

## Item 1 – Cover Page

### **Pension Consultants, Inc.**

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Date of Brochure: August 2015

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This brochure provides information about the qualifications and business practices of Pension Consultants, Inc. If you have any questions about the contents of this brochure, please contact Rhonda Wright at 417-889-4918 or at [rwright@pension-consultants.com](mailto:rwright@pension-consultants.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 Pension Consultants 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 firm name, Pension Consultants, Inc., or searching by our firm CRD number, which is **113914**.

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

## **Item 2 – Material Changes**

Our last update of this brochure was in June 2015. Since our last update, we have made the following updates to this brochure:

- 1) In June 2015, we updated Item 5 to clarify that fees for 3(38) INVESTMENT COMPLETE and 3(21) INVESTMENT COMPLETE included a grandfathered rate. For certain pre-existing clients utilizing this services prior to 1/1/2013, the tier 6 rate is 0.010%. This grandfathered rate is not available for new clients.
- 2) In August 2015, we updated Item 9 to remove reference to a Missouri Secretary of State – Division of Securities consent order (#AP-05-26) from 6/28/2005 since it was over 10 years since the order had been issued.
- 3) In August 2015, we updated our brochure to reflect that Rhonda Wright is Pension Consultant's Chief Compliance Officer and Brian Allen is the firm's President.

We will ensure that you receive a summary of material changes, if any, 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, if any, 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**

Pension Consultants, Inc. 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 Missouri.

- The firm’s President is Brian Allen.
- The firm’s Chief Compliance Officer is Rhonda Wright.
- Pension Consultants has been registered as an investment advisor with the SEC since October 1999. Prior to its registration with the SEC, Pension Consultants was registered as an investment advisor with the State of Missouri.

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

Pension Consultants, Inc.’s (hereafter referred to as “PCI” or “we”) focus is on providing advisory services to retirement plan sponsors and to individual participants holding assets in retirement plans. Below are descriptions of our retirement plan services and our RetireAdvisers® Consulting Services.

#### **Retirement Plan Services**

Our retirement plan services include the following:

3(38) CORE COMPLETE  
3(21) CORE COMPLETE  
ERISA COMPLETE  
3(38) INVESTMENT COMPLETE  
3(21) INVESTMENT COMPLETE  
VENDOR SEARCH  
VENDOR MONITORING  
RETIREADVISERS® GUIDANCE NOW  
RETIREADVISERS® PLAN PARTICIPANT  
RETIREMENT PLAN AS NEEDED SERVICES

Clients are required to execute a services agreement for the provision of the selected retirement plan services. Below is a summary description of each of our retirement plan service offerings. Next to each service name below is an indication of whether the service falls into the category of Fiduciary Management, Fiduciary Consulting or Non-Fiduciary for purposes of Employee Retirement Security Act of 1974, as amended, (“ERISA”); this categorization is described below under ERISA Disclosure. The service agreement provides additional details regarding the retirement plan services.

A. 3(38) CORE COMPLETE

The 3(38) CORE COMPLETE Services package is our most comprehensive services package providing Investment Management and includes the following:

- 1) Investment Management (Fiduciary Management)
- 2) Other Investment Services (Fiduciary Consulting)
- 3) ERISA Supervision & Guidance (Non-Fiduciary)
- 4) Participant Education (Non-Fiduciary)

B. 3(21) CORE COMPLETE

The 3(21) CORE COMPLETE Services package is our most comprehensive services package providing Investment Advice and includes the following:

- 1) Investment Oversight (Fiduciary Consulting)
- 2) Investment Supervision & Guidance (Fiduciary Consulting)
- 3) ERISA Supervision & Guidance (Non-Fiduciary)
- 4) Participant Education (Non-Fiduciary)

C. ERISA COMPLETE

The ERISA COMPLETE Services package is limited to the ERISA Supervision & Guidance services (Non-Fiduciary), which are also available as a component service of the CORE COMPLETE Services packages.

D. 3(38) INVESTMENT COMPLETE

The 3(38) INVESTMENT COMPLETE Services package is limited to the Investment Management services (Fiduciary Management), Other Investment services (Fiduciary Consulting), which are also available as component services of the 3(38) CORE COMPLETE Services package.

E. 3(21) INVESTMENT COMPLETE

The 3(21)Investment COMPLETE Services package is limited to the Investment Oversight (Fiduciary Consulting) and the Investment Reporting and Consultation (Fiduciary Consulting), which are also available as component services of the 3(21) CORE COMPLETE Services package. Grandfathered clients receive Investment Oversight (Fiduciary Consulting) and Investment Supervision & Guidance (Fiduciary Consulting).

F. VENDOR SEARCH (Non-Fiduciary)

G. VENDOR MONITORING (Non-Fiduciary)

H. RETIREADVISERS<sup>®</sup> GUIDANCE NOW (Non-Fiduciary)

The RETIREADVISERS® GUIDANCE NOW Services package is for the provision of educational services to plan participants.

I. RETIREADVISERS® PLAN PARTICIPANT (Fiduciary Consulting)

The RETIREADVISERS® PLAN PARTICIPANT Services package provides plan participants with individualized advice about retirement plan investments.

J. RETIREMENT PLAN AS NEEDED SERVICES

The RETIREMENT PLAN AS NEEDED SERVICES package is for the provision of consultations from PCI in response to particular requests made by a client to address specific areas of concern identified by the client.

**RetireAdvisers® Consulting Services**

Our RetireAdvisers® Consulting Services include the following:

Retirement COMPLETE Services  
RetireAdvisers® As Needed Services

Clients are required to execute a services agreement for the provision of the selected RetireAdvisers® Consulting Services. The services agreement provides details regarding the services to be provided. A summary description of the service offerings for the RetireAdvisers® Consulting Services is provided below.

A. RETIREMENT COMPLETE SERVICES

The Retirement COMPLETE Services include the following:

- 1) Investment Oversight
- 2) Retirement Planning Guidance

The scope and frequency of the component services for the RetireAdvisers® Consulting Services package are based upon the client's total portfolio value.

B. RETIREADVISERS® AS NEEDED SERVICES

RetireAdvisers® As Needed Services provide consultation when the client needs limited advisory services in reply to a particular area of concern. For the RetireAdvisers® As Needed Services, the client is responsible for identifying the specific areas of concern that the client would like PCI to address.

**ERISA Disclosure**

Services provided by PCI for retirement plans covered by ERISA will be identified as Fiduciary Management Services, Fiduciary Consulting Services or Non-Fiduciary Services in the Schedule(s) to the services agreement.

For services categorized as Fiduciary Management Services, PCI will act as the Investment Manager as defined by Section 3(38) of ERISA. When providing Fiduciary Management Services, PCI's services include discretionary authority to make investment decisions over assets of a retirement plan. PCI acknowledges that it is a fiduciary with respect to its exercise of investment decisions over these assets of a retirement plan. PCI acknowledges that in performing Fiduciary Management, PCI is acting as a "fiduciary" as such term is defined under Section 3(21)(A)(ii) of Employee Retirement Income Security Act of 1974 ("ERISA"). PCI will act in a manner consistent with the requirements of a fiduciary under ERISA for all services for which PCI is considered a fiduciary under ERISA.

