere from one to six months in order to become



fully invested depending on market conditions. The purchase and sale of securities will be consistent within all portfolios to attempt to provide uniform management and consistent returns for clients.

When fully invested, each equity portfolio will hold between 15 and 30 stocks, and will consist of long positions only. Individual position weightings will be limited to 5% initially, and will not exceed 10% during the investment time frame. International, convertible, and closed-end securities can comprise up to 25% of the portfolio. The target level for cash is 10%, but could be as low as 5% and over 50% depending on market conditions and ability to find attractive stock ideas in which to invest. JBAM's aim is to manage each portfolio in a similar fashion in order to capture consistent results. Exceptions arise, however, with the addition of new accounts. New accounts will purchase the stocks contained in existing portfolios, unless the stock is within 15% of its price objective. The non-invested portion (less cash target) can be allocated to a broad equity market or short-term fixed income ETF.

**JBAM Equity Portfolio** – The JBAM Equity Portfolio investment strategy is to invest in 15 to 30 stocks, and will consist of long positions only. Individual position weightings will be limited to 5% initially, and will not exceed 10% during the investment time frame. International, convertible, and closed-end securities can comprise up to 25% of the portfolio. The target level for cash is 10%, but can fall in the range of 5%–100% depending on market conditions. By keeping the number of securities in the portfolio limited and concentrated, Jacobs Broel believes the opportunity for outperformance of the broad market is achievable versus the use of extensive diversification which typically leads to average returns. Initial investment minimum is \$100,000.

**JBAM Balanced Portfolio** – Adopting the same equity investment strategy of the Equity Portfolio, the JBAM Balanced Portfolio adds investment grade bonds in an attempt to reduce volatility compared to an equity only account and perhaps lower overall long-term returns, but aims to deliver higher returns than a static stock and bond portfolio due to the dynamic rebalancing of the accounts. The bond portion will be relatively simple and characterized by 5-10 bond issues with maturities laddered over several years. Upon maturity of the individual bond issues, or the sale of a stock, the proceeds will be reinvested in bonds or stocks in order to maintain a balanced portfolio of roughly 50% stocks and 50% bonds (+/-10%). The very nature of the dynamic rebalancing will result in reallocating cash generation events from what would be the sale of securities within the more expensive asset class to the purchase of the securities within the cheapest asset class. This is the simple principle of buying low and selling high, but reversed...selling high, buying low.

This dynamic, fluid investment management approach will see a shift between stock and bonds within the portfolio depending on the relative value of the bond and stock portion of the portfolio, Jacobs Broel's perceived outlook of investment opportunities, timing of purchase and sale of securities, maturity of the bonds, and distributions (cash inflow/outflows and dividends).

## Item 9. Disciplinary Information

Jacobs Broel is required to disclose the facts of any legal or disciplinary events that are material to a client's evaluation of its advisory business or the integrity of management. Jacobs Broel does not have any required disclosures to this Item.

## Item 10. Other Financial Industry Activities and Affiliations

Jacobs Broel is required to disclose any relationship or arrangement that is material to its advisory business or to its clients with certain related persons. The firm has no information to disclose in response to this Item.

## Item 11. Code of Ethics

Jacobs Broel and persons associated with Jacobs Broel ("Associated Persons") are permitted to buy or sell securities that it also recommends to clients consistent with Jacobs Broel's policies and procedures.

Jacobs Broel has adopted a code of ethics that sets forth the standards of conduct expected of its associated persons and requires compliance with applicable securities laws ("*Code of Ethics*"). In accordance with Section 204A of the Advisers Act, its *Code of Ethics* contains written policies reasonably designed to prevent the unlawful use of material non-public information by Jacobs Broel or any of its associated persons. The *Code of Ethics* also requires that certain of Jacobs Broel's personnel (called "*Access Persons*") report their personal securities holdings and transactions and obtain pre-approval of certain investments such as initial public offerings and limited offerings.

Unless specifically permitted in Jacobs Broel's *Code of Ethics*, none of Jacobs Broel's *Access Persons* may effect for themselves or for their immediate family (i.e., spouse, minor children, and adults living in the same household as the *Access Person*) any transactions in a security which is being actively purchased or sold, or is being considered for purchase or sale, on behalf of any of Jacobs Broel's clients.

