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SEC File No. 801—64649

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M. Griffith Investment Services, Inc. is an SEC-registered investment adviser.  
This registration does not imply any level of skill or training.

DECEMBER 31, 2016

This disclosure brochure (ADV Part II) provides information about the qualifications and business practices of M. Griffith Investment Services, Inc.

If you have any questions about the contents of this brochure, please contact us at 315-797-0130 or [mgriffithinc@mgriffithinc.com](mailto:mgriffithinc@mgriffithinc.com).

The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission (SEC) or by any state securities authority.

Additional information about M. Griffith Investment Services, Inc. also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov)

## Item 2 – Summary of Material Changes

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Our Brochure was last updated on December 31, 2015. This section will note any material changes that may have been made since our last printed Brochure.

The material changes from the December 31, 2015 M. Griffith Investment Services, Inc. Brochure are:

- We have updated our AUM. As of December 31, 2016, MGI had the following client assets under management (AUM):
  - \$436,052,178 AUM for discretionary accounts.
  - \$825,951,570 AUM for non-discretionary accounts.
- MGI now offers the MGI SELECT Managed Portfolio. The MGI SELECT Managed Portfolio fees are calculated as follows:
  - 2.75% for the first \$50,000 in assets managed
  - 2.25% for the next \$50,000 in assets managed
  - 1.75% for assets managed over \$100,000
- The following new programs from WFCS are now offered:
  - Private Investment Management Program (PIM)
  - Allocation Advisors Program

Fee calculation for the WFCS programs is available in the WFCS disclosure document for the specific program selected.
- Our clearing firm, First Clearing LLC (FCC) changed its name to Wells Fargo Clearing Services (WFCS).
- MGI is no longer receiving 12b-1 fees from mutual fund securities that are invested in an investment advisory program.
- MGI now offers financial planning services and/or investment advice at a variety of rates depending on the services needed by the client.
- Since MGI employees do not often trade in equity type securities and if they do, the quantities are not significant, MGI employees are no longer required to seek pre-approval of equity security type transactions completed on their own behalf.

We will further provide you with a new Brochure or a Summary of Material Changes, free of charge, as necessary.

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## Item 4 - Advisory Business

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### A. Description of Our Firm and Principal Owners

Founded on September 24, 1947 by the late Richard R. Griffith, M. Griffith Investment Services, Inc. (MGI) is a full-service investment advisory and financial planning firm located at 555 French Road, Building 2, New Hartford, New York, 13413.

As current President and CEO of MGI, David T. Griffith, son of the late Richard Griffith, joined his family's firm in 1968.

### B. Types of Advisory Services Offered

#### ***Financial Planning and/or Portfolio Management***

MGI provides Financial Planning and/or Portfolio Management services for individuals as well as for small and large corporations/ organizations. We focus on providing our clients with comprehensive financial management of their accounts. MGI utilizes long term investment strategies that are tailored to address a client's individual circumstances and goals to include their:

- Risk Tolerances
- Capital Appreciation Objectives
- Income and Liquidity Requirements
- Tax Implications
- Transfer of Wealth Considerations
- Philanthropic Goals
- Investment Horizon

MGI uses several different types of investment products to help our clients achieve their goals. We meet with each client individually to discuss what types of investment products are best for them, which may include:

- Equity securities such as exchange listed, foreign issues, over-the counter, Closed End Funds and ETF's
- Warrants
- Certificates of deposit
- Investment company securities such as mutual fund shares
- US Government securities
- Corporate debt securities
- Municipal securities

#### ***Advisory Services for ERISA Plans***

MGI provides advisory services to retirement plans subject to the Employee Retirement Income Security Act of 1974 ("ERISA"), including participant-directed defined contribution plans, such as 401(k) plans, and defined benefit plans ("ERISA Plan Clients"). Each ERISA Plan Client is required to enter into an advisory agreement with MGI (the "Advisory Agreement") describing the services that MGI will perform for the ERISA plan and its participants.

MGI provides both ERISA fiduciary services and non-fiduciary services to ERISA Plan Clients. MGI's fiduciary services include providing ERISA Plan Clients with investment advice about asset classes and investments, assisting in the selection of investments, assisting in the development of an investment policy statement, and monitoring investment performance. MGI also provides investment advice to participants of ERISA participant-directed plans. These plan-level and participant-level investment advisory services are provided on a nondiscretionary basis and the ERISA Plan Client and plan participant (in the case of participant-level advice) retains and exercises final decision-making authority and responsibility for the implementation (or rejection) of MGI's recommendations.