For services categorized as Fiduciary Consulting Services, all recommendations of investment options and portfolios will be submitted to the client for the client's ultimate approval or rejection. For Fiduciary Consulting Services, the retirement plan sponsor client or the plan participant who elects to implement any recommendations made by PCI is solely responsible for implementing all transactions. Fiduciary Consulting Services are not management services, and PCI does not serve as administrator or trustee of the retirement plan. PCI does not act as custodian for any client account or have authority to initiate third-party disbursements of client funds or securities with the exception of, for some accounts, having written authorization from the client to deduct our fees.

PCI acknowledges that in performing Fiduciary Consulting Services or otherwise providing investment advice related to assets of a retirement plan covered by ERISA, PCI is acting as a "fiduciary" as such term is defined under Section 3(21)(A)(ii) of Employee Retirement Income Security Act of 1974 ("ERISA"). PCI will act in a manner consistent with the requirements of a fiduciary under ERISA for all services for which PCI is considered a fiduciary under ERISA. If a retirement plan has elected to receive Fiduciary Consulting Services and not Fiduciary Management Services, PCI (a) has no responsibility and will not (i) exercise any discretionary authority or discretionary control respecting management of Client's retirement plan, (ii) exercise any authority or control respecting management or disposition of assets of Client's retirement plan, or (iii) have any discretionary authority or discretionary responsibility in the administration of Client's retirement plan or the interpretation of Client's retirement plan documents, (b) is not an "investment manager" as defined in Section 3(38) of ERISA and does not have the power to manage, acquire or dispose of any plan assets, and (c) is not the "Administrator" of Client's retirement plan as defined in ERISA.

Although an investment advisor is considered a fiduciary under the Investment Advisers Act of 1940 and required to meet the fiduciary duties as defined by the Advisers Act, the retirement plan services that are identified as Non-Fiduciary should not be considered fiduciary services for the purposes of ERISA since PCI is not acting as a fiduciary to the Plan as the term "fiduciary" is defined in Section 3(21)(A)(ii) of ERISA. The exact suite of services provided to a client will be listed and detailed in the Retirement Plan Services Agreement and accompanying Schedule(s).

To the extent required by ERISA Regulation Section 2550.408b-2(c), PCI will disclose any change to the information that we are required to disclose under ERISA Regulation Section 2550.408b-2(c)(1)(iv) as soon as practicable, but no later than sixty (60) days from the date on which we are informed of the change (unless such disclosure is precluded due to extraordinary circumstances beyond our control, in which case the information will be disclosed as soon as practicable).

In accordance with ERISA Regulation Section 2550.408b-2(c)(vi)(A), PCI will disclose within thirty (30) days following receipt of a written request from the responsible plan fiduciary or Plan Administrator (unless such disclosure is precluded due to extraordinary circumstances beyond our control, in which case the information will be disclosed as soon as practicable) all information related to the Retirement Plan Services Agreement and any compensation or fees received in connection with that Agreement that is required for the Plan to comply with the reporting and disclosure requirements of Title 1 of ERISA and the regulations, forms and schedules issued thereunder.

If PCI makes an unintentional error or omission in disclosing the information required under ERISA Regulation Section 2550.408b-2(c)(1)(iv) or (vi), we will disclose to the client the correct information as soon as practicable, but no later than thirty (30) days from the date on which we learn of such error or omission.

### **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)
- Corporate debt securities (other than commercial paper)
- Certificates of deposit
- Municipal securities
- Variable annuities
- United States government securities

We do not provide advice on foreign issues, warrants, commercial paper, options contracts on commodities, futures contracts on tangibles or intangibles, interests in partnerships investing in oil and gas interests, or hedge funds and other types of private (i.e. non-registered) securities. *(Please refer to Item 8 – Methods of Analysis, Investment Strategies and Risk of Loss for more information.)*

### **No Participation in Wrap Fee Programs**



A wrap fee program is defined as any advisory program under which a specified fee or fees not based directly upon transactions in a client's account is charged for investment advisory services (which may include portfolio management or advice concerning the selection of other investment advisors) and the execution of client transactions. In traditional management programs, advisory services are provided for a fee but transaction services are billed separately on a per-transaction basis. In wrap-fee programs, advisory services and transaction services are provided for one fee. Advisor does not act as a portfolio manager of or sponsor wrap fee programs.

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

Our services are always provided based on the individual needs of each client. This means, for example, that you are given the ability to impose restrictions on any accounts we advise 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 Pension Consultants**

Pension Consultants, Inc. does not have any assets under management. The amount of clients assets advised by Pension Consultants, Inc. totaled \$2,215,443,852 as of December 31, 2014.

## **Item 5 – Fees and Compensation**

### **Fees for Retirement Plan Services**

For the Retirement Plan Services provided by PCI, clients will be charged a fee as described in the applicable Schedule(s). Fees will begin on the later of the effective date of the services agreement or the 15<sup>th</sup> day following the date the client signs the agreement (execution date). Fees are charged in advance at the beginning of each calendar quarter unless the client is being billed in arrears under the terms in the prior version of our service agreement or PCI has otherwise agreed to bill the client in arrears. Payments for services are due within thirty (30) days after the quarter end. PCI may impose a monthly service charge up to 1.5% not to exceed the maximum allowable by Missouri law on late payments.

PCI will not be compensated based on capital gains or capital appreciation of the funds held by the Plan. PCI will not maintain custody of any Plan assets. Clients will authorize any broker-dealer or mutual fund sponsor that maintains custody of the Plan's assets to automatically deduct all fees owed to PCI from the Plan's assets and to pay such fees directly to PCI when they are due.

Fees will be offset by any compensation earned by Related Persons of PCI credited on each quarterly invoice. Such compensation, if any, may be the result of naming Securities Service Network, Inc., member FINRA/SIPC as the broker-dealer for the Plan. If compensation is earned by Related Persons of PCI, PCI will charge an administrative fee equal to 12.5% of the compensation amount; provided that the administrative charge may not exceed 5 basis points (.05%) of the total plan value in any calendar year. This administrative fee will help offset the costs incurred by PCI and Related Persons for broker/dealer charges, compliance with FINRA rules and regulations, and for administrative documentation of the compensation. (With respect to any new investment advisor client relationship established on or after May 15, 2014 for retirement plan services, PCI and its Related Persons will not name Securities Service Network, Inc. as broker-dealer for the retirement plan or any PCI Related Person as a broker-dealer registered representative of record for the retirement plan.)

If there are any advisory fees due, after credit has been applied, such fee(s) will be billed according to the terms as described here and in the client's executed services agreement. If the applied credit is in excess of the fee, the client must direct PCI how to apply such excess. If PCI is directed to pay plan expenses, the client shall submit proof that such expenses were incurred, but PCI is not responsible for determining whether such expenses are legitimate plan expenses.

If the client fails to direct PCI on how any credit in excess of PCI's advisory fee shall be applied and any such excess remains unapplied as of the end of a calendar year, PCI will remit such excess amount to the trustee of the plan and PCI shall be relieved of any further responsibility for such excess amount.

