



## **Part 2A of Form ADV: *Firm Brochure***

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**This brochure provides information about the qualifications and business practices of Symphony Financial Planning, LLC (hereinafter “SFP” or “firm” or “we”). If you have any questions about the contents of this brochure, please contact us at (530)-758-2885 or at [info@symphonyfinancialplanning.com](mailto:info@symphonyfinancialplanning.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 SFP 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 a CRD number. The CRD number for SFP is 137885. Registration with a state regulatory body does not imply any level of skill or training.**

## **Item 2. Summary of Material Changes**

Our previous version of Form ADV Part 2 was dated March 31, 2017. There is one material change in this version: Symphony Financial Planning moved to a new location within Davis, CA, in order to provide more space and upgraded facilities for our clients and personnel. . Our new location and mailing address is 1784 Picasso Avenue, Suite D, Davis, CA 95618. Our other contact information has not changed.

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Our current (updated) Form ADV, Part 2 will be available to our existing and prospective clients 24 hours a day through the Investment Adviser Public Disclosure website. Additionally, if you are a current client, we will annually and within 120 days of the end of our fiscal year, provide you either: (i) a copy of our Form ADV, Part 2 that includes or is accompanied by a summary of material changes; or (ii) a summary of material changes that includes an offer to provide a copy of the current Form ADV, Part 2. We urge you to carefully review all subsequent summaries of material changes, as they will contain important information about any significant changes to our advisory services, fee structure, business practices, conflicts of interest, and disciplinary history.

### **Item 3. Table of Contents**

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#### **Item 4. Advisory Business**

Symphony Financial Planning, LLC (hereinafter “SFP” or “firm” or “we”) is a fee-only California-registered investment adviser with its principal place of business located in Davis, California. We have been in business since 2006, with Paul A. Meyerhoff as the sole owner, President and Chief Compliance Officer.

As of March 15, 2018, discretionary assets under our firm’s management were \$117,353,423, and non-discretionary assets were \$1,142,849.

SFP provides portfolio management and financial planning services to its clients. Included in this disclosure document are descriptions of these services, related fees, potential conflicts of interest, and other relevant information for clients and prospective clients. In addition to these services, SFP also offers tax preparation and notary services to our portfolio management and financial planning clients. Information on these latter two services will be provided upon request.

##### Symphony Financial Planning’s “Orchestra Service”: Portfolio Management and Financial Planning Combined

SFP provides portfolio management services to its clients through its Orchestra Service. It typically does so by investing client assets in model portfolios developed by SFP, tailored to different investment objectives, time horizon, and risk tolerance. In some cases, these portfolios may be further customized depending on account size and client objectives. Our firm provides continuous advice to Orchestra Service clients regarding the investment of client funds managed by SFP based on the individual needs of the client. Through personal discussions in which goals and objectives based on a client's particular circumstances are established, we develop a client's personal target asset allocation designating the approximate portfolio percentages to be allocated towards equities, fixed income, and cash, and create and manage a portfolio based on that target allocation. During our data-gathering process, we assess the client’s individual objectives, time horizons, risk tolerance and income and liquidity needs. We may also review and discuss a client’s prior investment history and current investment holdings, as well as family composition and background.

We will manage advisory accounts on a discretionary or non-discretionary basis, depending on the specific agreement with the client. For discretionary accounts, we will implement transactions without seeking prior client consent. For non-discretionary accounts, we will seek prior client consent for every contemplated transaction. Therefore, clients with non-discretionary accounts should understand that any delay in obtaining consent may result in less favorable transaction terms, including higher security price and/or higher commissions and/or limited availability of the securities sought.

Account supervision is guided by the stated objectives of the client as well as tax considerations. Clients may impose reasonable restrictions on investing in certain securities, types of securities, or industry sectors.

SFP will provide financial planning advice as part of its Orchestra Service. The topic areas to be addressed will be those discussed under *Comprehensive Financial Planning* under the Financial Planning Services section below. The specific topic areas to be addressed will be those most relevant to each client's circumstances and stage in life as determined by SFP in consultation with the Client. The financial planning advice will be delivered using a modular approach, wherein one or more modules addressing specific topic areas will be delivered each year as part of the Orchestra Service. As a result, each of the six topic areas of personal finance will be reviewed over a period of time, typically three to five years. The most relevant and time-sensitive issues will be addressed within the first year.

Discussion of financial planning topics and recommendations will take place during periodic client review meetings, but at least annually. Financial planning recommendations and analysis may be provided verbally, in writing, or electronically, depending on the complexity and amount of detail required. At a minimum, a written list of action items will be provided at least annually pertaining to the personal finance topic area(s) covered in that year. Clients need to be available for consultations in person or by phone in order to receive financial planning advice. Actual implementation of the recommendations is the responsibility of Client and is not included in the Orchestra Services fee unless it relates to an investment account specifically managed by SFP for the Client.

SFP's offering of financial planning services to Orchestra Service clients is contingent upon those clients providing the necessary financial documents and information to SFP in a timely and convenient manner. SFP makes available to Orchestra Service clients electronic online data aggregation services to automate collection of this information. Clients are not required to use these systems, but Clients should understand that lack of ready access to accurate financial information may prevent SFP from providing financial planning advice.

### *Cash Management Accounts*

In instances where clients wish to maintain a significant cash balance in their accounts on an ongoing basis, or they have non-cash securities which they plan to hold indefinitely for tax or other reasons, a separate cash management account may be established as part of the Orchestra Service we provide. The primary purpose of these accounts is to hold cash and CDs, and in some circumstances fixed income securities of short duration, for administration of client cash flow needs at a cost that is less than what would be charged to the client for a more fully invested account. We will assist clients in determining the amount of cash and short-duration fixed income securities to hold in these accounts, and in transferring cash to or from other accounts as needed to meet client objectives. We will also monitor these accounts as we do with other managed accounts and place trades in non-cash securities as needed to maintain desired cash balances. Clients should

understand that the advisory fees on Cash Management Accounts may exceed the returns provided by these accounts, especially in low interest rate environments.

