

## **Firm Brochure**

(Part 2A of Form ADV)

**Northstar Financial Planning, Inc.**

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This brochure provides information about the qualifications and business practices of Northstar Financial Planning, Inc. If you have any questions about the contents of this brochure, please contact us at: 603.458.2776, or by email at: [info@northstarfp.com](mailto:info@northstarfp.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 Northstar Financial Planning, Inc. is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). You can search this site by a unique identifying number, known as the CRD number. The CRD number for Northstar Financial Planning, Inc. is 117205.

March 28, 2011

## Material Changes

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### **Annual Update**

The Material Changes section of this brochure will be updated annually when material changes occur since the previous release of the Firm Brochure.

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### **Material Changes since the Last Update**

The U.S. Securities and Exchange Commission issued a final rule in July 2010 requiring advisers to provide a Firm Brochure in narrative “plain English” format. The new final rule specifies mandatory sections and organization.

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### **Full Brochure Available**

Whenever you would like to receive a complete copy of our Firm Brochure, please contact us by telephone at: 603.458.2776 or by email at: [info@northstarfp.com](mailto:info@northstarfp.com)

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# Advisory Business

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## Firm Description

Northstar Financial Planning, Inc. was founded in 1994.

Northstar Financial Planning, Inc. is a registered investment advisor (RIA) with the Securities and Exchange Commission (SEC).

Northstar Financial Planning, Inc. provides personalized confidential financial planning and investment management to individuals, pension and profit sharing plans, trusts, estates, charitable organizations and small businesses. Advice is provided through consultation with the client and may include: determination of financial objectives, review of current financial picture, cash flow management, tax planning, insurance review, asset allocation and investment management, education funding, retirement planning, and estate planning.

Northstar Financial Planning, Inc. is strictly a fee-only financial planning and investment management firm. The firm does not sell annuities, insurance, stocks, bonds, mutual funds, limited partnerships, or other commissioned products. The firm is not affiliated with entities that sell financial products or securities. No commissions in any form are accepted. No finder's fees are accepted.

Northstar Financial Planning, Inc. does not act as a custodian of client assets. Clients assets are held at an independent custodian where they always maintains asset control. Northstar Financial Planning, Inc. provides asset management for clients under a limited power of attorney.

Initial and periodic reviews of the clients situation are communicated to provide reminders of the specific courses of action that need to be taken. More frequent reviews occur but are not necessarily communicated to the client unless immediate changes are recommended.

We coordinate with other professionals (e.g., lawyers, accountants, insurance agents, etc.) who are engaged directly by the client on an as-needed basis. Northstar does not accept referral fees of any kind and any conflict of interest will be disclosed to the client in the unlikely event it should occur.

The initial meeting, which may be by telephone, is free of charge and is considered an exploratory interview to determine the extent to which financial planning and investment management may be beneficial to the client.

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## Principal Owners

Robin A. Young is the 100% stockholder of Northstar Financial Planning, Inc.

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**Types of Advisory Services**

Northstar Financial Planning, Inc. provides investment supervisory services, also known as asset management services; manages investment advisory accounts not involving investment supervisory services; furnishes investment advice through consultations; issues periodicals about securities by subscription; issues special reports about securities; and issues, charts, graphs, formulas, or other devices which clients may use to evaluate securities.

On more than an occasional basis, Northstar Financial Planning, Inc. furnishes advice to clients on matters not involving securities, such as financial planning matters and tax, trust and estate issues.

As of December 31, 2011, Northstar Financial Planning, Inc. manages approximately \$65 million in assets for approximately 50 clients. All \$65 million is managed on a discretionary basis.

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**Tailored Relationships**

The goals and objectives for each client are documented in our client relationship management system. Investment policy statements are created that reflect the stated goals and objectives. Clients may impose restrictions on investing in certain securities or types of securities.

Agreements may not be assigned without client consent.

**Qualifications**

Financial plans are based on your financial situation at the time the plan is presented and are based on financial information disclosed by you to us. You are advised that certain assumptions may be made with respect to interest and inflation rates and the use of past trends and performance of the market and economy. Past performance of investments must not be assumed to be an indication of future performance. We cannot offer any guarantees or promises that your financial goals and objectives will be met. If and when your financial situation, goals, objectives, or needs change, you must notify us promptly.

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**Types of Agreements**

The following agreements define the typical client relationships.