Fees are prorated (based on the number of days services will be provided) for partial billing periods. If services begin other than on the first day of the quarter, the prorated fee for the initial partial quarter will be calculated on the total plan(s) value on the last day of that initial calendar quarter, billed in arrears, and prorated from the effective date of the Agreement. The initial pro-

rated fee for the initial partial quarter's services will be billed at the same time as the first full quarter's fees are billed in advance.

If PCI cannot determine the value of the investments at quarter end, it will request the amount in writing from the client. If the client does not respond within fifteen (15) days, PCI will calculate the fee using the last known valuation. If this option is utilized by PCI, once the quarter end values are determined the true quarter end fee will be calculated and a subsequent correction, whether an additional fee is to be charged or credit given, will be made on the next quarter's invoice.

PCI believes that its annual fee is reasonable in relation to: the services provided and the fees charged by other retirement plan consultants, including investment advisors, offering similar services/programs. However, PCI's annual Service Fee may be higher or lower than that charged by other consultants offering similar services and programs. In addition to PCI's compensation, clients will incur charges imposed at the investment level (e.g., mutual fund advisory fees and other fund expenses) and charges imposed by the Plan's custodian and Third-Party Administrator (if applicable). A description of mutual fund fees and expenses are available in each mutual fund prospectus.

The Plan's custodian or the Third-Party Administrator to the Plan will send statements to the Plan, at least quarterly, showing all disbursements from the Plan, including, if applicable, the amount of the fee paid to PCI directly from the Plan and when such fee is deducted directly from the Plan. Any discrepancies between fee billing notices received from PCI and the statements received from the Plan custodian or Third-Party Administrator should be immediately reported to PCI and/or to the issuer of the account statements (the Plan custodian or Third-Party Administrator).

Brokerage commissions and/or transaction ticket fees charged by the custodian will be billed directly to the client by the custodian. PCI will not receive any portion of such brokerage commissions or transaction fees from the custodian or the client.

The fees charged by PCI are in addition to other costs charged by third parties for custodial, legal, accounting, or record keeping tasks. In addition, the client may incur certain charges imposed by third parties other than PCI in connection with investments made through the Plan, including but not limited to, 12(b)-1 fees and surrender charges, variable annuity fees and surrender charges, and qualified retirement plan fees.

PCI does not reasonably expect to receive any other compensation, direct or indirect, for its services. If PCI receives any other compensation for such services, PCI will (i) offset that compensation against its stated fees, and (ii) will disclose the amount of such compensation, the services rendered for such compensation and the payer of such compensation to the client.

The Retirement Plan Services may be terminated by either party at any time without penalty upon receipt of thirty (30) days written notice of termination. There is no penalty or "termination fee" for the termination of services. If either party terminates the services during a billing quarter, the client will be charged a pro-rated fee based on the number of days that services were provided and if PCI has received fees in advance, PCI will promptly issue a pro-rated refund to the client. Upon termination of the Retirement Plan Services, PCI will have no obligation to recommend or take any action with regard to the Plan. If the client terminates the Retirement Plan Services **within** fifteen (15) days of signing the Retirement Plan Services Agreement, the client shall receive a **full refund** of all consulting fees. If the Retirement Plan

Services Agreement is terminated **after** fifteen (15) days from the date of signing the Agreement, then any prepaid consulting fees shall be **prorated** and the unused portion shall be returned to the client.

#### A. FEES FOR 3(38) CORE COMPLETE

The fees charged for 3(38) CORE COMPLETE services are billed in advance each calendar quarter, calculated based on the total fair market value of the plan on the last day of the prior quarter, and are charged according to the following schedule:

<u>Tier Level</u>	<u>Asset Size</u>	<u>All Years</u>
1	First \$10,000,000	0.270%
2	Next \$15,000,000	0.120%
3	Next \$25,000,000	0.080%
4	Next \$25,000,000	0.040%
5	Next \$25,000,000	0.030%
6	Over \$100,000,000	0.020%

A total minimum fee of \$13,500 is required for 3(38) CORE COMPLETE Services.

#### B. FEES FOR 3(21) CORE COMPLETE

The fees charged for 3(21) CORE COMPLETE services are billed in advance at the beginning of each calendar quarter unless the client is being billed in arrears under the terms in the prior version of our service agreement, calculated based on the total fair market value of the plan on the last day of the prior quarter, and are charged according to the following schedule:

<u>Tier Level</u>	<u>Asset Size</u>	<u>All Years</u>
1	First \$10,000,000	0.270%
2	Next \$15,000,000	0.120%
3	Next \$25,000,000	0.080%
4	Next \$25,000,000	0.040%
5	Next \$25,000,000	0.030%
6	Over \$100,000,000	0.020%

A total minimum fee of \$13,500 is required for 3(21) CORE COMPLETE Services.

#### C. FEES FOR ERISA COMPLETE

The fees charged for ERISA COMPLETE services are as follows and billed on a quarterly basis:

<u>Tier Level</u>	<u>Total Plan(s) Value</u>	<u>Fixed Annual Fee</u>
1	\$0 – 10,000,000	\$11,000
2	\$10,000,001 – 25,000,000	\$13,750
3	\$25,000,001 – 50,000,000	\$21,500

4	\$50,000,001 – 75,000,000	\$23,000
5	\$75,000,001 – 100,000,000	\$31,000
6	Over \$100,000,000	\$36,000

**D. FEES FOR 3(38) INVESTMENT COMPLETE AND 3(21) INVESTMENT COMPLETE with expanded services (grandfathered)**

The fees charged for 3(38) Investment COMPLETE and 3(21) Investment COMPLETE services are billed in advance at the beginning of each calendar quarter unless the client is being billed in arrears under the terms in the prior version of our service agreement, calculated based on the total fair market value of the plan on the last day of the prior quarter, and are charged according to the following schedule:

<b><u>Tier Level</u></b>	<b><u>Asset Size</u></b>	<b><u>All Years</u></b>
1	First \$10,000,000	0.170%
2	Next \$15,000,000	0.070%
3	Next \$25,000,000	0.040%
4	Next \$25,000,000	0.030%
5	Next \$25,000,000	0.020%
6	Over \$100,000,000	0.020% *

\*For certain pre-existing clients utilizing this service prior to 1/1/2013, the tier 6 rate is 0.010%. This grandfathered rate is not available for new clients.

**E. FEES FOR 3(38) INVESTMENT COMPLETE AND 3(21) INVESTMENT COMPLETE with condensed services**

The fees charged for 3(38) Investment COMPLETE and 3(21) Investment COMPLETE services are billed in advance each calendar quarter, calculated based on the total fair market value of the plan on the last day of the prior quarter, and are charged according to the following schedule:

<b><u>Tier Level</u></b>	<b><u>Asset Size</u></b>	<b><u>All Years</u></b>	
1	First \$10,000,000	0.170%	
2	Next \$15,000,000	0.070%	
3	Next \$25,000,000	0.040%	
4	Next 10,000,000	0.030%	
5	Over \$60,000.000	0.000%	Maximum asset based fee is \$40,500

A total minimum fee of \$8,500 is required for Investment COMPLETE Services.