### Financial Planning Services

SFP offers both Comprehensive Financial Planning and Hourly (“Duet”) Consultations.

#### *Comprehensive Financial Planning*

Comprehensive Financial Planning provides a holistic review of the six core areas of personal finance in order to address a client’s immediate and long-term goals. It addresses concerns a client brings up as well as issues that a client may not be aware of. The six core areas, as identified by the Certified Financial Planner Board of Standards, Inc., are:

- Cash, debt, and budget planning: Analyzing income, expenses, and debt to determine the most efficient use of income to meet one’s goals.
- Investment planning: Analyzing a client’s current portfolio and opportunities to consolidate accounts where appropriate, and recommending changes as needed to align the portfolio with a client’s objectives.
- Retirement planning: Understanding how goals for retirement lifestyle translate into financial needs. Estimating how much income can be expected from pensions and government programs, and how much one needs to save in order to augment those sources. In retirement, estimating how much one can withdraw from investments on a sustainable basis.
- Tax planning: Analyzing a client’s current taxes and looking for ways to minimize short and long-term tax expenses in ways that are consistent with their overall financial goals.
- Risk management and insurance planning: Identifying financial risks that a client is exposed to such as premature death, disability, longevity, personal liability, property loss, and long-term care expense, and developing recommendations to address each, such as insurance or risk avoidance.
- Estate and gift planning: Analyzing a client’s estate with respect to how assets may be transferred at death or by gifting, along with potential tax liabilities, and providing general information on strategies to address these issues that can then be discussed with and implemented by the client’s attorney.

The process typically takes place over three or more meetings, starting with developing a written list of client goals, and gathering information during interviews, from statements provided by the client, as well as questionnaires. In between meetings, SFP conducts research and analysis and prepares observations and recommendations to present to

clients. The final product is a detailed written plan that provides in-depth analysis and specific recommendations in each of the six topic areas of personal finance.

Comprehensive Financial Plans are provided on a discounted hourly fee basis, as described in the Financial Planning Agreement completed at the beginning of an engagement. Additional information on our fees is provided under Section 5 of this document. Typically, the Comprehensive Financial Plan will be presented to the client within 120 days of the Financial Planning Agreement date, provided that all information needed to prepare the financial plan has been promptly provided by the client and that the client is available to meet as needed.

#### *Symphony Financial Planning's "Duet" Hourly Consultation Service*

SFP also offers financial planning advice on a more limited, hourly basis known as its "Duet Service." This may include advice on only an isolated area(s) of concern such as estate planning, tax, portfolio analysis, retirement planning, insurance issues, annuity advice, or any other specific topic. The scope of the engagement is limited to the areas identified in the Financial Planning Agreement completed at the start of the engagement. Analysis and advice may be provided verbally and/or in writing, depending on the complexity of the topic and the client's request. The engagement and client-advisor relationship is completed once the advice designated in the agreement has been provided and a final invoice has been issued.

Should a client choose to implement the recommendations contained in a Comprehensive Plan or an Hourly "Duet" Consultation, we suggest the client work closely with his/her attorney, accountant, insurance agent, and/or stockbroker. A client can implement securities-related recommendations of the plan by utilizing our firm's Orchestra Service, through another investment manager, or by self-managing their portfolio. Implementation of Comprehensive Financial Planning or Hourly "Duet" Consultation recommendations is entirely at the client's discretion.

#### Pension Consulting Services

We also provide several pension advisory services separately or in combination. While the primary clients for these services will be pension, profit sharing and 401(k) plans, we offer these services, where appropriate, to individuals and trusts, estates and charitable organizations. Pension Consulting Services are comprised of four distinct services. Clients may choose to use any or all of these services.

#### *Investment Policy Statement Preparation (hereinafter referred to as "IPS"):*

We will meet with the client (in person or over the telephone) to determine an appropriate investment strategy that reflects the plan sponsor's stated investment objectives for

management of the overall plan. Our firm then prepares a written IPS detailing those needs and goals, including an encompassing policy under which these goals are to be achieved. The IPS also lists the criteria for selection of investment vehicles as well as the procedures and timing interval for monitoring of investment performance.

*Selection of Investment Vehicles:*

We assist plan sponsors in constructing appropriate asset allocation models. We will then review various mutual funds (both index and managed) to determine which investments are appropriate to implement the client's IPS. The number of investments to be recommended will be determined by the client, based on the IPS.

*Monitoring of Investment Performance:*

We monitor client investments continually, based on the procedures and timing intervals delineated in the Investment Policy Statement. Although our firm is not involved in any way in the purchase or sale of these investments, we supervise the client's portfolio and will make recommendations to the client as market factors and the client's needs dictate.

*Employee Communications:*

For pension, profit sharing and 401(k) plan clients with individual plan participants exercising control over assets in their own account ("self-directed plans"), we may also provide quarterly educational support and investment workshops designed for the plan participants. The nature of the topics to be covered will be determined by us and the client under the guidelines established in ERISA Section 404(c). The educational support and investment workshops will NOT provide plan participants with individualized, tailored investment advice or individualized, tailored asset allocation recommendations.

Services in General

We tailor all of our advisory recommendations to the individual needs of each client. All advisory recommendations are based on information gathered through client statements, questionnaires, electronic communications, correspondence, and telephone and in-person discussions.

Our investment advice is not limited to any specific product or service offered by a broker dealer or insurance company and will primarily include advice regarding the following instruments:

- No-load or load waived mutual funds
- Exchange Traded Funds (ETFs)

Occasionally, we may also advise clients on the following instruments:

- Load mutual funds

- Domestic and foreign equity securities
- Fixed income securities
- Warrants
- Commercial paper
- Certificates of Deposit
- Variable life insurance
- Variable annuities
- Option contracts
- Interests in private placement securities

We may also provide advice on separate account investments with investment managers as part of our Financial Planning Services. However, Symphony Financial Planning does not select third-party managers or monitor separate accounts as part of our Orchestra portfolio management service.