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**Financial Planning Consulting Services**

This service is designed to help the client with a financial planning need(s) without ongoing investment management.

The financial planning services provided may include, but is not limited to: a net worth statement; a cash flow statement; a review of investment accounts, including reviewing asset allocation and providing repositioning

recommendations; strategic tax planning; a review of retirement accounts and plans including recommendations; a review of insurance policies and recommendations for changes, if necessary; one or more retirement scenarios; estate planning review and recommendations; and education planning with funding recommendations.

Detailed investment advice and specific recommendations may be provided as part of the financial planning process. Implementation of the recommendations is at the discretion of the client.

The fee for this service is predicated upon the facts known at the start of the engagement. The minimum fee is \$5,000 and is negotiable. Since financial planning is a discovery process, situations occur wherein the client is unaware of certain financial exposures or predicaments.

In the event that the client's situation is substantially different than disclosed at the initial meeting, a revised fee will be provided for mutual agreement. The client must approve the change of scope in advance of the additional work being performed when a fee increase is necessary.

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### **Integrated Financial Solutions – Financial Planning and Wealth Management**

Most clients choose to have Northstar Financial Planning, Inc. manage their assets in order to obtain our ongoing, integrated Financial Planning and Wealth Management services where all aspects of the client's financial affairs are reviewed. Realistic and measurable goals are set and strategies to reach those goals are defined. As goals and objectives change over time, suggestions are made and implemented on an ongoing basis.

The scope of work and fee for Integrated Financial Solutions is provided to the client in writing prior to the start of the relationship. An Integrated Financial Solutions agreement includes: transition planning, cash flow management; retirement planning; investment management (including performance reporting); estate planning; and tax planning; insurance review; education planning; as well as the implementation of recommendations within each area.

Although the Integrated Financial Solutions Agreement is an ongoing agreement and constant adjustments are required, the length of service to the client is at the client's discretion. The client or the investment manager may terminate an Agreement by written notice to the other party. At termination, fees will be billed on a pro rata basis for the portion of the quarter completed. The portfolio value at the completion of the prior full billing quarter is used as the basis for the fee computation, adjusted for the number of days during the billing quarter prior to termination.



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## **Asset Management**

Assets are invested primarily in no-load mutual funds and exchange-traded funds, through a discount brokerage firm.

Investments may also include: equities (stocks), warrants, corporate debt securities, commercial paper, certificates of deposit, municipal securities, investment company securities, U. S. government securities, options contracts, futures contracts, and interests in partnerships.

Additionally, we may advise you on any type of investment that we deem appropriate based on your stated goals and objectives. We may also provide advice on any type of investment held in your portfolio at the inception of our advisory relationship.

You may request that we refrain from investing in particular securities or certain types of securities. You must provide these restrictions to our firm in writing.

Initial public offerings (IPOs) are not available through Northstar Financial Planning, Inc.

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## **Termination of Agreement**

A Client may terminate any of the aforementioned agreements at any time by notifying Northstar Financial Planning, Inc. in writing and paying the rate for the time spent on the investment advisory engagement prior to notification of termination. If the client made an advance payment, Northstar Financial Planning, Inc. will refund any unearned portion of the advance payment.

Northstar Financial Planning, Inc. may terminate any of the aforementioned agreements at any time by notifying the client in writing. If the client made an advance payment, Northstar Financial Planning, Inc. will refund any unearned portion of the advance payment.

## **Fees and Compensation**

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### **Description**

Northstar Financial Planning, Inc. bases its fees for its Integrated Financial Solutions service on a percentage of assets under management as described below:

The annual Integrated Financial Solutions fee is based on a percentage of the investable assets according to the following schedule:

- 1.00% on the first \$1,500,000;
- 0.70% on the next \$1,500,000 (from \$1,500,001 to \$3,000,000); and
- 0.50% on the assets above \$3,000,001.

The minimum annual fee is \$10,000 and is negotiable. Current client relationships may exist where the fees are higher or lower than the fee schedule above.

The fee for the Financial planning consulting service is fixed and is priced according to the degree of complexity associated with the client's situation. The minimum fee is \$5,000 and is negotiable.

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### **Fee Billing**

Investment management fees are billed quarterly, in advance, meaning that we invoice you before the three-month billing period has begun. Payment in full is expected upon invoice presentation. Fees are usually deducted from a designated client account to facilitate billing. The client must consent in advance to direct debiting of their investment account.