**F. FEES FOR VENDOR SEARCH**

The Base Vendor Search fee is \$8,900.

The Base Vendor Search fee will be billed as follows: 50% of the Total Cost will be due as of the effective date specified in the executed Vendor Search Schedule and the remaining portion will be due at the earlier of six (6) months after the effective date of the Vendor Search

Schedule or the completion of the Vendor Search project. The service will be deemed to be complete when the search findings report has been delivered to the client. Any work performed for the Vendor Search project that is not outlined in the Schedule will be billed monthly. For purposes of determining the amount of the prorated consulting fees to be refunded to the client in the event that the Vendor Search services are terminated by either party prior to completion of the requested services, each of the 4 services defined in the contract will represent 25% of the Base Vendor Search total service fee. Therefore, for each service listed for which the client has prepaid and that is not completed by PCI at the date of termination, PCI will promptly issue a refund calculated as 25% of the total Base Vendor Search Fee. The client will be responsible for promptly paying any outstanding balance due, if a balance exists, by prorating the services at termination under this same method.

#### G. FEES FOR VENDOR MONITORING

##### **Annual Fee: \$3,850**

In the first calendar year of the Vendor Monitoring engagement, the Annual Fee will be divided equally for the remaining calendar quarter(s) and billed in advance via invoice each calendar quarter. A calendar year is defined as January 1<sup>st</sup> through December 31<sup>st</sup>. In subsequent years, 1/4 of the annual fee will be billed in advance via invoice each calendar quarter. The full annual service is considered delivered once the VMR is presented to the committee. If either party terminates a Vendor Monitoring schedule and the service has not yet been delivered, all time expended by PCI up to the date of termination will be calculated at the consultants hourly rate and the corresponding fee will be deducted from fees paid in advance by Client; under no circumstances will the hourly fee for such early termination exceed the Annual Fee. The final invoice will be forwarded to Client for payment. Any refund due to Client will be promptly issued by PCI. If the service has been delivered, no refund shall be issued.

#### H. FEES FOR RETIREADVISERS® GUIDANCE NOW

The fee charged for the RETIREADVISERS® GUIDANCE NOW service is calculated on a calendar year basis using the following formula:

Eight (8) base hours plus one twelfth (1/12 or .083) of an hour for each participant with an account balance. Both active and terminated employees with an account balance are included as participants.

For the first calendar year that this service is provided, the number of hours will be based upon the number of participants as of the date the client executes the Retirement Plan Services Agreement and Schedule F- RETIREADVISERS® GUIDANCE NOW. The number of hours is prorated for the time remaining in the calendar year, rounded to the nearest month. Each subsequent calendar year, the number of participants with balances is determined as of December 31st of the previous year. For CORE COMPLETE clients, the number of hours billed is reduced by any remaining Participant Education hours at the time of the billing period. The fees billed for the RETIREADVISERS® GUIDANCE NOW service are billed in accordance with the terms stipulated in Retirement Plan Services Agreement.

The RETIREADVISERS® GUIDANCE NOW hours calculated according to the formula stated above are charged at the following rates:

<b>Annual Hours Calculated</b>	<b>Hourly Rate</b>
1-25	\$158
26-50	\$131
51-100	\$116
101-250	\$100
251-500	\$84
501+	\$68

#### **I. FEES FOR RETIREADVISERS® PLAN PARTICIPANT**

The fees charged for RETIREADVISERS® PLAN PARTICIPANT services are comprised of 2 components, including 1) a fixed Set-up Fee of \$25 per executed participant service agreement; and 2) hourly fees charged for investment advice per the executed participant service agreement. Each component of the fee may be billed either to the Plan Sponsor Client or to an individual plan participant. Fees are billed in arrears on a quarterly basis when charged to the Plan Sponsor Client, and billed upon completion of the service when charged to an individual plan participant. PCI's hourly consulting fees vary based upon the nature and complexity of each plan participant's circumstances, as well as the individual conducting the work. Hourly fees are charged in quarter hour increments and the actual hourly rate charged is specified in the executed RETIREADVISERS® PLAN PARTICIPANT Schedule accompanying the Retirement Plan Services Agreement. Additionally, each individual plan participant receiving RETIREADVISERS® PLAN PARTICIPANT services will be required to complete a Risk Profile and Services Agreement that provides a description of the services and fees provided to the plan participant.

#### **J. FEES FOR RETIREMENT PLAN AS NEEDED SERVICES**

Fees for RETIREMENT PLAN AS NEEDED SERVICES are generally quoted on an hourly rate, which is dependent upon the nature of the services and the position and skill of the person performing the work. Hourly rates are between \$68 - \$263 per hour. Alternatively, the fee may be quoted on a project basis.

Hourly fees are charged in quarter hour increments. If the requested RETIREMENT PLAN AS NEEDED SERVICES are expected to exceed three (3) hours, PCI will provide an estimate of the number of hours to complete the consulting after the client has provided information to PCI identifying a particular issue or issues for which the client is requesting the advice or consultation of PCI. If PCI anticipates exceeding the estimated amount of hours required, PCI will contact the client to receive the client's written authorization to provide additional services. The fee for such additional services will be billed monthly after the work is completed and is due within thirty (30) days of receipt of the billing invoice unless through another Schedule, the client is being billed quarterly, in which case, the fee for the RETIREMENT PLAN AS NEEDED SERVICES will be billed each quarter after the work is completed and is due within thirty (30) days after the quarter end.

If the fee for RETIREMENT PLAN AS NEEDED SERVICES is quoted on a project basis, PCI will receive the client's written authorization prior to providing any consultation that will incur

project fees. The fee quoted on a project basis will be billed monthly after the work is completed and is due within thirty (30) days of receipt of the billing invoice unless through another Schedule, the client is being billed quarterly, in which case the fee for RETIREMENT PLAN AS NEEDED SERVICES will be billed each quarter after the work is completed and is due within thirty (30) days after the quarter end.

### **Fees for RetireAdvisers® Consulting Services**

For the RetireAdvisers® Consulting Services provided by PCI, clients will be charged a fee as described in the applicable Schedule(s). Asset based fees are charged at the beginning of each calendar quarter in advance of the work being completed unless the client is being billed in arrears under the terms in the prior version of our service agreement and are calculated on the total value of account(s)\* on the last day of the previous quarter and are due within thirty (30) days of each quarter end.

Fees charged by PCI will not be based on the capital gains or the capital appreciation of the client's account(s). The client will notify PCI within ten (10) days of receipt of an invoice if the client disputes any billing entry. PCI's advisory fee may be higher or lower than that charged by other consultants offering similar services and programs.

The fees reflect all time spent by PCI gathering and compiling the client's information, conferring with the client, and/or any other activities directly associated with carrying out PCI's obligations under the services agreement. At its discretion, PCI may impose a monthly service charge up to 1.5% not to exceed the maximum allowable by Missouri law on late payments. The fees charged by PCI, whether they are based on a percentage of assets, hourly, or charged on a per-project basis, are in addition to other costs charged by third parties for custodial, legal, or accounting tasks.