*For California Residents:* California clients will only be referred to third-party money managers licensed as investment advisers in the State of California, notice filed with the California Department of Corporations, or otherwise exempt from California filing requirements.

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

### Orchestra Portfolio Management Service

In general, our minimum household portfolio size for our Orchestra Service is \$250,000. Existing clients are not subject to this minimum. Our fees for our Orchestra Service are based upon a percentage of assets under management, according to the following fee schedule:

<u>Assets Under Management (\$)</u>	<u>Annual Fee (%)</u>
Under \$100,000	1.50% or minimum of \$3000/year
\$100,000 to \$249,999	1.25% or minimum of \$3000/year
\$250,000 to \$499,999	1.15%
\$500,000 to \$999,999	1.00%
\$1,000,000 to \$1,499,999	0.95%
\$1,500,000 to \$1,999,999	0.90%
\$2,000,000 to \$2,999,999	0.80%
\$3,000,000 to \$3,999,999	0.70%
\$4,000,000 to \$4,999,999	0.60%
\$5,000,000 and above	0.50%

Existing Orchestra portfolio management clients are not subject to the \$3000 per year minimum fee.

Cash Management Accounts are charged an annual fee of 0.50% of assets held and/or advised on.

For the purpose of determining fee breakpoints, Assets Under Management include all accounts managed by SFP for the household under an Investment Advisory Agreement (IAA). This includes Cash Management Accounts. Assets Under Management do not include accounts that are not supervised by SFP on an on-going basis, such as self-directed accounts in an employer's retirement plan or at a retail brokerage firm, accounts managed by another firm, 529 college savings plan accounts that are not managed by SFP, bank accounts, and other accounts where SFP does not provide performance reporting and periodic rebalancing and reviews.

The fee percentage is a "drop down" fee, which means that the percentage is applied in aggregate to all Assets Under Management. For example, if the average daily balance at the end of the quarter for Assets Under Management is \$300,000, the Client receives the benefit of having the fee percentage for \$300,000, 1.15%, applied to the entire \$300,000 balance, not just to the \$50,000 amount above \$250,000. We may group certain related household portfolios for the purposes of determining the account size and/or annualized fee for our Orchestra Service. Grouping of households for determining fee breakpoints is at the discretion of SFP.

Orchestra portfolio management service fees are invoiced in arrears at the end of each calendar quarter, based upon the average daily balance during that quarter. Each quarterly fee will be based on the actual number of days in the quarter as a percentage of days in the year. For some existing clients, fees may be based on the balance at the end of the quarter, rather than the average daily balance.

Depending on the particular arrangement with each client, we will either invoice clients or directly debit their custodial accounts for Orchestra Service fees. If the fee is directly debited, we will adhere to the following procedure:

1. We will obtain a written authorization from the client, permitting our fees to be paid directly from the client's account held by an independent custodian;
2. We will send a fee statement to the client in advance of debiting the account. The custodian will receive a fee statement at the time we request them to debit the account. The client's fee statement will show the amount of the advisory fee and how it was calculated, while the custodian's fee statement will only show the amount of the advisory fee;
3. We will inform the client that it is the client's responsibility to verify the accuracy of the fee calculation and that the custodian will not determine whether the fee is properly calculated; and

4. The custodian will agree to send to the client a statement, at least quarterly, indicating all amounts disbursed from the account including the amount of advisory fees paid directly to us.

### Comprehensive Financial Planning Services

We charge Comprehensive Financial Planning clients a discounted hourly fee which is detailed in the Financial Planning Agreement and Addendum. These are provided to clients at the beginning of an engagement. The amount of time spent, and the resulting final plan fee, depends on the complexity of a client's circumstances and goals and the amount of effort required by us to obtain financial information from the client and other sources. The cost of a Comprehensive Financial Plan can range from \$4,000 to \$12,000, depending on a client's circumstances.

We will provide a verbal estimate of the range of the estimated Comprehensive Plan fee after our initial meeting, based on the limited information we have at that time. Work on the plan will commence once a Financial Planning Agreement is signed and a retainer of \$1000 has been paid. A written estimate to complete the plan is typically provided at the end of the second or third meeting, assuming we have collected enough information to estimate the amount of work involved to complete the project. At completion, an invoice will be provided detailing the actual time spent, the discounted hourly rate, and the final plan fee.

Once a Comprehensive Financial Plan is completed, future consultations are typically carried out on an hourly basis as discussed under "Duet" Hourly Consultation Service, as requested by the client. Comprehensive Financial Planning clients who later become Orchestra Service portfolio management clients will receive financial planning advice as described under that service.

### Duet Hourly Consultation Service

We charge Duet clients an hourly fee ranging from \$65 to \$275 per hour. The rate depends on the type of work involved and the qualifications of the person(s) in our firm who conduct(s) the work. A fee schedule will be provided to clients that provides the hourly rates for different personnel. For new clients, a minimum engagement fee of \$500 will be charged. Duet clients who later become Orchestra Service portfolio management clients will receive financial planning advice as described under that service.

### Pension Consulting Services

We charge Pension Consulting clients a project fee, hourly fee, and/or asset management fee depending on the nature of the engagement. Services that are limited to preparation of an Investment Policy Statement or selection of investment options will be charged an

hourly fee as discussed above under Duet (Hourly) Consultation Services. Services that include monitoring of investment performance on an ongoing basis will be charged an asset management fee according to the following fee schedule:

<u>Pension Plan Assets Being Monitored (\$)</u>	<u>Annual Fee (%)</u>
Under \$250,000	0.75% or minimum of \$1500/year
\$250,000 to \$500,000	0.70%
\$500,000 to \$999,999	0.65%
\$1,000,000 to \$1,499,999	0.60%
\$1,500,000 to \$1,999,999	0.50%
\$2,000,000 to \$2,999,999	0.45%
\$3,000,000 to \$4,999,999	0.40%
\$5,000,000 and above	0.35%

The fee percentage is a “drop down” fee, which means that the percentage is applied in aggregate to all pension assets monitored for a particular client. Fees will be paid by the plan sponsor or out of plan assets, as directed by the plan documents.