Typically, fees for the Financial Planning Consulting services are billed 50% in advance, with the balance due upon completion.

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### **Other Fees**

Custodians may charge transaction fees on purchases or sales of certain mutual funds and exchange-traded funds. These transaction charges are usually small and incidental to the purchase or sale of a security. The selection of the security is more important than the nominal fee that the custodian charges to buy or sell the security.

Stocks and bonds may be purchased or sold through a brokerage account when appropriate. The brokerage firm charges a fee for stock and bond trades. Northstar Financial Planning, Inc. does not receive any compensation, in any form, from brokerage firms or fund companies.

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### **Expense Ratios**

Mutual funds generally charge a management fee for their services as investment managers and these fees are disclosed in the fund prospectus. The management fee is called an expense ratio. For example, an expense ratio of 0.50 means that the mutual fund company charges 0.5% for their services. These fees are in addition to the fees paid by you to Northstar Financial Planning, Inc.

Performance figures quoted by mutual fund companies in various publications are after their fees have been deducted.

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### **Past Due Accounts and Termination of Agreement**

Northstar Financial Planning, Inc. reserves the right to stop work on any account that is not settled on a timely basis. In addition, Northstar Financial

Planning, Inc. reserves the right to terminate any financial planning engagement where a client has willfully concealed or has refused to provide pertinent information about financial situations when necessary and appropriate, in Northstar Financial Planning, Inc.'s judgment, to providing proper financial advice. Any unused portion of fees collected in advance will be refunded.

## Performance-Based Fees

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### Sharing of Capital Gains

Fees are not based on a share of the capital gains or capital appreciation of managed securities.

Northstar Financial Planning, Inc. does not use a performance-based fee structure because of the potential conflict of interest. Performance-based compensation may create an incentive for the adviser to recommend an investment that may carry a higher degree of risk to the client.

## Types of Clients

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### Description

Northstar Financial Planning, Inc. generally provides investment advice to individuals, pension and profit sharing plans, trusts, estates, or charitable organizations, corporations and business entities.

Client relationships vary in scope and length of service.

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### Account Minimums

Generally, the minimum account size is \$1,000,000 of assets under management, which equates to an annual fee of \$10,000.

Northstar Financial Planning, Inc. has the discretion to waive the account minimum. Accounts of less than \$1,000,000 may be set up when the client and the advisor anticipate the client will add additional funds to the accounts bringing the total to \$1,000,000 within a reasonable time. Other exceptions will apply to employees of Northstar Financial Planning, Inc. and their relatives, or relatives of existing clients.

Clients receiving ongoing asset management services will be assessed a \$10,000 minimum annual fee. Clients with assets below the minimum account size may pay a higher percentage rate on their annual fees than the fees paid by clients with greater assets under management.

# Methods of Analysis, Investment Strategies and Risk of Loss

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## Methods of Analysis

Security analysis methods may include charting, fundamental analysis, technical analysis, and cyclical analysis.

The main sources of information include financial newspapers and magazines, research materials prepared by others, corporate rating services, timing services, annual reports, prospectuses, filings with the Securities and Exchange Commission, and company press releases.

Other sources of information that Northstar Financial Planning, Inc. may use include Morningstar Principia mutual fund information, Morningstar Principia stock information, Dimensional Fund Advisors' proprietary Returns software, Advisor Intelligence, and the World Wide Web.

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## Investment Strategies

The primary investment strategy used on client accounts is strategic asset allocation utilizing a core and satellite approach. This means that the portfolios will be managed using a combination of both active and passive management styles, based on the belief that while passive (index based) investment management is well-diversified and effective in some parts of the markets, not all parts of all markets are well suited to the passive approach. In those areas, actively managed funds may be selected. Portfolios are globally diversified to control the risk associated with traditional markets.

The investment strategy for a specific client is based upon the objectives stated by the client during consultations. As such, we determine investments and allocations based upon your predefined objectives, risk tolerance, time horizon, financial horizon, financial information, liquidity needs, and other various suitability factors. Your restrictions and guidelines may affect the composition of your portfolio. Each client executes an Investment Policy Statement that documents their objectives and their desired investment strategy. The client may change these objectives at any time which may require a change in their Investment Policy Statement.