MGI's non-fiduciary services include educating the ERISA Plan Client as to its fiduciary responsibilities, assisting the ERISA Plan Client in monitoring, selecting and supervising service vendors and in the case of participant-directed plans, assisting in group enrollment meetings and educating plan participants about general investment principles and the investment alternatives under the plan.

For a more detailed description of MGI's services, the ERISA Plan Client should refer to the Advisory Agreement.

**C. How Services are Tailored to Fit Client Needs**

MGI's investment policy process is centered on the client. We work with our clients to understand their financial circumstances and goals. Creation of the Investment Policy Statement (IPS) is our first step. The IPS serves as the governing document for all investment decision making. This document lays out the overall investment goals for the portfolio. Specifically, it focuses on translating client goals into a set of investment objectives. Clients may stipulate if they would like to restrict us from purchasing certain products or securities in their account. These objectives involve risk tolerance from both a willingness and ability to accept financial risk as well as return objectives.

In addition, the IPS provides a framework for MGI to discuss with our client the processes we will utilize for monitoring, reviewing and rebalancing their account. The IPS helps us work with the client to establish:

- How performance will be measured for the account.
- Benchmarks and the frequency of reporting the client would like to see.
- A plan for when and how often the client would like to meet with us to discuss their account.

**D. Wrap Fee Program**

MGI does not sponsor any wrap fee programs or accounts. MGI does, however, participate with some wrap fee programs offered through Wells Fargo Clearing Services (WFCS). Any wrap fee program information that WFCS may sponsor is available in the WFCS managed program disclosure document for the program selected. MGI manages an WFCS wrap program exactly the same as we do one of our investment advisory accounts. Once WFCS calculates and withdraws the client's managed account fee, a portion of the fee is remitted to MGI from WFCS.

**E. Management of Client Assets**

MGI investment advisory accounts are managed on either a discretionary or non-discretionary basis, determined at the time the account is opened based on our client's written authorization or in the case of ERISA Plan Clients, at the time the Advisory Agreement is executed. As of December 31, 2016, MGI had the following client assets under management (AUM):

- \$436,052,178 AUM for discretionary accounts
- \$825,951,570 AUM for non-discretionary accounts

## **Item 5 - Fees and Compensation**

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- A. MGI is an investment based adviser. We offer our clients several different fee-based programs that contain different investment options as well as different fee structures. Except as otherwise specified under the program descriptions set forth below, fees are annualized, based on a percentage of the dollar value of the assets under management in the account. Fees for investment advisory accounts are negotiable. Clients should be aware that if they elect to have a margin debit balance on their account, it will not reduce the market value of the eligible assets. The use of margin is not suitable for all investors, since it increases leverage in the client's account and therefore it's risk. Please review the margin disclosure statement and general account agreement & disclosure document from WFCS for more details on risks of margin use.

The following different fee-based programs are available for our clients:

**The MGI Elite Managed Portfolio.**

The MGI Elite Managed Portfolio fees are calculated as follows:

- 1.5% FOR THE FIRST \$250,000 IN ASSETS MANAGED
- 1.0% FOR THE NEXT \$750,000 IN ASSETS MANAGED
- 0.85% FOR THE NEXT \$2,000,000 AND
- 0.65% FOR ASSETS MANAGED IN EXCESS OF \$3,000,000

**The MGI Select Managed Portfolio.**

The MGI Select Managed Portfolio fees are calculated as follows:

- 2.75% FOR THE FIRST \$50,000 IN ASSETS MANAGED
- 2.25% FOR THE NEXT \$50,000 IN ASSETS MANAGED, AND
- 1.75% FOR ASSETS MANAGED IN EXCESS OF \$100,000

**WFCS Investment Advisory Programs.**

Fee calculation for the Wells Fargo Clearing Services (WFCS) MASTERS, Asset Advisor, FundSource, Custom Choice, Private Investment Management (PIM), and Allocation Advisors Programs is available in the WFCS disclosure document for the specific program selected.

**MGI Financial Planning and Investment Advice.**

MGI now offers financial planning services and/or investment advice at a variety of rates depending on the services needed by the client.