#### Fees in General

*For California Residents: Subsection (j) of Rule 260.238, California Code of Regulations requires that all investment advisers disclose to their advisory clients that lower fees for comparable services may be available from other sources.*

#### *For All Clients:*

For clients who initially engage us for Comprehensive Financial Planning or Duet hourly consultation services and who then become Orchestra portfolio management clients within 60 days, we take measures so that the client does not pay duplicate fees for financial planning advice that would typically be provided under the Orchestra service in the first year. This includes investment education, risk tolerance assessment, developing a preliminary cash flow plan, determining investment objectives and time horizon, developing an account consolidation plan, and developing target asset allocations. Clients in these circumstances will receive a credit in one of two ways:

1. If the client becomes an Orchestra Service client prior to the end of the Comprehensive Financial Planning or Duet hourly consultation service engagement, we will credit the planning fee for the financial planning advice as described in the previous paragraph.
2. If Orchestra Services are started after, but within 60 days, of the end of the Comprehensive Financial Planning or Duet hourly consultation services engagement, a credit will be applied to Orchestra Service fees that are due at the end of the first, and if necessary, second quarter of Orchestra Services.

Fees and account minimums for all services are negotiable based upon certain criteria (i.e. anticipated future earning capacity, anticipated future additional assets, dollar amount of assets to be managed, related accounts, account composition, negotiations with client, number of plan participants within a pension plan, etc.). Discounts, not generally available to our advisory clients, may be offered to family members and employees of SFP. Certain legacy client agreements may be governed by fee schedules different from those listed above.

Under no circumstances will we earn fees in excess of \$500 more than six months in advance of services rendered.

### Termination of Services

Clients will have a period of five (5) business days from the date of signing of an Orchestra Service, Comprehensive Financial Planning, or Duet Service agreement to unconditionally rescind the agreement and receive a full refund of all fees. Thereafter, the client may terminate the agreement by providing us with a written notice at our principal place of business. Upon termination of any account, any prepaid, unearned fees will be promptly refunded, after deduction of any termination costs incurred by our firm. Any earned, unpaid fees will be due and payable.

Mutual Fund and ETF Fees and Expenses: All fees paid to our firm for Orchestra, Comprehensive Planning, or Duet services are separate and distinct from the fees and expenses charged by mutual funds and ETFs to their shareholders. These fees and expenses are described in each fund's prospectus. These fees will generally include a management fee, other fund expenses, and a possible distribution or marketing fee, known as a 12b-1 fee. These 12b-1 fees are considered an operational expense and, as such, are included in a fund's expense ratio. Our firm does not receive any portion of these fees.

A client could invest in a mutual fund or an ETF directly, without the services of our firm. In that case, the client would not receive the services provided by us which are designed, among other things, to assist the client in determining which mutual funds or ETFs are most appropriate to each client's financial condition and objectives. Accordingly, the client should review both the fees charged by the funds and ETFs and the fees charged by us to fully understand the total amount of fees to be paid by the client and to thereby evaluate the advisory services being provided.

Although we generally recommend no-load or load-waived mutual funds, clients should be aware that certain mutual funds charge "front-end loads" or "back-end loads" which are paid to investment intermediaries as sales commissions. Front-end and back-end loads are not part of a mutual fund's operating expenses and are deducted from the investment amount, thus lowering the size of the investment. For advice on accounts not

managed by SFP, we may recommend mutual funds that do impose a front-end or back-end load in limited cases, for example, when clients ask us for advice on accounts they have with another firm that charges commissions.

Mutual fund shares purchased in accounts managed under our Orchestra Service will not be assessed a front-end or back-end load. In limited cases, SFP Orchestra clients may incur an early redemption fee imposed by the fund company or custodian on certain mutual funds if shares are sold before the end of a required holding period. SFP typically does not sell shares that will be subject to such fees. However, there are circumstances where the client may incur such fees, including, but not limited to: when a client requests an unanticipated liquidation, when market conditions are so severe that SFP in its judgment believes that it is in the client's best interest to sell shares subject to an early redemption fee, or if SFP believes the tax benefits of selling a position outweigh the costs of early redemption fees.

#### Brokerage and Custodial Fees

In addition to advisory fees paid to our firm, clients will also be responsible for all transaction, brokerage, trade-away and custodial fees incurred as part of their account management. Please see Item 12 of this Brochure for important disclosures regarding our brokerage practices.

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

We do not charge any fees based on a share of capital gains on or capital appreciation of the assets of a client. We do not engage in side-by-side management.

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

Our firm generally provides advisory services to individuals, pension and profit sharing plans, trusts, estates, charitable organizations, and other business entities.

For Orchestra portfolio management clients we normally require a minimum managed portfolio size of \$250,000 of assets under management to initiate an engagement, and a minimum annual fee of \$3000. Existing Orchestra clients are not subject to these minimums.

For Comprehensive Planning clients, we impose a minimum plan fee of \$4000. For new Duet consultation clients we impose a minimum initial engagement fee of \$500. We do not impose any minimum net worth requirements for Comprehensive Planning or Duet clients.

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

### Methods of Analysis and Associated Risks

Our firm employs the following types of analysis to formulate client recommendations:

*Mutual fund and/or ETF analysis:* We evaluate the experience and track record of the manager of the mutual fund or ETF in an attempt to determine if that manager has demonstrated an ability to invest over a period of time and in different economic conditions. We also look at the underlying assets in a mutual fund or ETF in an attempt to determine if there is significant overlap in the underlying investments held in other funds in the client's portfolio. We also monitor the funds or ETFs in an attempt to determine if they are continuing to follow their stated investment strategy.