When Jacobs Broel is purchasing or considering for purchase any security on behalf of a client, no *Access Person* may effect a transaction in that security prior to the completion of the purchase or until a decision has been made not to purchase such security. Similarly, when Jacobs Broel is selling or considering the sale of any security on behalf of a client, no *Access Person* may effect a transaction in that security prior to the completion of the sale or until a decision has been made not to sell such security. These requirements are not applicable to: (i) direct obligations of the Government of the United States; (ii) money market instruments, bankers' acceptances, bank certificates of deposit, commercial paper, repurchase agreements and other high quality short-term debt instruments, including repurchase agreements; (iii) shares issued by mutual funds or money market funds; and (iv) shares issued by unit investment trusts that are invested exclusively in one or more mutual funds.

Clients and prospective clients may contact Jacobs Broel to request a copy of its *Code of Ethics*.

### Item 12. Brokerage Practices

As discussed above, in Item 5, Jacobs Broel generally recommends that clients utilize the brokerage and clearing services of *Schwab*.

Factors which Jacobs Broel considers in recommending *Schwab* or any other broker-dealer, to clients include their respective financial strength, reputation, execution, pricing, research, and service. The commissions and/or transaction fees charged by *Schwab* may be higher or lower than those charged by other broker-dealers.

The commissions paid by Jacobs Broel's clients comply with the firm's duty to obtain "best execution." However, a client may pay a commission that is higher than another qualified broker-dealer might charge to effect the same transaction where Jacobs Broel determines, in good faith, that the commission is reasonable in relation to the value of the brokerage and research services received. In seeking best execution, the determinative factor is not the lowest possible cost, but whether the transaction represents the best qualitative execution, taking into consideration the full range of a broker-dealer's services, including among others, the value of research provided, execution capability, commission rates, and responsiveness. Consistent with the foregoing, while Jacobs Broel will seek competitive rates, it may not necessarily obtain the lowest possible commission rates for client transactions.

If the client requests Jacobs Broel to arrange for the execution of securities brokerage transactions for the client's account, Jacobs Broel directs such transactions through broker-dealers that the firm reasonably believes will provide best execution. Transactions may be cleared through other broker-dealers with whom Jacobs Broel and the *Financial Institution(s)* have entered into agreements for prime brokerage clearing services. Jacobs Broel periodically and systematically reviews its policies and procedures regarding recommending broker-dealers to its client in light of its duty to obtain best execution.

The client may direct Jacobs Broel in writing to use a particular broker-dealer to execute some or all transactions for the client. In that case, the client will negotiate terms and arrangements for the account with that broker-dealer, and Jacobs Broel will not seek better execution services or prices from other broker-dealers or be able to "batch" client transactions for execution through other broker-dealers with orders for other accounts managed by Jacobs Broel (as described below). As a result, the client may pay higher commissions or other transaction costs or greater spreads, or receive less favorable net prices, on transactions for the account than would otherwise be the case. Subject to its duty of best execution, Jacobs Broel may decline a client's request to direct brokerage if, in Jacobs Broel's sole discretion, such directed brokerage arrangements would result in additional operational difficulties.

Transactions for each client generally will be effected independently, unless Jacobs Broel decides to purchase or sell the same securities for several clients at approximately the same time. Jacobs Broel