**Advisory Services for ERISA Plans**

Advisory services for ERISA Plan Clients are provided in exchange for a fee which is negotiable. The fee may be a fixed or an asset-based fee and may vary from client to client, based upon the complexity of the plan, the plan's objectives, and the services to be provided. In the case of asset-based fees, plan asset value is based upon the market value of included plan assets as reported by the plan custodian or record-keeper. Included plan assets are the plan assets for which MGI provides services as described in the Advisory Agreement. Fees may be billed in advance or in arrears and are calculated either monthly, quarterly or semi-annually as agreed to by the ERISA Plan Client under the Advisory Agreement. The fee amount, method of calculation, timing of payment, and whether it is to be paid in arrears or in advance, are also described in the Advisory Agreement.

- B. Except as otherwise described below, MGI's clients authorize MGI or the account custodian to debit their client account for the amount of MGI's investment advisory fee and to directly remit that fee to MGI.

For advisory services for ERISA Plans, the ERISA Plan is obligated to pay MGI's fee. As agreed to under the Advisory Agreement between MGI and the ERISA Plan Client, the ERISA Plan Client may authorize the Plan custodian to automatically deduct the fee from the Plan or the ERISA Plan sponsor may choose to pay the fee.

For the MGI investment advisory programs noted below, fees are calculated on a monthly basis based on the value of assets held in the account on the last business day for the previous month. If a client has multiple accounts under management, the client has the option to have each individual account charged fees based on its asset value or to have all fees combined and taken from one account.

MGI Elite Managed Portfolio

For the MGI investment advisory programs noted below, fees are calculated on a monthly basis based on the value of assets held in the account on the last business day for the previous month.

MGI Select Managed Portfolio

For the WFCS investment advisory programs noted below, please refer to the WFCS disclosure document for that specific program regarding how fees are calculated and withdrawn.

MASTERS Program  
Asset Advisor Program  
FundSource Program  
Custom Choice Program  
Private Investment Management Program (PIM)  
Allocation Advisors Program

If the fee is for financial planning services or investment advice, the fee is invoiced directly to the client at the time the services are rendered.

- C. In addition to MGI's investment advisory fees, clients will also incur, if they hold mutual funds within the investment advisory account, normal expenses and advisory fees imposed by the mutual funds held in the account (expense ratios are listed in each fund's annual report). Some mutual funds impose fees if they are sold prior to their short term holding periods. Short term trading fees are detailed in each mutual fund's prospectus.

Clients may also incur brokerage and/or other transaction costs from our custodian. These costs include but are not limited to handling fees, wire transaction fees, and check writing expenses. For more information regarding the costs that are charged to a client from WFCS, please refer to the new account opening disclosure documents sent to the client directly from WFCS. MGI has a revenue sharing agreement on file with WFCS, our custodian, regarding fees collected from margin interest, cash balances and handling. For more information on MGI's Brokerage Practices, please refer to Item 12 of this brochure.

#### ERISA Plan Clients

MGI is a fiduciary under ERISA with respect to the investment advisory services described in the Advisory Agreement between MGI and the ERISA Plan Client. As such, MGI is subject to specific duties and obligations under ERISA and the Internal Revenue Code that include, among other things, restrictions concerning certain forms of compensation. To avoid engaging in prohibited transactions, MGI may only charge fees for investment advice about products for which MGI and/or its affiliates do not receive any commission, 12b-1 fees or other compensation, or conversely, if such compensation is received by MGI and/or its affiliates, MGI will offset such amounts against MGI's stated fee. Where MGI offsets such compensation amounts against its stated fee, MGI will disclose to the ERISA Plan Client the amount of such compensation, the services rendered for such compensation, the payer of such compensation and a description of the arrangement with the payer in accordance with the requirements of ERISA Regulation Section 2550.408b-2(c).

- D. MGI's Elite and Select Managed Portfolio investment advisory clients are not charged investment advisory fees in advance. Any account may be terminated by the client or MGI at any time with written notice, although MGI requests a 30-day notice of termination. In the case of termination, MGI will calculate the fees due for the final billing period, pro-rata, based on the number of days in the billing period, up to and including the termination date.

For the WFCS investment advisory programs noted below, please refer to the WFCS disclosure document for that specific program regarding any fees paid in advance and termination of the account.