A risk of mutual fund and/or ETF analysis is that, as in all securities investments, past performance does not guarantee future results. A manager who has been successful may not be able to replicate that success in the future. In addition, as we do not control the underlying investments in a fund or ETF, managers of different funds held by the client may purchase the same security, increasing the risk to the client if that security were to fall in value. There is also a risk that a manager may deviate from the stated investment mandate or strategy of the fund or ETF, which could make the fund or ETF less suitable for the client's portfolio.

*Fundamental Analysis:* Fundamental analysis of a business involves analyzing its income statement, financial statements and health, its management and competitive advantages, and its competitors and markets. Fundamental analysis school of thought maintains that markets may mis-price a security in the short run but that the "correct" price will eventually be reached. Profits can be made by trading the mis-priced security and then waiting for the market to recognize its "mistake" and re-price the security. However, fundamental analysis does not attempt to anticipate market movements. This presents a potential risk, as the price of a security can move up or down along with the overall market regardless of the economic and financial factors considered in evaluating the stock. Therefore, unforeseen market conditions and/or company developments may result in significant price fluctuations that can lead to investor losses.

*Third-Party Manager Analysis:* We do not select or monitor third-party money managers. However, as part of our financial planning services we may provide advice on third-party managers for accounts that are not under our management. We examine the experience, expertise, investment philosophies, and past performance of independent third-party investment managers in an attempt to determine if that manager has demonstrated an ability to invest over a period of time and in different economic conditions. We review

the manager's underlying holdings, strategies, concentrations and leverage as part of our overall risk assessment.

A risk of investing with a third-party manager who has been successful in the past is that he/she may not be able to replicate that success in the future. In addition, as we do not control the underlying investments in a third-party manager's portfolio, there is also a risk that a manager may deviate from the stated investment mandate or strategy of the portfolio, making it a less suitable investment for our clients. Moreover, as we do not control the manager's daily business and compliance operations, it is possible for us to miss the absence of internal controls necessary to prevent business, regulatory or reputational deficiencies.

*Risks for all forms of analysis:* Our securities analysis method relies on the assumption that the companies whose securities we purchase and sell, the rating agencies that review these securities, and other publicly-available sources of information about these securities, are providing accurate and unbiased data. While we are alert to indications that data may be incorrect, there is always a risk that our analysis may be compromised by inaccurate or misleading information.

### Investment Strategies and Associated Risks

Our firm employs the following investment strategies to implement investment advice given to Orchestra portfolio management clients:

*Long-term purchases:* We generally purchase securities with the idea of holding them in the client's account for a year or longer. We do this primarily because we want exposure to a particular asset class over time. We may also do this because we believe the securities to be currently undervalued.

A risk in a long-term purchase strategy is that, by holding the security for this length of time, we may not take advantages of short-term gains that could be profitable to a client. Moreover, if our predictions are incorrect, a security may decline sharply in value before we make the decision to sell.

*Short-term purchases:* On rare occasions, we may also purchase securities with the idea of selling them within a relatively short time (typically a year or less). We do this in an attempt to take advantage of conditions that we believe will soon result in a price swing in the securities we purchase.

A risk in a short-term purchase strategy is that, should the anticipated price swing not materialize, we are left with the option of having a long-term investment in a security that was designed to be a short-term purchase, or potentially taking a loss. In addition, this strategy involves more frequent trading than does a longer-term strategy, and will result in increased brokerage and other transaction-related costs, as well as less favorable tax treatment of short-term capital gains.

*Clients should understand that investing in any securities, including mutual funds and ETFs, involves a risk of loss of both income and principal that clients should be prepared to bear.*

## **Item 9. Disciplinary Information**

Our firm has no reportable disciplinary events to disclose.

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

Our firm offers tax preparation and notary services to advisory clients. Furthermore, Susan Soesbe, an Investment Adviser Representative of our firm, offers tax preparation and notary services to the general public through her own sole proprietorship, under the name of Soesbe Tax Services, if they are not clients of SFP. For SFP clients, these services are available only through our firm. Notary services are offered at no charge if they are related to the financial planning or investment management services that we offer. Tax preparation services are offered for a separate tax preparation fee.

Some of these non-SFP activities present a potential conflict of interest, to the extent that our employees may receive additional compensation as a result of recommending additional services to clients. Potential conflicts of interest also arise to the extent that these non-SFP activities may require a significant time commitment from our principals or employees, thus limiting the amount of time they can dedicate to advisory client accounts.

Since we endeavor at all times to put the interests of our clients first as part of our fiduciary duty as a registered investment adviser, we take the following steps to address these conflicts:

1. We disclose to clients the existence of all material conflicts of interest, including the potential for our firm and its employees to earn compensation from advisory clients in addition to our advisory fees;
2. We do not pay or collect referral fees from any related persons or entities;
3. We require that our employees seek prior approval of any outside employment activity so that we may ensure that any conflicts of interests in such activities are properly addressed;
4. We periodically monitor these outside employment activities to verify that any conflicts of interest continue to be properly addressed by our firm; and

5. We educate our employees regarding the responsibilities of a fiduciary, including the need for having a reasonable and independent basis for the investment advice provided to clients.

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

### Code of Ethics Disclosure

Our firm has adopted a Code of Ethics which sets forth high ethical standards of business conduct that we require of our principals and employees, including compliance with applicable state and federal securities laws. Our Code of Ethics includes policies and procedures for the review of quarterly securities transactions reports that must be submitted by the firm's access persons. Among other things, our 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 provides for oversight, enforcement and recordkeeping provisions. A copy of our Code of Ethics is available to our advisory clients and prospective clients upon request to Paul Meyerhoff, President and Chief Compliance Officer, at the firm's principal office address.