Fees will be offset by any compensation earned by Related Persons of PCI and will be credited on each quarterly invoice. Such compensation, if any, may be the result of naming Securities Service Network, Inc., member FINRA/SIPC broker-dealer for the accounts. If compensation is earned by Related Persons of PCI, PCI will charge an administrative fee equal to 12.5% of the compensation amount. This administrative fee will help offset the costs incurred by PCI and Related Persons for broker/dealer charges, compliance with FINRA rules and regulations, and for administrative documentation of the compensation. All fees paid to PCI for consulting services are separate and distinct from the commissions charged by a broker-dealer and separate from asset management fees charged by an investment advisor if the client has elected to implement PCI's recommendations through an investment advisor that is not affiliated with PCI.

If PCI cannot determine the value of the investments at quarter end, it will request the amount in writing from the client. If the client does not respond within fifteen (15) days, PCI will calculate the fee using the last known valuation. If this option is utilized by PCI, once the quarter end values are determined the true quarter end fee will be calculated and a subsequent correction, whether an additional fee is to be charged or credit given, will be made on the next quarter's invoice.



Fees are prorated (based on the number of days services will be provided) for partial billing periods. If services begin other than on the first day of the quarter, the prorated fee for the initial partial quarter will be calculated on the total account(s) value on the last day of that initial calendar quarter, billed in arrears, and prorated from the effective date of the Schedule, or from 15 days after its execution if no effective date is indicated. The initial pro-rated fee for the initial partial quarter's services will be billed at the same time as the first full quarter's fees are billed in advance.

If any additional services are required beyond those detailed in the appropriate Schedule, those services must be approved by the client in writing. For additional services provided on an hourly basis, the hourly rate will vary upon the nature of the services and the position and expertise of the person performing the work. Hourly rates are between \$68 - \$263 per hour. Those additional services will be billed each quarter after the work is completed and the fees are due within thirty (30) days after the quarter end. Client will authorize any broker/dealer or mutual fund sponsor who maintains custody of the client's assets to automatically deduct all fees owed to PCI from the client's account(s) then held in their custody and to pay such fees directly to PCI when they are due.

The Retirement COMPLETE Services may be terminated by either party at any time without penalty upon receipt of thirty (30) days written notice of termination. There is no penalty or "termination fee" for the termination of services. If either party terminates the services during a billing quarter, the client will be charged a pro-rated fee based on the number of days that services were provided on the total account(s) value as of the previous quarter end and if PCI has received fees in advance, PCI will promptly issue a pro-rated refund to the client. If the client terminates the Retirement COMPLETE Services within fifteen (15) days of executing the services agreement, the client will receive a full refund of PCI's advisory fees.

If the client terminates the RetireAdvisers® As Needed Services, the Client will be responsible for immediate payment of any consulting work performed by PCI prior to PCI's receipt of the client's notice of termination. PCI will issue a final invoice to the client. For consulting charged under an hourly arrangement, the client will pay PCI for any hourly fees incurred at the rates described in RetireAdvisers® As Needed Services Schedule. For consulting charged under a fixed fee arrangement, the client will pay for the hours worked by PCI multiplied by the hourly rate \$263. In the event that there is a remaining balance of any fees paid in advance after the deduction of fees invoiced, PCI will refund those remaining proceeds to the client.

Upon termination of RetireAdvisers® Consulting Services, PCI will have no obligation to recommend or take any action with regard to the portfolio. If the client terminates the RetireAdvisers® Consulting Services **within** fifteen (15) days of signing the RetireAdvisers® Consulting Services Agreement, the client shall receive a **full refund** of all consulting fees. If the RetireAdvisers® Consulting Services is terminated **after** fifteen (15) days from the date of signing the Agreement, then any prepaid consulting fees shall be **prorated** and the unused portion shall be returned to the client.

#### A. FEES FOR RETIREMENT COMPLETE SERVICES

The fees charged for RetireAdvisers® Consulting Services are billed in advance of the work being completed unless the client is being billed in arrears under the terms in the prior version of our service agreement and are calculated on the total value of account(s)\* on the last day of the previous quarter and are due within thirty (30) days of each quarter end, and calculated according to the following schedule:

Engaged Assets*	Up to \$500,000	\$500,001 - \$1,000,000	\$1,000,001- \$1,500,000	\$1,500,001- \$2,000,000	\$2,000,001- \$2,500,000	\$2,500,001- \$3,000,000	\$3,000,001- \$4,000,000	Over \$4,000,000
Fee Schedule	\$6,500	Plus 0.600%	Plus 0.500%	Plus 0.400%	Plus 0.400%	Plus 0.300%	Plus 0.150%	Plus 0.050%

\*Accounts are identified by being listed on Client's Authorization to Debit Fees from My Account form including, but not limited to, all marketable securities, mutual fund shares, certificates of deposit, limited partnerships, unit investment trust shares, and amounts invested in variable annuity and variable insurance products.

#### B. FEES FOR RETIREADVISERS® AS NEEDED SERVICES

Fees for RetireAdvisers® As Needed Services may be charged on an hourly or fixed fee basis. Hourly fees will be charged in quarter hour increments and the hourly rate charged will be determined based on the nature and complexity of the client's circumstances, as well as the individual conducting the requested consulting services. Hourly rates are between \$68 - \$263 per hour. PCI will estimate the total number of hours needed to complete the requested consulting services and if PCI anticipates exceeding the estimated amount of hours required, PCI will contact the client to receive authorization to provide additional services.

#### ***Proxy Consulting and Research Services***

PCI also offers consulting and research services to Pension and Profit Sharing Plan Sponsor clients to assist them in managing and fulfilling their proxy voting responsibilities. Our Proxy Consulting and Research Services are offered solely for plan assets invested in mutual funds. Clients may contract with us to develop appropriate proxy policies and procedures, including among other things, compliance with the plans written statement of investment and / or proxy policy, delegation of proxy voting authority, procedures for monitoring mutual fund governance, proxy voting research and consultation.

Our services, however, do not include the voting of proxies.

**FEES:** Proxy Consulting and Research Services are generally quoted on an hourly rate which is dependent upon the nature of the services and the position and expertise of the person performing the work. Hourly rates are between \$68 - \$263 per hour. Alternatively, the fee may be quoted on a project basis. Both hourly and project work will be billed on a quarterly basis for

3(38) CORE COMPLETE, 3(21) CORE COMPLETE, 3(38) Investment COMPLETE, 3(21) Investment COMPLETE, and ERISA COMPLETE clients. Other clients will be billed monthly.

At our discretion, charges for the Proxy Consulting and Research Services are negotiable for engagements that are significant in volume or scope, and charges also may be discounted for first time clients of this service.

PCI will never hold client funds greater than \$500 for more than six months in advance of completion of the services rendered.