may (but is not obligated to) combine or “batch” such orders to obtain best execution, to negotiate more favorable commission rates, or to allocate equitably among Jacobs Broel’s clients differences in prices and commissions or other transaction costs that might have been obtained had such orders been placed independently. Under this procedure, transactions will generally be averaged as to price and allocated among Jacobs Broel’s clients pro rata to the purchase and sale orders placed for each client on any given day. To the extent that Jacobs Broel determines to aggregate client orders for the purchase or sale of securities, including securities in which Jacobs Broel’s *Advisory Affiliate(s)* may invest, Jacobs Broel generally does so in accordance with applicable rules promulgated under the Advisers Act and no-action guidance provided by the staff of the U.S. Securities and Exchange Commission. Jacobs Broel does not receive any additional compensation or remuneration as a result of the aggregation. In the event that Jacobs Broel determines that a prorated allocation is not appropriate under the particular circumstances, the allocation will be made based upon other relevant factors, which may include: (i) when only a small percentage of the order is executed, shares may be allocated to the account with the smallest order or the smallest position or to an account that is out of line with respect to security or sector weightings relative to other portfolios, with similar mandates; (ii) allocations may be given to one account when one account has limitations in its investment guidelines which prohibit it from purchasing other securities which are expected to produce similar investment results and can be purchased by other accounts; (iii) if an account reaches an investment guideline limit and cannot participate in an allocation, shares may be reallocated to other accounts (this may be due to unforeseen changes in an account’s assets after an order is placed); (iv) with respect to sale allocations, allocations may be given to accounts low in cash; (v) in cases when a pro rata allocation of a potential execution would result in a *de minimis* allocation in one or more accounts, Jacobs Broel may exclude the account(s) from the allocation; the transactions may be executed on a pro rata basis among the remaining accounts; or (vi) in cases where a small proportion of an order is executed in all accounts, shares may be allocated to one or more accounts on a random basis.

Consistent with obtaining best execution, brokerage transactions may be directed to certain broker-dealers in return for investment research products and/or services which assist Jacobs Broel in its investment decision-making process. Such research generally will be used to service all of Jacobs Broel’s clients, but brokerage commissions paid by one client may be used to pay for research that is not used in managing that client’s portfolio. The receipt of investment research products and/or services as well as the allocation of the benefit of such investment research products and/or services poses a conflict of interest because Jacobs Broel does not have to produce or pay for the products or services.

### **Software and Support Provided by Financial Institutions**

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Jacobs Broel may receive from *Schwab*, without cost to the firm, computer software and related systems support, which allow Jacobs Broel to better monitor client accounts maintained at *Schwab*. Jacobs Broel may receive the software and related support without cost because Jacobs Broel renders investment management services to clients that maintain assets at *Schwab*. The software and support is not

provided in connection with securities transactions of clients (i.e. not “soft dollars”). The software and related systems support may benefit Jacobs Broel, but not its clients directly. In fulfilling its duties to its clients, Jacobs Broel endeavors at all times to put the interests of its clients first. Clients should be aware, however, that Jacobs Broel’s receipt of economic benefits from a broker-dealer creates a conflict of interest since these benefits may influence Jacobs Broel’s choice of broker-dealer over another broker-dealer that does not furnish similar software, systems support, or services.

Additionally, Jacobs Broel may receive the following benefits from *Schwab* through its Schwab Institutional division: receipt of duplicate client confirmations and bundled duplicate statements; access to a trading desk that exclusively services the Schwab Institutional participants; access to block trading which provides the ability to aggregate securities transactions and then allocate the appropriate shares to client accounts; and access to an electronic communication network for client order entry and account information.

### **Item 13. Review of Accounts**

For those clients to whom Jacobs Broel provides investment management services, Jacobs Broel monitors those portfolios as part of an ongoing process while regular account reviews are conducted on at least a quarterly basis. Such reviews are conducted by at least one of Jacobs Broel’s primary owners, Peter Jacobs or Jesse Broel. All investment advisory clients are encouraged to discuss their needs, goals, and objectives with Jacobs Broel or referring financial advisor to keep Jacobs Broel informed of any changes thereto. Jacobs Broel contacts ongoing investment advisory clients at least annually to review its previous services and/or recommendations and to discuss the impact resulting from any changes in the client’s financial situation and/or investment objectives.

Unless otherwise agreed upon, clients are provided with transaction confirmation notices and regular summary account statements directly from the broker-dealer or custodian for the client accounts. If Jacobs Broel provides any supplemental report, clients should compare the account statements they receive from their custodian with those they receive from Jacobs Broel.

Those clients to whom Jacobs Broel provides institutional consulting services will receive reports from Jacobs Broel from time-to-time or as agreed to in writing by Jacobs Broel.