Our firm or individuals associated with our firm may buy or sell securities identical to those recommended to or purchased for customers for their personal accounts. In addition, any related person(s) may have an interest or position in a certain security(ies) which may also be recommended to a client. This practice results in a potential conflict of interest, as we may have an incentive to manipulate the timing of such purchases, to the extent it is possible, to obtain a better price or more favorable allocation in rare cases of limited availability. Since we mostly transact in mutual funds, such cases of limited availability are not expected to occur.

To mitigate these potential conflicts of interest and ensure the fulfillment of our fiduciary responsibilities, we have established the following restrictions:

1. No principal or employee of our firm may buy or sell securities for their personal portfolio(s) where their decision is substantially derived, in whole or in part, by reason of his or her employment unless the information is also available to the investing public on reasonable inquiry. No principal or employee of our firm may prefer his or her own interest to that of the advisory client.
2. It is the expressed policy of our firm that no person employed by us may purchase or sell any private placement or initial public offering security prior to a transaction(s) for that security being implemented for an advisory account, and therefore, preventing such employees from benefiting from transactions placed on behalf of advisory accounts

3. We do not aggregate employee trades with client trades.
4. We maintain a list of all securities holdings for our firm and anyone associated with this advisory practice with access to advisory recommendations.
5. We emphasize the unrestricted right of the client to decline to implement any advice rendered, except in situations where our firm is granted discretionary authority.
6. All of our principals and employees must act in accordance with all applicable Federal and State regulations governing registered investment advisory practices.
7. Any individual not in observance of the above may be subject to disciplinary action or termination.

## **Item 12. Brokerage Practices**

We do not have any formal soft-dollar arrangements and do not receive any soft-dollar benefits.

SFP requires that clients provide us with written authority to determine the broker-dealer to use and the commission costs that will be charged to our clients for these transactions.

Clients must include any limitations on this discretionary authority in this written authority statement. Clients may change/amend these limitations as required. Such amendments must be provided to us in writing.

SFP participates in the institutional customer program offered by TD Ameritrade Institutional. TD Ameritrade Institutional is a division of TD Ameritrade Inc., member SIPC ("TD Ameritrade"), an unaffiliated SEC-registered broker-dealer and FINRA member. TD Ameritrade offers services to independent investment advisers which include custody of securities, trade execution, clearance and settlement of transactions. SFP receives some benefits from TD Ameritrade through our participation in the program.

SFP may also recommend TD Ameritrade to our clients for custody and brokerage services. There is no direct link between our firm's participation in the program and the investment advice we give to our clients, although we receive economic benefits through our participation in the program that are typically not available to TD Ameritrade retail investors.

These benefits include the following products and services (provided without cost or at a discount): duplicate client statements and confirmations; research related products and tools; consulting services; access to a trading desk serving advisor 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 advisory 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 us by third party vendors.

Some of the products and services made available by TD Ameritrade through the program may benefit SFP but may not benefit our client accounts. These products or services may assist us in managing and administering client accounts, including accounts not maintained at TD Ameritrade. Other services made available by TD Ameritrade are intended to help us manage and further develop our business enterprise. The benefits received by SFP or our personnel through participation in the program do not depend on the amount of brokerage transactions directed to TD Ameritrade. Clients should be aware, however, that the receipt of economic benefits by SFP or our related persons in and of itself creates a potential conflict of interest and may indirectly influence our recommendation of TD Ameritrade for custody and brokerage services.

SFP's receipt of Additional Services does not diminish our duty to act in the best interests of our clients, including seeking best execution of trades for client accounts.

#### Trade Aggregation

As a matter of policy and practice, SFP does not generally block client trades and, therefore, we implement client transactions separately for each account. Consequently, certain client trades may be executed before others, at a different price and/or commission rate. Additionally, our clients may not receive volume discounts available to advisers who block client trades.

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

#### Orchestra Portfolio Management Services

Paul Meyerhoff, Susan Soesbe, and Taylor Rios will monitor the underlying securities in managed client accounts on an ongoing basis and perform at least quarterly reviews of account holdings for all clients. Accounts are reviewed for consistency with client investment strategy, asset allocation, risk tolerance and performance relative to the appropriate benchmark. For discretionary accounts, we will place trades as necessary to bring accounts into alignment with the target asset allocation specified for that account. More frequent reviews may be triggered by changes in an account holder's personal, tax or financial status, or if deposits or withdrawals are contemplated. Significant domestic, geopolitical, and economic events may also trigger reviews.

In addition to the monthly/quarterly statements and confirmations of transactions that clients receive from their broker dealer, our firm will provide quarterly holdings, account valuation and performance reports in electronic format via our web site, unless the client requests that such reports be transmitted by mail.

## Comprehensive Financial Planning and Duet Hourly Consultation Services

We will review these client accounts as contracted for at the inception of the engagement. We will provide Comprehensive Financial Planning clients with a completed financial plan that includes a review of current investments. If an investment review is specifically included in the scope of a Duet hourly consultation, we will provide a written and/or verbal report on investments. Once a Comprehensive Financial Planning or Duet hourly consultation engagement is completed, we will not provide additional investment reviews or advice unless a new engagement is requested by the client.

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

We are not compensated by other advisors or professionals for referring clients to them. We do not provide compensation to other advisors or professionals for referring clients to us.

### **Item 15. Custody**

Custody is defined as any legal or actual ability by our firm to access client funds or securities. Since all client funds and securities are maintained with a qualified custodian, we do not take physical possession of client assets. However, we urge all of our management clients to carefully review and compare their quarterly reviews of account holdings and/or performance results received from us to those they receive from their custodian. Should you notice any discrepancies, please notify us and/or your custodian as soon as possible.

### **Item 16. Investment Discretion**

For clients granting us discretionary authority to determine which securities and the amounts of securities that are to be bought or sold for their account(s), we request that such authority be granted in writing, typically in the executed Orchestra Services Agreement.