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

Item 6 is not applicable to PCI. PCI 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**

Pension Consultants generally provides investment advice to the following types of clients:

- Individuals
- High-Net Worth Individuals
- Pension and profit sharing plans
- Trusts, estates, or charitable organizations

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

### **Minimum Investment Amounts Required**

**3(38) CORE COMPLETE, 3(21) CORE COMPLETE, 3(38) Investment COMPLETE, 3(21) Investment COMPLETE, and ERISA COMPLETE:** PCI requires a minimum annual fee of \$13,500 for its 3(38) CORE COMPLETE and 3(21) CORE COMPLETE services, \$8,500 for its 3(38) Investment COMPLETE and 3(21) Investment COMPLETE services, and \$11,000 for its ERISA COMPLETE services. These minimum fees may prevent PCI from rendering its services to the sponsors of smaller plans.

**RetireAdvisers® Plan Participant:** PCI will charge an account set-up fee of \$25 for each plan participant at the time the Participant's service agreement is received by PCI. PCI's account set-up fees are non-negotiable. This fee is payable by either the Plan Sponsor or the Participant as agreed upon in the service agreement.

**RetireAdvisers® Retirement COMPLETE:** PCI requires a minimum annual fee of \$6,500 for RetireAdvisers® Retirement COMPLETE. This minimum fee may prevent PCI from providing

these services to clients whose accounts are less than \$500,000 in assets. PCI retains the discretion to reduce the minimum annual fee.

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

### **Our Guiding Principles for Investment Analysis, Recommendations, and Decisions:**

PCI's primary evaluation focus is on analysis of money managers, with a secondary focus on analysis of individual securities. We have established philosophical principles and investment level principles intended to guide the investment advice that we provide. We are guided by philosophical principles on portfolio construction, diversification, market timing, and management style (active vs. passive). We are guided by investment level principles on investment companies, investment funds, and fund managers. Our philosophical principles and investment level principles are described below.

### ***Philosophical Principles:***

#### **Portfolio Construction**

We believe an investment portfolio should be diversified. An investment portfolio should be constructed by bringing together asset classes that are imperfectly correlated. Each investment should be added to a portfolio based on the net benefit it adds to the overall portfolio. We believe that combining these imperfectly correlated asset classes may reduce the overall risk of a portfolio given a desired rate of return and may increase the return of a portfolio given a desired level of risk. We acknowledge that there are some limitations associated with the use of this concept; primary among them is the use of historical data that these relationships are predicated on. While we acknowledge that historical performance is limited in its ability to predict future correlations and returns, we believe this approach to portfolio construction to be pragmatic and in accordance with generally accepted investment principles.

#### **Diversification**

In identifying imperfectly correlated asset classes, we believe in segmenting both equity and fixed income markets. We believe the most effective way to delineate equity asset classes is on the basis of style, level of capitalization and whether the equity investment is foreign or domestic. We also believe the most effective way to delineate fixed income investments is on the basis of credit quality, maturity, issuer (i.e. public or private) as well as whether the fixed income investment is domestic or foreign. We acknowledge that there are differing ways in which diversification may be achieved within an investment portfolio (e.g. sector, industry). However, we believe that segmenting equity and fixed income markets as described in the aforementioned statements is effective, pragmatic and in accordance with generally accepted investment practices.

#### **Market Timing**

In general we do not believe in timing the market overall nor do we believe in timing any specific asset class. While we do not believe the markets are perfectly efficient, we do

believe the markets are mostly efficient most of the time. One of the primary reasons we are opposed to market timing is the multiplicity of correct investment decisions that must be made in order to time the market correctly. An investor must not only be able to sell assets at the correct time, but must also be able to subsequently purchase assets at the proper time. We believe that the multiple accurate decisions add yet another barrier to effective market timing.

We acknowledge however, that there are times when the market's inefficiencies are more apparent. During these infrequent periods, timing a specific segment of the market may be beneficial.

### **Active vs. Passive Managed Investments**

We believe it is important to construct a portfolio comprised of asset classes that are imperfectly correlated. We have no preference with respect to how those asset classes are represented; actively managed investments or passively managed investments. We believe that passively managed investments will outperform the majority of actively managed investments of the same asset class. However, we also believe, that actively managed investments exist which consistently outperform their passively managed counterparts of the same asset class.

We believe it is incumbent upon the actively managed investment to prove that it can consistently demonstrate superior risk adjusted returns over its passively managed counterpart; otherwise, the passively managed investment would be preferred.

### ***Investment Level Principles:***

#### **Investment Companies**

We prefer investment companies that are free from, and committed to the avoidance of, conflicts of interest. We desire investment companies that possess stable management and have been in existence for a significant period of time. We favor investment companies that maintain a corporate culture consistent with professionalism, transparency and high moral standards. We desire investment companies that place emphasis on shareholder's rights.

We prefer investment companies that align a meaningful amount of a fund manager's compensation to consistent long term investment outperformance and do not reward undue risk taking. We desire investment companies with easily understood investment philosophies (e.g. quantitative, qualitative) that are clearly defined and well communicated. We prefer research driven investment companies that use proprietary, qualitative, fundamental research.

We believe the resources (i.e. infrastructure) an investment company provides, contribute to the success of a given portfolio and/or portfolio manager. We believe that one of these critical resources is a robust research staff. We prefer investment

companies that maintain proportionately large research departments and whose investment personnel are highly credentialed, experienced and offer a breadth of expertise.

### **Investment Funds**

We prefer pooled investment funds that clearly state their investment objective and investment style. We desire pooled investment funds that have meaningful fundamental and non-fundamental policies that support the stated investment objective and investment style.

We give preference to investments that are diversified among industries and sectors and remain true to their stated asset class. With all things equal, we favor investments that maintain low expense ratios. In general we are opposed to investments that use excessive amounts of leverage or derivatives.

### **Fund Managers**

We prefer fund managers that have clearly delineated responsibilities for their portfolio. We desire fund managers that are highly credentialed and have a meaningful amount of their personal assets in the investments they manage. We also prefer investment managers that have managed the current investment for a significant amount of time and have consistently achieved success as defined by high risk adjusted returns compared to similar investments. With all things equal, we support managers that maintain compact portfolios and have relatively low turnover.

We prefer fund managers that have a clearly defined investment philosophy. We prefer managers that have a defined universe of securities from which they select their portfolio. In addition, we give preference to managers that can clearly communicate their strategies for both buying and selling investments within their portfolio.

In addition to following our philosophical and investment level principles, PCI may use the following methods of analysis in formulating investment advice:

**Charting** - The set of techniques used in technical analysis in which charts are used to plot price movements, volume, settlement prices, open interest, and other indicators, in order to anticipate future price movements. Users of these techniques, called chartists, believe that past trends in these indicators can be used to extrapolate future trends.

**Cyclical**. Analyzes the investments sensitive to business cycles and whose performance is strongly tied to the overall economy. For example, cyclical companies tend to make products or provide services that are in lower demand during downturns in the economy and higher demand during upswings. Examples include the automobile, steel, and housing industries. The stock price of a cyclical company will often rise just before an economic upturn begins, and fall just before a downturn begins. Investors in cyclical

stocks try to make the largest gains by buying the stock at the bottom of a business cycle, just before a turnaround begins.

Fundamental. 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.

Technical. A method of evaluating securities by analyzing statistics generated by market activity, such as past prices and volume. Technical analysts do not attempt to measure a security's intrinsic value, but instead use charts and other tools to identify patterns that can suggest future activity. Technical analysts believe that the historical performance of stocks and markets are indications of future performance.