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## Risk of Loss

All investment programs have certain risks that are borne by the investor. Our investment approach constantly keeps the risk of loss in mind. Investors face the following investment risks:

- **Interest-rate Risk:** Fluctuations in interest rates may cause investment prices to fluctuate. For example, when interest rates rise, yields on existing bonds become less attractive, causing their market values to decline.
- **Market Risk:** The price of a security, bond, or mutual fund may drop in reaction to tangible and intangible events and conditions. This type of

risk is caused by external factors independent of a security's particular underlying circumstances. For example, political, economic and social conditions may trigger market events.

- **Inflation Risk:** When any type of inflation is present, a dollar today will not buy as much as a dollar next year, because purchasing power is eroding at the rate of inflation.
- **Currency Risk:** Overseas investments are subject to fluctuations in the value of the dollar against the currency of the investment's originating country. This is also referred to as exchange rate risk.
- **Reinvestment Risk:** This is the risk that future proceeds from investments may have to be reinvested at a potentially lower rate of return (i.e. interest rate). This primarily relates to fixed income securities.
- **Business Risk:** These risks are associated with a particular industry or a particular company within an industry. For example, oil-drilling companies depend on finding oil and then refining it, a lengthy process, before they can generate a profit. They carry a higher risk of profitability than an electric company, which generates its income from a steady stream of customers who buy electricity no matter what the economic environment is like.
- **Liquidity Risk:** Liquidity is the ability to readily convert an investment into cash. Generally, assets are more liquid if many traders are interested in a standardized product. For example, Treasury Bills are highly liquid, while real estate properties are not.
- **Financial Risk:** Excessive borrowing to finance a business' operations increases the risk of profitability, because the company must meet the terms of its obligations in good times and bad. During periods of financial stress, the inability to meet loan obligations may result in bankruptcy and/or a declining market value.

## **Disciplinary Information**

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### **Legal and Disciplinary**

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

## Other Financial Industry Activities and Affiliations

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### Financial Industry Activities

Northstar Financial Planning, Inc. is registered as a Registered Investment Advisor with the Securities and Exchange Commission (SEC) and the State of New Hampshire.

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### Affiliations

Northstar Financial Planning, Inc. does not maintain any affiliate arrangements.

## Code of Ethics, Participation or Interest in Client Transactions and Personal Trading

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### Code of Ethics

The employees of Northstar Financial Planning, Inc. have committed to a Code of Ethics that is available for review and will be provided to clients and prospective clients upon request. Northstar Financial Planning, Inc. strives to comply with all applicable laws and regulations governing its practices. Therefore, Northstar Financial Planning, Inc. has set forth guidelines for professional standards of conduct for its associated persons, the goal of which is to protect client interests at all times and to demonstrate its commitment to its fiduciary duties of honesty, good faith, and fair dealing with clients. All associated persons are expected to adhere strictly to these guidelines. The Firm's Code of Ethics requires that certain associated persons submit personal securities transactions and holdings reports to Northstar Financial Planning, Inc. which will be reviewed by a qualified representative of Northstar Financial Planning, Inc. on periodic basis. Associated persons are also required to report any violations of the Firm's Code of Ethics. Additionally, Northstar Financial Planning, Inc. maintains and enforces written policies reasonably designed to prevent the misuse or dissemination of material, non-public information about clients or their account holdings by Northstar Financial Planning, Inc. or any associated person.

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### Participation or Interest in Client Transactions

Northstar Financial Planning, Inc. and its employees may buy or sell securities that are also held by clients. Employees may not trade their own securities ahead of client trades. Employees comply with the provisions of the Northstar Financial Planning, Inc. Compliance Manual.

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### Personal Trading

The Chief Compliance Officer of Northstar Financial Planning, Inc. is Robin A. Young. She reviews all employee trades each quarter. Her trades are

reviewed by Alexa Darbe. The personal trading reviews ensure that the personal trading of employees does not affect the markets, and that clients of the firm receive preferential treatment. Since most employee trades are small mutual fund trades or exchange-traded fund trades, the trades do not affect the securities markets.

## **Brokerage Practices**

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### **Selecting Brokerage Firms**

Northstar Financial Planning, Inc. does not have any affiliation with product sales firms. Our specific custodian recommendation is made to Clients based on their need for such services. Northstar Financial Planning, Inc. recommends our custodian based on the proven integrity and financial responsibility of the firm and the best execution of orders at reasonable commission rates.