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

Jacobs Broel is required to disclose any relationship or arrangement where it receives an economic benefit from a third party (non-client) for providing advisory services. In addition, Jacobs Broel is required to disclose any direct or indirect compensation that it provides for client referrals. Jacobs Broel does not have any required disclosures to this Item.

## Item 15. Custody

As discussed above, Jacobs Broel's *Agreement* and/or the separate agreement with the *Financial Institution(s)* may authorize Jacobs Broel through the *Financial Institution(s)* to debit the client's account for the amount of Jacobs Broel's fee and to directly remit that management fee to Jacobs Broel in accordance with applicable custody rules. The *Financial Institution(s)* recommended by Jacobs Broel have agreed to send a statement to the client, at least quarterly, indicating all amounts disbursed from the account including the amount of management fees paid directly to Jacobs Broel. In addition, when Jacobs Broel sends supplemental reports to clients, clients should carefully review the statements sent directly by the *Financial Institution(s)* and compare them to the reports received from Jacobs Broel.

## Item 16. Investment Discretion

Jacobs Broel may be given the authority to exercise discretion on behalf of clients. Jacobs Broel is considered to exercise investment discretion over a client's account if it can effect transactions for the client without first having to seek the client's consent. Jacobs Broel is given this authority through a power-of-attorney included in the agreement between Jacobs Broel and the client. Clients may request a limitation on this authority (such as certain securities not to be bought or sold). Jacobs Broel takes discretion over the following activities:

- The securities to be purchased or sold;
- The amount of securities to be purchased or sold;
- When transactions are made; and
- The *Financial Institution(s)* to be utilized.

## Item 17. Voting Client Securities

Jacobs Broel *may* vote client securities (proxies) on behalf of its clients. When Jacobs Broel accepts such responsibility in writing as part of the *Agreement*, it will only cast proxy votes in a manner consistent with the best interest of its clients. Absent special circumstances, which are fully- described in Jacobs Broel's Proxy Voting Policies and Procedures, all proxies will be voted consistent with guidelines established and described in Jacobs Broel's Proxy Voting Policies and Procedures, as they may be amended from time-to-time. At any time, clients may contact Jacobs Broel to request information about how Registrant voted proxies for that client's securities or to get a copy of Jacobs Broel's Proxy Voting Policies and Procedures. A brief summary of Jacobs Broel's Proxy Voting Policies and Procedures is as follows:

- Jacobs Broel has formed a Proxy Voting Committee that will be responsible for monitoring corporate actions, making voting decisions in the best interest of clients, and ensuring that proxies are submitted in a timely manner.
- The Proxy Voting Committee will generally vote proxies according to Jacobs Broel's then current Proxy Voting Guidelines. The Proxy Voting Guidelines include many specific examples of voting decisions for the types of proposals that are most frequently presented, including: composition of the board of directors; approval of independent auditors; management and director compensation; anti-takeover mechanisms and related issues; changes to capital structure; corporate and social policy issues; and issues involving mutual funds.
- Although the Proxy Voting Guidelines are to be followed as a general policy, certain issues will be considered on a case-by-case basis based on the relevant facts and circumstances. Since corporate governance issues are diverse and continually evolving, Jacobs Broel devotes an appropriate amount of time and resources to monitor these changes.
- Where Jacobs Broel is responsible for voting proxies on behalf of a client, clients cannot direct Jacobs Broel's vote on a particular solicitation. Jacobs Broel's authority to vote proxies can, however, be revoked.

In situations where there may be a conflict of interest in the voting of proxies due to business or personal relationships that Jacobs Broel maintains with persons having an interest in the outcome of certain votes, Jacobs Broel will take appropriate steps to ensure that its proxy voting decisions are made in the best interest of its clients and are not the product of such conflict.

### **Item 18. Financial Information**

Jacobs Broel does not require or solicit the prepayment of more than \$1,200 in fees, six months or more in advance. In addition, Jacobs Broel is required to disclose any financial condition that is reasonably likely to impair its ability to meet contractual commitments to clients. Jacobs Broel has no disclosures pursuant to this Item.

## **Jacobs Broel Asset Management, LLC**

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