PCI uses the following investment strategies when providing investment advice:

Long term purchases. Investments held at least a year.

### **Risk of Loss**

Clients must understand that past performance is not indicative of future results. Therefore, current and prospective clients (including 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.

- 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 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.
- 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 – Investments in an ETF or mutual fund bear additional expenses based on the 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**

*Item 9* is not applicable to this Disclosure Brochure because there are no legal or disciplinary events in the past 10 years that are material to a client's or prospective client's evaluation of our business or integrity.



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

PCI is **not** and does **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) other investment advisor or financial planner, (4) futures commission merchant, commodity pool operator, or commodity trading advisor, (5) banking or thrift institution, (6) accountant or accounting firm, (7) lawyer or law firm, (8) insurance company or agency, (9) pension consultant, (10) real estate broker or dealer, or (11) sponsor or syndicator of limited partnerships.

### **OTHER BUSINESS ACTIVITIES**

PCI is a SEC registered investment advisor. As discussed above, PCI provides a broad range of services to pension and profit sharing plans, their sponsors, plan participants, and other individuals and families.

Certain of these services, including PCI's ERISA and Vendor Services, do not involve the giving of investment advice. Vendor Services includes a broad range of services to assist pension and profit sharing plan sponsors to identify and evaluate third- party vendors that will provide necessary support services to the plan. The fees charged for such services are separate and distinct from the advisory fees earned by PCI. No client is obligated to utilize PCI for this service, nor is any non-advisory client obligated to utilize the advisory services of PCI.

As part of its service to clients, PCI will from time to time recommend that clients purchase or sell securities, including stocks, bonds, mutual funds and variable insurance and annuities. Although clients of PCI ultimately decide how to implement these recommendations, securities and insurance products may be purchased through related persons of PCI. These related persons are licensed to sell securities through Securities Service Network, Inc. (SSN). SSN is a broker-dealer registered with the Securities and Exchange Commission and is a member of FINRA. Related persons of PCI are also licensed through various insurance agencies to sell insurance products.

To the extent that a client of PCI elects to implement PCI's advice with respect to the purchase or sale of securities or insurance products through a related person in his or her separate capacity as a registered representative of SSN, the related person will receive a portion of any commissions generated in connection with these transactions. Fees will be offset by any compensation earned (less an administrative fee) by related persons of PCI, and shall be credited to the client on the subsequent quarterly invoice. Please see Items 5 and 14 for a full description of compensation earned by related persons of PCI and the administrative fee that PCI deducts before the fee offset. (With respect to any new investment advisor client relationship established on or after May 15, 2014 for retirement plan services, PCI and its Related Persons will not name SSN as broker-dealer for the Plan or any PCI Related Person as

a broker-dealer registered representative of record for the Plan.) Related persons of PCI may spend as much as 15% of their time with Other Business Activities.

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

### **Code of Ethics Summary**

PCI has adopted a Code of Ethics that sets forth high ethical standards of business conduct that PCI requires of its employees, including compliance with applicable federal securities laws. Our Code of Ethics also includes policies and procedures for the review of quarterly securities transaction reports as well as initial and annual securities holdings reports that must be submitted by PCI's covered persons. Among other things, PCI's Code of Ethics also requires the prior approval of any acquisition of securities in a limited offering (e.g., private placement) or an initial public offering. Our Code also includes oversight, enforcement and recordkeeping provisions. A copy of PCI's Code of Ethics is available to PCI's advisory clients upon request to the Chief Compliance Officer at PCI's principal office address.

### **Affiliate and Employee Personal Securities Transactions Disclosure**

PCI or its associated persons may buy or sell for their personal accounts, investment products identical to those recommended to clients. This creates a potential conflict of interest. It is the express policy of PCI that all persons associated in any manner with the firm must place the interests of our clients ahead of their own when implementing personal investments. PCI and its associated persons shall not buy or sell securities for their personal account(s) where their decision is derived, in whole or in part, by information obtained as a result of his/her employment unless the information is also available to the investing public upon reasonable inquiry. In order to minimize this conflict of interest, securities recommended by PCI are widely held and publicly traded.

## **Item 12 – Brokerage Practices**

Clients are under no obligation to act on the financial planning recommendations of PCI. If the firm assists in the implementation of any recommendations, we are responsible to ensure that the client receives the best execution possible.

### **Brokerage Recommendations**

With respect to advisory clients that are accounts regulated under the Employee Retirement Income and Security Act (ERISA), PCI provides general investment advice about, among other things, the merits and risks of several investment alternatives. PCI has no discretionary authority or control, whatsoever, with respect to ERISA or IRA accounts. The named Plan fiduciary must make the investment decision about the purchase of any products based on his/her understanding of the Plan's needs and objectives, and PCI is in no way responsible for the ultimate investment decisions. The Plan fiduciary is free to seek independent advice about the appropriateness of any investment for the Plan.

As previously disclosed, related persons of PCI may be registered representatives of Securities Service Network, Inc. (SSN), a FINRA registered broker-dealer. Related persons of PCI may suggest to PCI's clients that recommendations to purchase or sell securities may be effected through SSN. If securities are purchased or sold through SSN, the related person who effects such transactions will be paid a portion of any commissions received by SSN. PCI believes that the commissions charged by SSN are fair and comparable to those charged by other broker-dealers to execute similar transactions.

With respect to any new investment advisor client relationship established on or after May 15, 2014 for retirement plan services, PCI and its Related Persons will not name SSN as broker-dealer for the Plan or any PCI Related Person as a broker-dealer registered representative of record for the Plan.

Any advisory fees PCI receives for ongoing advisory services to (ERISA or other) accounts are reduced by the amount of any compensation (less an administrative fee) that related persons receive that are attributable to these accounts.

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

PCI has implemented procedures designed to prevent trade errors; however, trade errors in client accounts cannot always be avoided. Consistent with its fiduciary duty, it is the policy of PCI 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 PCI if the error was caused by the firm. If the error is caused by the broker-dealer, the broker-dealer will be responsible for handling the trade error. If an investment gain results from the correcting trade, the gain will remain in the client's account unless the same error involved other client account(s) that should also receive the gains and it is not permissible for all clients to retain the gain. PCI may also confer with clients to determine if the client should forego the gain (e.g., due to tax reasons).

PCI will never benefit or profit from trade errors.

#### **Block Trading Policy**

Transactions implemented by PCI for client accounts are generally effected independently, unless the firm decides to purchase or sell the same securities for several clients at approximately the same time. This process is referred to as aggregating orders, batch trading or block trading and is used by the firm when PCI believes such action may prove advantageous to clients. PCI does not aggregate orders as our advice is customized to each client and typically limited to mutual fund holdings.

## Item 13 – Review of Accounts

### **Account Reviews and Reports**

Clients are strongly urged to compare any reports received from PCI against their brokerage account statements received from the account custodian. Discrepancies between the reports received from PCI and the statements received from the account custodian should be reported to Advisor and the account custodian immediately.