Northstar Financial Planning, Inc. recommends the qualified custodian TD Ameritrade. Northstar Financial Planning, Inc. is an advisor in the TD Ameritrade Institutional program. Northstar Financial Planning, Inc. does not receive fees or commissions from this arrangement.

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### **Best Execution**

Northstar Financial Planning, Inc. reviews the execution of trades each quarter. The review is documented in the Northstar Financial Planning, Inc. Compliance Manual. Trading fees charged by the custodian are also reviewed periodically. Northstar Financial Planning, Inc. does not receive any portion of the trading fees.

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### **Soft Dollars**

Northstar Financial Planning, Inc. participates in TD Ameritrade's institutional customer program. There is no direct link between Northstar's participation in the program and the investment advice it gives to its Clients, although Northstar receives economic benefits through its participation in the program that are typically not available to TD Ameritrade's retail investors. These benefits include the following products and services (provided without cost or at a discount): receipt of duplicate Client statements and confirmations; research related products and tools; consulting services; access to a trading desk serving Northstar participants; access to block trading (which provides the ability to aggregate securities transactions for execution and then allocate the appropriate shares to Client accounts); the ability to have Northstar's fees deducted directly from Client accounts; access to an electronic communications network for Client order entry and account information; access to mutual funds with no transaction fees and to certain institutional money managers; and discounts on compliance, marketing, research, technology, and practice management products or services provided to Northstar by third party vendors.

The benefits we receive through participation in the program do not depend on the amount of brokerage transactions directed to TD Ameritrade. Clients should be aware that the receipt of economic benefits by Northstar or its related persons in and of itself creates a potential conflict of interest and may indirectly influence the Northstar's choice of TD Ameritrade for custody and brokerage services.

Northstar and its associated persons endeavor at all times to put the interest of the clients first as part of their fiduciary duty. The provision of investment advice is conducted on a Fee-Only basis and there is never any receipt of commissions, kickbacks or additional compensation on investment products which could create a potential conflict of interest.

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**Order Aggregation**

Northstar Financial Planning, Inc. does not aggregate transactions for multiple client accounts. Most trades are mutual funds or exchange-traded funds where trade aggregation does not garner any client benefit.

**Directed Brokerage**

We routinely recommend that you direct our firm to execute transactions through TD Ameritrade. As such, we may be unable to achieve the most favorable execution of your transactions and you may pay higher brokerage commissions than you might otherwise pay through another broker-dealer that offers the same types of services. Not all advisers require their clients to direct brokerage.

In limited circumstances, and at our discretion, some clients may instruct our firm to use one or more particular brokers for the transactions in their accounts. If you choose to direct our firm to use a particular broker, you should understand that this might prevent from effectively negotiating brokerage commissions on your behalf. This practice may also prevent our firm from obtaining favorable net price and execution. Thus, when directing brokerage business, you should consider whether the commission expenses, execution, clearance, and settlement capabilities that you will obtain through your broker are adequately favorable in comparison to those that we would otherwise obtain for you.

## **Review of Accounts**

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**Periodic Reviews**

Account reviews are performed by professional staff. Account reviews are conducted to determine if changes in planning or investments strategies are needed to achieve client goals.

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**Review Triggers**

Other conditions that may trigger a review are changes in the tax laws, new investment information, and changes in a client's own situation.



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**Regular Reports**

Account reviewers are members of the firm's Investment Committee. They are instructed to consider the client's current security positions and the likelihood that the performance of each security will contribute to the investment objectives of the client.

Clients receive periodic communications on at least an annual basis. Wealth Management clients receive semi-annual portfolio performance statements.

## **Client Referrals and Other Compensation**

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**Incoming Referrals**

Northstar Financial Planning, Inc. has been fortunate to receive many client referrals over the years. The referrals came from current clients, estate planning attorneys, accountants, employees, personal friends of employees and other similar sources. The firm does not compensate referring parties for these referrals.

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**Referrals Out**

Northstar Financial Planning, Inc. does not accept referral fees or any form of remuneration from other professionals when a prospect or client is referred to them.

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**Other Compensation**

Northstar Financial Planning, Inc. does not receive any other compensation.

## **Custody**

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**Account Statements**

Northstar does not take physical custody of any of your funds and/or securities. All assets are held at qualified custodians, which means the custodians provide account statements directly to clients at their address of record on a monthly basis. Clients may elect to receive electronic copies of their statements, confirmations and other custodian correspondence. Clients should review monthly statements for accuracy.