MASTERS Program  
Asset Advisor Program  
FundSource Program  
Custom Choice Program  
Private Investment Management Program (PIM)  
Allocation Advisors Program

For advisory services provided to ERISA Plan Clients, either MGI or the ERISA Plan Client can terminate the Advisory Agreement at any time, without penalty, by sending the other party 30 days prior written notice. Both parties remain responsible for any transactions initiated before the agreement was terminated. If the ERISA Plan Client is billed in arrears, MGI will deliver a final billing statement prorated for the number of days in the fee period prior to the effective date of termination. If the ERISA Plan Client is billed in advance, MGI will pro-rate the fee based upon the number of days in the fee period prior to the effective date of the termination and refund to the ERISA Plan Client any unearned fee.

- E. MGI does not receive any other compensation for advisory services except for the advisory fee. MGI does not receive 12b-1 service fees and does not charge commissions or markups to our clients in addition to advisory fees.

Clients should review the WFCS disclosure document for the WFCS program they are interested in regarding WFCS's policy regarding 12b-1 service fees, commissions and markups.

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

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MGI does not manage accounts using performance-based fees in order to avoid conflicts of interests that could result by favoring accounts where management fees have the potential to be substantially higher.

## Item 7 - Types of Clients

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MGI provides investment advice to individuals, high-net worth individuals, trusts, estates, charitable organizations and corporations. MGI also provides investment advice to retirement plans subject to ERISA including defined benefit plans, participant-directed defined contribution plans such as 401(k) plans and plan participants.

### **MGI Elite Managed Portfolio**

The MGI Elite Managed Portfolio program has a minimum opening balance requirement of \$100,000 in assets. Under certain circumstances, this minimum requirement may be waived.

### **MGI Select Managed Portfolio**

The MGI Select Managed Portfolio program has a minimum opening balance requirement of \$5,000 in assets.

### **WFCS Investment Advisory Programs**

For the WFCS investment advisory programs noted below, please refer to the WFCS disclosure document for that specific program regarding any minimum or maintenance requirements that WFCS requires.

MASTERS Program  
Asset Advisor Program  
FundSource Program  
Custom Choice Program  
Private Investment Management Program (PIM)  
Allocation Advisors Program

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

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- A. MGI's primary investment strategy is to construct strategically allocated portfolios for our clients based on the specific needs and goals of each client. We first determine a client's appropriate risk level, financial situation, investment goals, tax situation and personal preferences (among other criteria). We then construct investment portfolios considering these objectives. MGI uses a range of investment vehicles in client accounts, including mutual funds, index funds, exchange traded funds and various fixed income investments.

To analyze specific investment opportunities, we use several methods of research. We subscribe to a number of professional investment resources and also use other sources of information including newspapers, magazines, fund company information, third party research, annual reports and prospectuses. We consider factors such as style box category, style tilts, historical performance, modern portfolio theory statistics, manager tenure, expense ratio, turnover ratio, tax exposure and valuation metrics. For index funds and exchange traded funds, we also research factors such as tracking error, liquidity, composition, rebalancing strategies, and index methodology and construction. For fixed income investments, we consider specific risk factors such as credit quality, current yield and yield-to-maturity, tax implications and general market conditions. This comprehensive research method ultimately concludes in a focus list of suitable investments.

**Investing in securities involves risk of loss that clients should be prepared to bear.**

- B. MGI strives to develop diversified portfolios that significantly reduce risk for our clients. However, the methods we use to research investment opportunities do not eliminate all of the risks associated with investing. Even after due diligence using the above strategies and methods, it is possible that we may select investments that will not perform to our satisfaction or may even lose value. Clients should be prepared to bear the risks of loss involved with our strategies and research methods.

For any of the WFCS investment advisory programs noted below that have an WFCS manager, please refer to the WFCS disclosure document for that specific program regarding their manager's strategies and methods.



MASTERS Program  
Asset Advisor Program  
FundSource Program  
Custom Choice Program  
Private Investment Management Program (PIM)  
Allocation Advisors Program

- C. Any type of investment, including equities, mutual funds, index funds, exchange traded funds and fixed income carry risk. These investments have specific risk and while we attempt to limit this risk through research and diversification, we cannot completely eliminate the risk. Market risk, which cannot be diversified away, is another risk that will always be inherent when investing and in the markets in general. Clients should be prepared to bear the risks of loss involved with investing in the markets and in different investment vehicles.