Should the client wish to impose reasonable limitations on this discretionary authority, such limitations shall be included in this written authority statement. Clients may change/amend these limitations as desired. Such amendments must be submitted to us by the client in writing.

## **Item 17. Voting Client Securities**

As a matter of firm policy, our firm does not vote proxies on behalf of clients. Clients will receive their proxies and other solicitations directly from their custodian or transfer agent and retain sole responsibility for voting. However, we may provide clients with consulting assistance regarding proxy issues if they contact us with questions at our principal place of business.

We will neither advise nor act on behalf of the client in legal proceedings involving companies whose securities are held in the client's account(s), including, but not limited to, the filing of "Proofs of Claim" in class action settlements. If desired, clients may direct us to transmit copies of class action notices to the client or a third party. Upon such direction, we will make commercially reasonable efforts to forward such notices in a timely manner.

## **Item 18. Financial Information**

Under no circumstances will we earn fees in excess of \$500 more than six months in advance of services rendered.

## **Item 19. Requirements for State-Registered Advisers**

As described in Item 10 of this Brochure, Susan Soesbe, Investment Adviser Representative, may offer notary and tax preparation services as a sole proprietor, under the name of Soesbe Tax Services, for a separate fee.

Ms. Soesbe may spend up to 10% of her time on these non-SFP activities. Please refer to Item 10 of this Brochure for a detailed description of these activities, potential conflicts of interest, and policies and procedures adopted by our firm to monitor and mitigate any such conflicts.

The education and business backgrounds of our principal executive officers and management persons can be found in the Supplement to this Brochure (Part 2B of Form ADV Part 2).

**Part 2B of Form ADV: *Brochure Supplement***

Paul A. Meyerhoff  
1784 Picasso Avenue, Suite D  
Davis, CA 95618

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Symphony Financial Planning, LLC  
1784 Picasso, Suite D  
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Telephone: (530) 758-2885

3/31/2018

**This brochure supplement provides information about Paul Meyerhoff that supplements the Symphony Financial Planning, LLC brochure. You should have received a copy of that brochure. Please contact Mr. Meyerhoff, President and Chief Compliance Officer, if you did not receive our brochure or if you have any questions about the contents of this supplement.**

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

Paul A. Meyerhoff

Year of Birth: 1959

### Education:

Mr. Meyerhoff graduated from the University of California, Davis with a BS in Plant Science in 1981, an MS in Agronomy in 1984, and a PhD in Plant Physiology in 1993.

### Business Background:

Symphony Financial Planning, LLC, President and Chief Compliance Officer from 02/2006 to Present

AIG Financial Advisors, Inc., Registered Representative from 07/2002 to 03/2006

UC Davis Extension, Part Time Instructor from 03/2004 to 06/2005

Lucas Group Financial Planners, Financial Planner from 05/2004 to 02/2006

Gregory Lucas Financial Planning, Financial Planner from 07/2002 to 05/2004

### Professional Designations:

Mr. Meyerhoff earned the Certified Financial Planner (CFP®) designation from the Certified Financial Planner Board of Standards, Inc. (CFP Board) in 2001. To receive authorization to use the designation, the candidate must meet education, examination, experience and ethics requirements, pay an ongoing certification fee, and comply with continuing education requirements. To fulfill the education requirement, students are required to complete course training in various topic areas and sit for the ten hour CFP Board Certification Examination. A bachelor's degree (or higher), or its equivalent in any discipline, from an accredited college or university is required to attain CFP® certification.

## **Item 3. Disciplinary Information**

Mr. Meyerhoff does not have any history of disciplinary events.

## **Item 4. Other Business Activities**

Mr. Meyerhoff is a member and manager of 1784 Picasso CDE, LLC, a California LLC with the sole purpose of owning and leasing commercial real estate. Namely, 1784 Picasso CDE, LLC leases office space to Symphony Financial Planning, LLC. Mr. Meyerhoff may spend up to 5% of his time on this other business activity.

## **Item 5. Additional Compensation**

Mr. Meyerhoff does not receive any additional compensation in connection with advising our clients.

#### **Item 6. Supervision**

As the sole owner of SFP, Paul Meyerhoff is solely responsible for all employee supervision and general business strategy of the firm. Mr. Meyerhoff is also primarily responsible for the formulation and monitoring of investment advice offered to clients to ensure that client objectives are being met. Mr. Meyerhoff is also responsible for monitoring and enforcing compliance with our policies and procedures, employee rules of conduct, and all relevant federal and state laws and regulations. Mr. Meyerhoff can be reached at (530) 758-2885.

#### **Item 7. Requirements for State-Registered Advisers**

Mr. Meyerhoff does not have any history of reportable disciplinary events.

## **Part 2B of Form ADV: Brochure Supplement**

Taylor Rios  
1784 Picasso Avenue, Suite D  
Davis, CA 95618

Telephone: (530) 758-2885

Symphony Financial Planning, LLC  
1784 Picasso Avenue, Suite D  
Davis, CA 95618

Telephone: (530) 758-2885

3/31/2018

**This brochure supplement provides information about Taylor Rios that supplements the Symphony Financial Planning, LLC brochure. You should have received a copy of that brochure. Please contact Mr. Meyerhoff, President and Chief Compliance Officer, if you did not receive our brochure or if you have any questions about the contents of this supplement.**

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

Taylor Rios

Year of Birth: 1981

### Education:

Mrs. Rios graduated from the University of California, Davis with a BS in Psychology in 2003.