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**Performance Reports**

Clients are urged to compare the account statements received directly from their custodians to the performance report statements provided by Northstar Financial Planning, Inc. Performance reports are provided semi-annually.

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**Net Worth Statements**

Clients are frequently provided net worth statements and net worth graphs that are generated from our financial planning system. Net worth statements contain approximations of bank account balances provided by the client, as well as the approximate value of land and hard-to-price real estate. The net worth statements are used for long-term financial planning where the exact values of assets are not material to the financial planning tasks.

## **Investment Discretion**

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**Discretionary Authority for Trading**

Northstar Financial Planning, Inc. accepts discretionary authority to manage securities accounts on behalf of clients. Northstar Financial Planning, Inc. has the authority to determine, without obtaining specific client consent, the securities to be bought or sold, and the amount of the securities to be bought or sold. Discretionary trading authority facilitates placing trades in your accounts on your behalf so that we may promptly implement the investment policy that you have approved in writing.

However, Northstar Financial Planning, Inc. consults with the client prior to each trade to obtain concurrence if discretionary trading authorization has not been given. You have an unrestricted right to decline to implement any advice provided by our firm on a non-discretionary basis.

The client approves the custodian to be used and the commission rates paid to the custodian. Northstar Financial Planning, Inc. does not receive any portion of the transaction fees or commissions paid by the client to the custodian on certain trades.

**Trade Errors**

In the event a trading error occurs in your account, our policy is to restore your account to the position it should have been in had the trading error not occurred. Depending on the circumstances, corrective actions may include canceling the trade, adjusting an allocation, and/or reimbursing the account. If a trade error results in a profit, the trade error will be corrected in the trade error account of the executing broker-dealer and you will not keep the profit.

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**Limited Power of Attorney**

A limited power of attorney is a trading authorization for this purpose. You sign a limited power of attorney so that we may execute trades and deduct Northstar advisory fees.

## Voting Client Securities

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### Proxy Votes

Northstar Financial Planning, Inc. does not vote proxies on securities. Clients are expected to vote their own proxies.

When assistance on voting proxies is requested, Northstar Financial Planning, Inc. will provide recommendations to the Client. If a conflict of interest exists, it will be disclosed to the Client.

### Class Action Lawsuits

We do not determine if securities held by you are the subject of a class action lawsuit or whether you are eligible to participate in class action settlements or litigation nor do we initiate or participate in litigation to recover damages on your behalf for injuries as a result of actions, misconduct, or negligence by issuers of securities held by you.

## Financial Information

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### Financial Condition

Northstar Financial Planning, Inc. does not have any financial impairment that will preclude the firm from meeting contractual commitments to clients.

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

## Disaster Recovery Plan

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### General

Northstar Financial Planning, Inc. has a Disaster Recovery Plan in place that provides detailed steps to mitigate and recover from the loss of office space, communications, services or key people.

### Disasters

The Disaster Recovery Plan covers natural disasters such as snow storms, hurricanes, tornados, and flooding. The Plan covers man-made disasters such as loss of electrical power, loss of water pressure, fire, bomb threat, nuclear emergency, chemical event, biological event, T-1 communications line outage, Internet outage, railway accident and aircraft accident. Electronic files are backed up daily and archived offsite.

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**Alternate Offices**

Alternate offices are identified to support ongoing operations in the event the main office is unavailable. It is our intention to contact all clients within five days of a disaster that dictates moving our office to an alternate location.

## **Information Security Program**

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**Information Security**

Northstar Financial Planning, Inc. maintains an information security program to reduce the risk that your personal and confidential information may be breached.

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**Privacy Notice**

Northstar Financial Planning, Inc. is committed to maintaining the confidentiality, integrity and security of the personal information that is entrusted to us.

The categories of nonpublic information that we collect from you may include information about your personal finances, information about your health to the extent that it is needed for the financial planning process, information about transactions between you and third parties, and information from consumer reporting agencies, e.g., credit reports. We use this information to help you meet your personal financial goals.

With your permission, we disclose limited information to attorneys, accountants, and mortgage lenders with whom you have established a relationship. You may opt out from our sharing information with these nonaffiliated third parties by notifying us at any time by telephone, mail, fax, email, or in person. With your permission, we share a limited amount of information about you with your brokerage firm in order to execute securities transactions on your behalf.

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

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

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

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