## **Item 9 - Disciplinary Information**

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- A. Neither MGI, nor any of our employees, has had any civil or criminal actions brought against them.
- B. Neither MGI, nor any of our employees, has had any administrative proceedings before the SEC, any other federal regulatory agency, any state regulatory agency, or any foreign financial regulatory authority.
- C. Neither MGI, nor any of our employees, has had any proceedings before a self-regulatory organization.

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

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- A. MGI is a dually registered firm which means that we are both an Investment Adviser as well as a Broker-Dealer. All of our Financial Consultants, managers and several support staff are registered representatives of MGI's broker-dealer business.
- B. None of MGI employees are registered, associated with, or have an application pending to register, as a futures commission merchant, commodity pool operator or a commodity trading adviser.
- C. Since MGI is a registered Broker-Dealer, all of MGI's investment advisory business, to include account opening and trading, is processed through the broker-dealer division of MGI. MGI also sells investment products separately through our broker-dealer division to our clients who do not want to have a managed account program. MGI and its investment advisory representatives are also insurance agents for many different companies offering insurance products to our clients. A conflict of interest does not exist between the MGI divisions since both divisions are part of the same company and the transactions process through the same custodian. Please review any supplemental information attached to this document of the investment advisory representatives that also work with our broker-dealer division.
- D. MGI does not recommend or suggest other investment advisers to our clients nor do we have any other type of business relationships with investment advisers that may create a conflict of interest.

For WFCS managed programs, please refer to the WFCS disclosure document for the program selected, that is given to clients before or at the time they are beginning a managed program, for information regarding WFCS's practices regarding recommendations of other investment advisers and conflicts of interest.

## **Item 11 - Code of Ethics, Participation or Interest in Client Transactions**

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- A. MGI has adopted a Code of Ethics pursuant to Rule 204A-1 of the Advisers Act. The Code lays out the fundamental responsibilities that all employees of the firm must adhere to. MGI employees are required to certify that they have read, understand and will comply with our Code of Ethics. A copy of MGI's Code of Ethics will be provided to any client or prospective client upon request.
- B. MGI and our employees do not recommend, buy or sell any securities for our client accounts in which we have a material financial interest.

- C. MGI, our employees and related persons are allowed to invest in the same securities that are recommended, bought and sold for our client accounts. Mutual fund recommendations, buys or sells do not create a conflict of interest due to the way open-ended mutual funds operate. To minimize or eliminate the possibility of a conflict of interest with recommendations, buys or sells of other securities (such as ETF's, equities, private placements, and IPO's), MGI's Personal Trading Policies include the following practices that must be followed by all MGI employees as well as all members of the employee's household:
- Employee transactions for ETF's, equities, private placements and IPO's can only be entered after their client transactions for the same securities have been entered.
- D. MGI and our employees are allowed to buy and sell mutual funds for client accounts and their own accounts at the same time. This does not create a conflict of interest, since all orders are traded for the same closing NAV price on the day of trade execution. All parties will receive the same execution pricing on these transactions. Employees and members of the employee's household may desire to trade in the same securities that the firm is trading for our clients. For more information regarding how MGI minimizes or eliminates the possibility of a conflict of interest with recommendations, buys or sells of other securities (such as ETF's, equities, private placements, and IPO's), please refer to the MGI's Personal Trading Policies as noted in Item 11C above.

## **Item 12 - Brokerage Practices**

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- A. MGI processes all investment advisory accounts through MGI's broker-dealer division. MGI clients benefit from the pricing, reporting, execution and service that MGI is able to offer by processing transactions directly with their clearing firm, WFCS, on the client's behalf. MGI chose WFCS as their clearing firm by considering their reputation, executions, pricing, reporting capabilities, research and service that they offer.
1. Research and Other Soft Dollar Benefits. MGI does not pay for any products, research, service or have any other soft dollar benefit arrangements with any source. MGI also does not direct any type of commissions to any broker-dealer in return for products, research, service or other soft dollar benefit.  
  