#### **3(38) CORE COMPLETE and 3(38) Investment COMPLETE**

*INVESTMENT REVIEWS:* The client will receive a thorough review of the investments no less than quarterly. The review will compare actual return and risk performance with the stated objectives and standards outlined in the plan sponsor client's Investment Policy Statement. If those standards are not met, that investment will have a more in-depth review performed for the purpose of determining if the investment should be retained or replaced. The Investment Committee of PCI will determine the investment recommendations. Clients may also contract with PCI for more frequent reviews.

*REPORTS:* Clients are provided detailed reports listing: account values, comparison data, charts, research materials and recommendations as appropriate. PCI will provide such reports according to the agreed upon time intervals established in the service agreement.

#### **3(21) CORE COMPLETE and 3(21) Investment COMPLETE**

*INVESTMENT REVIEWS:* The client will receive a thorough review of the investments no less than semiannually. The review will compare actual return and risk performance with the stated objectives and standards outlined in the plan sponsor client's Investment Policy Statement. If those standards are not met, that investment will have a more in-depth review performed for the purpose of determining if the investment should be retained or replaced. The Investment Committee of PCI will determine the investment recommendations. Clients may also contract with PCI for more frequent reviews.

*REPORTS:* Clients are provided detailed reports listing: account values, comparison data, charts, research materials and recommendations as appropriate. PCI will provide such reports according to the agreed upon time intervals established in the service agreement.

#### **ERISA COMPLETE**

ERISA COMPLETE clients do not receive investment reviews or reports. Reports to ERISA COMPLETE clients are limited to ERISA technical matters.

#### **RetireAdvisers® Plan Participant**

*REVIEWS:* In accordance with regulatory requirements, PCI will undergo an annual audit by a qualified, independent consultant to verify compliance with The Pension Protection Act of 2006. PCI will not provide ongoing monitoring or reviews of Plan Participant accounts.

*REPORTS:* In accordance with regulatory requirements, PCI will annually provide a copy of their compliance report to each Plan Sponsor that is offering this service to its participants. PCI will provide the Participant with a report reflecting PCI's investment recommendations.

### **RetireAdvisers® Retirement COMPLETE**

*INVESTMENT REVIEWS:* The client will receive a thorough review of the investments on a quarterly basis.

The review will compare actual return and risk performance with the stated objectives and standards outlined in the client's Investment Policy Statement. If those standards are not met, that investment will be placed on watch. If the investment stays on watch continuously for one year, it will be placed on probation and a more in-depth review will be performed for the purpose of determining if the investment should be retained or replaced.

The Investment Committee of PCI will determine the investment recommendations. Clients may also contract with PCI for more frequent reviews.

*REPORTS:* Clients are provided detailed reports listing: account values, comparison data, charts, research materials and recommendations as appropriate. PCI will provide such reports according to the agreed upon time intervals established in the service agreement.

### **LIMITED INDIVIDUAL ADVISORY SERVICES**

*REVIEWS:* These client accounts will be reviewed as contracted for at the inception of the advisory relationship.

*REPORTS:* Limited Individual Advisory Services clients may or may not receive reports from PCI depending on the nature of the advice given.

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

As previously disclosed, certain related persons of PCI are also licensed to sell insurance products for which they will earn separate yet customary commission compensation resulting from implementing product transactions on behalf of advisory clients.

The principal executive officers and other employees of PCI may, from time to time, receive 12b-1 distribution fees from investment companies in connection with the placement of client funds into investment companies.

Mutual funds may make "Revenue Sharing" or "Expense Reimbursement" payments to brokers and custodians, which may forward fees to PCI, or mutual funds may make such payments directly to PCI.

All payments made to PCI by third parties on behalf of any client receiving advisory services from PCI will be fully disclosed to the client and will be used to offset asset-based advisory fees otherwise payable to PCI from the client subject to the deduction by PCI of a twelve and a half percent (12.5%) administrative fee up to 5 basis points of the total advisory fee due from client.

### **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.

PCI is deemed to have custody of client funds and securities whenever PCI is given the authority to have fees deducted directly from client accounts. However, this is the only form of custody Pension Consultants will ever maintain. For most of our advisory services, the client is requested to pay advisory fees upon receipt of a billing invoice. However, our advisory fees are directly deducted from the client's account for clients who have contracted for RetireAdvisers<sup>®</sup> Retirement COMPLETE services. It should be noted that authorization to trade in client accounts is not deemed by regulators to be custody.

For accounts in which PCI 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 reports received from PCI. When clients have questions about their account statements, they should contact PCI or the qualified custodian preparing the statement.

### **Item 16 – Investment Discretion**

Upon receiving written authorization from a client, PCI will maintain trading authorization and/or investment discretion over certain client accounts.

PCI maintains investment discretion and trading authority for 3(38) CORE COMPLETE and 3(38) Investment COMPLETE clients. When authority for investment discretion is granted by a retirement plan client through our investment advisory agreement under the schedule for 3(38) CORE COMPLETE or 3(38) Investment COMPLETE services, PCI will have the authority to (a)

make all investment decisions regarding the investment options that will be made available to the retirement plan's participants without consulting with the retirement plan in advance of such investment decisions in accordance with the retirement plan's investment policy statement and (b) instruct directly, the record keeper, regarding any changes in the investment options of the retirement plan. The record keeper may require a signed authorization from the retirement plan prior to making an investment option change which may delay how quickly an investment option may be changed. Investment option changes may take 60 days or more from notification to complete.

PCI maintains non-discretionary trading authorization for 3(21) CORE COMPLETE, 3(21) Investment COMPLETE, and RetireAdvisers® Retirement COMPLETE clients. PCI's authority to implement trades on a **non-discretionary** basis means that PCI is required to contact the client prior to implementing changes in the client's account. If you have granted non-discretionary trading authority to PCI, you will be contacted and required to accept or reject our investment recommendations including:

- The security being recommended
- The number of shares or units
- Whether to buy or sell

Once the above factors are agreed upon, we will be responsible for making decisions regarding the timing of buying or selling an investment and the price at which the investment is bought or sold. If your accounts are managed on a non-discretionary basis, you need to know that if you are not able to be reached or are slow to respond to our request, it can have an adverse impact on the timing of trade implementations and we may not achieve the optimal trading price.

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**

To the extent that a client has not engaged PCI for Proxy Consulting and Research Services, PCI 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 your accounts. Clients will receive proxies directly from their custodian or transfer agent and such documents will not be delivered by our firm. PCI may offer assistance as to proxy matters upon a client's request, but the client always retains the responsibility for voting proxies. You may contact us if you have a question about a particular proxy.

PCI's Proxy Consulting and Research Services are offered solely for plan assets invested in mutual funds. To assist in managing and fulfilling Plan Sponsor client's proxy voting responsibilities, Plan Sponsor clients may contract with PCI to develop appropriate proxy policies and procedures, including among other things, compliance with the plans written statement of investment and / or proxy policy, delegation of proxy voting authority, procedures for monitoring mutual fund governance, proxy voting research and consultation. We do not vote client proxies.

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

This item is not applicable to this brochure. PCI 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, PCI has not been the subject of a bankruptcy petition at any time. *(Please refer to Information Required by Part 2B of Form ADV: Brochure Supplement for more information).*