### Business Background:

Symphony Financial Planning, LLC, Investment Adviser Representative from 03/2014 to Present

Symphony Financial Planning, LLC, Financial Analyst and Office Manager from 12/2010 to 03/2014

UC Davis MIND Institute, Clinical Research Coordinator from 06/2008 to 12/2010

Symphony Financial Planning, LLC, Financial Planning Intern, from 10/2009 to 05/2010

UC Davis MIND Institute, Staff Research Associate from 06/2003 to 06/2008

Therapeutic Pathways, Inc., Behavioral Technician and Paraprofessional Aid from 04/2001 to 07/2003

### Professional Designations:

Mrs. Rios earned the Certified Financial Planner (CFP®) designation from the Certified Financial Planner Board of Standards, Inc. (CFP Board) in 2013. To receive authorization to use the designation, the candidate must meet education, examination, experience and ethics requirements, pay an ongoing certification fee, and comply with continuing education requirements. To fulfill the education requirement, students are required to complete course training in various topic areas and sit for the ten hour CFP Board Certification Examination. A bachelor's degree (or higher), or its equivalent in any discipline, from an accredited college or university is required to attain CFP® certification.

## **Item 3. Disciplinary Information**

Mrs. Rios does not have any history of disciplinary events.

## **Item 4. Other Business Activities**

Mrs. Rios is not engaged in any outside business activities.

## **Item 5. Additional Compensation**

Mrs. Rios does not receive any additional compensation from third parties for providing investment advice to its clients.

#### **Item 6. Supervision**

As the sole owner of SFP, Paul Meyerhoff is solely responsible for all employee supervision and general business strategy of the firm, including supervision of Mrs. Rios. Mr. Meyerhoff is also primarily responsible for the formulation and monitoring of investment advice offered to clients. In addition, he is responsible for monitoring and enforcing compliance with our policies and procedures, employee rules of conduct, and all relevant federal and state laws and regulations. Mr. Meyerhoff can be reached at (530) 758-2885.

#### **Item 7. Requirements for State-Registered Advisers**

Mrs. Rios does not have any history of reportable disciplinary events.

**Part 2B of Form ADV: *Brochure Supplement***

Susan Soesbe  
1784 Picasso Avenue, Suite D  
Davis, CA 95618

Telephone: (530) 758-2885

Symphony Financial Planning, LLC  
1784 Picasso Avenue, Suite D  
Davis, CA 95618

Telephone: (530) 758-2885

3/31/2018

**This brochure supplement provides information about Susan Soesbe that supplements the Symphony Financial Planning, LLC brochure. You should have received a copy of that brochure. Please contact Mr. Meyerhoff, President and Chief Compliance Officer, if you did not receive our brochure or if you have any questions about the contents of this supplement.**

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

Susan Soesbe

Year of Birth: 1969

### Education:

Ms. Soesbe graduated from the University of Massachusetts, Amherst with a BA in Spanish in 1993 and from the University of California, Davis with an MBA in Finance and Accounting in 1998.

### Business Background:

Symphony Financial Planning, LLC, Investment Adviser Representative from 04/2006 to Present

UC Davis Extension, Part Time Instructor from 4/2010 to Present

Sands Investment Group, Partner from 01/2009 to 12/2010

Self-Employed, Tax Preparer from 02/2006 to Present

Self-Employed, Notary Public from 12/2006 to Present

Benefit Resources, Intern from 01/2006 to 04/2006

AIG Financial Advisors, Inc., Financial Analyst from 10/2005 to 03/2006

Paul Meyerhoff, CFP, Intern from 08/2005 to 03/2006

H&R Block, Tax Preparer from 11/2005 to 02/2006

Hewlett-Packard, Analyst from 07/1998 to 07/2005

### Professional Designations:

Ms. Soesbe earned the Certified Financial Planner (CFP®) designation from the Certified Financial Planner Board of Standards, Inc. (CFP Board) in 2008. To receive authorization to use the designation, the candidate must meet education, examination, experience and ethics requirements, pay an ongoing certification fee, and comply with continuing education requirements. To fulfill the education requirement, students are required to complete course training in various topic areas and sit for the ten hour CFP Board Certification Examination. A bachelor's degree (or higher), or its equivalent in any discipline, from an accredited college or university is required to attain CFP® certification.

Ms. Soesbe is also licensed to appear before the Internal Revenue Service, having received her Enrolled Agent (EA) designation in 2008. An EA is an individual designation provided by the Internal Revenue Service (IRS). The designation is acquired by passing a comprehensive, two-day exam covering all aspects of federal taxation. It is one of the few designations that signifies a concentration of competency in the field of taxation. Prior to this, Ms. Soesbe was certified by the California Tax Education Council (CTEC), allowing her to hold a position of a tax preparer in the state of California. Prior to registration with CTEC, tax preparers must complete 60 hours of qualifying tax

education. This study is available from traditional classroom courses, online courses, and home study courses.

### **Item 3. Disciplinary Information**

Ms. Soesbe does not have any history of disciplinary events.

### **Item 4. Other Business Activities**

As described in Item 10 of this Brochure, Ms. Soesbe may provide notary and tax preparation services as a sole proprietor under the name of Soesbe Tax Services for a separate fee to members of the public who are not SFP clients. She may spend up to 10% of her time on these non-SFP activities. Please refer to Item 10 of this Brochure for a detailed description of these activities, potential conflicts of interest, and policies and procedures adopted by our firm to monitor and mitigate any such conflicts.

### **Item 5. Additional Compensation**

Ms. Soesbe does not receive any additional compensation from third parties for providing investment advice to its clients.

### **Item 6. Supervision**

As the sole owner of SFP, Paul Meyerhoff is solely responsible for all employee supervision and general business strategy of the firm, including supervision of Ms. Soesbe. Mr. Meyerhoff is also primarily responsible for the formulation and monitoring of investment advice offered to clients. In addition, he is responsible for monitoring and enforcing compliance with our policies and procedures, employee rules of conduct, and all relevant federal and state laws and regulations. Mr. Meyerhoff can be reached at (530) 758-2885.

### **Item 7. Requirements for State-Registered Advisers**

Ms. Soesbe does not have any history of reportable disciplinary events.