For WFCS managed programs, please refer to the WFCS disclosure document for the program the client is selecting to review any soft dollar benefit arrangements that WFCS may have in place.
  2. Brokerage for Client Referrals. MGI does not consider obtaining referrals as a criterion in its selection of a broker-dealer.
  3. Directed Brokerage. MGI does not permit clients to direct brokerage through a specific broker-dealer. MGI serves as the broker-dealer for all investment advisory account transactions and WFCS serves as the custodian for all securities and cash held in client accounts.
- B. MGI may aggregate the purchase or sale of equities or ETF's for various client accounts at WFCS if very large transactions are taking place over many different accounts and timing of orders allows for it. Because MGI does not process a large amount of equity transactions, aggregation of sporadic transactions is not available, which could cause a client to incur higher brokerage costs. The benefit of aggregating transactions to the client is the decrease in potential dispersion of returns amongst their accounts. No other security purchases or sells can be aggregated. For example, mutual fund buy and sell orders execute at the end of each trading day, receiving the closing NAV price of the funds. Therefore, all mutual fund buy and sell orders placed on a particular day automatically receive the same price, without the need for aggregation of accounts.

## **Item 13 - Review of Accounts**

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- A. MGI accounts are reviewed semi-annually at a minimum. Our investment advisory representatives are in charge of reviewing the current investment strategy, such as the client's asset allocation and the account's performance, making revisions as needed based on a client's changing circumstances and/or the current economic environment. The CCO reviews all client accounts reviewed by the investment advisory representatives, on a semiannual basis, once the investment advisory representative has completed their initial review.

- B. There are three main triggers that may cause a review to happen outside of its normal schedule:
- The first trigger is client specific. It is normally a liquidity event where the client is either requesting funds or depositing funds. In either case, an account review is performed in order to determine the best way to execute the client's wishes.
  - The second type of trigger is a function of the overall economy. As our outlook for various asset classes changes it triggers account reviews.
  - The third type of trigger is a function of a particular security in an account. As security specific issues arise, they cause account reviews for the affected accounts.

Clients may also request a review of their account at any time. Requests for review can be made by phone call, mail or e-mail. Requested reviews will be performed by the client's investment advisory representative.

- C. Clients may be given written reports quarterly, semi-annually or annually as determined by the client as detailed in their Investment Policy Statement for the MGI Elite Managed Portfolio program. The performance report package consists of:

- A Portfolio Overview;
- An Allocation Summary;
- An Allocation Detail report;
- A Position Performance Summary; and
- A Performance Summary

Account performance reports do not replace the account statements issued by WFCS, the account custodian. WFCS issues client statements no less than quarterly, to all MGI Elite Managed Portfolio program accounts.

Clients will be given written reports quarterly for all WFCS managed programs. These are performance reports and do not replace the account statements issued by WFCS, the account custodian. WFCS issues client statements no less than quarterly to all WFCS managed program accounts. Please refer to the WFCS managed program disclosure brochure applicable to the program the client is selecting, for the current listing of reports included with an WFCS performance report. The WFCS managed programs are:

MASTERS Program  
Asset Advisor Program  
FundSource Program  
Custom Choice Program  
Private Investment Management Program (PIM)  
Allocation Advisors Program

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

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MGI does not pay for or provide any other forms of compensation for client referrals.

## **Item 15 - Custody**

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MGI does not have custody of ERISA plan assets. With respect to assets other than ERISA plan assets, it is MGI's intention to only have custody over such assets on a limited basis which would include:

- The ability to calculate and withdraw investment advisory fees from a client's account;
- The ability to accept checks made payable to MGI for deposit into a client's account;
- The ability to accept physical certificates for deposit into a client's account; and
- The ability to access direct instructions without written authorization to issue money funds from a client's account to the address of record.

WFCS, as custodian, issues client statements no less than quarterly to all managed program accounts. Clients should carefully review these statements. MGI issues reports to clients quarterly, semi-annually or annually as described in Item 13c. We urge you to compare the statements received from MGI with the statements that are received from the custodian, WFCS.

## **Item 16 - Investment Discretion**

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MGI has discretionary investment authority over some of the accounts we manage. Prior to assuming discretionary authority, for clients that would like to grant discretionary authority to MGI, clients are given a discretionary account agreement, a copy of MGI's current disclosure brochure ADV Part II. If discretionary authority is to be given to WFCS for one of WFCS's managed products such as the MASTERS program, clients are given a discretionary account agreement, a copy of MGI's current disclosure brochure ADV Part II and a copy of WFCS's disclosure brochure for the WFCS managed program if applicable. By signing the MGI discretionary account agreement or one of the WFCS discretionary account agreements, clients grant MGI and/or WFCS discretionary investment authority over their account.

There are not any explicit limitations on the discretion authority that MGI has to manage an account. However, each client's Investment Policy Statement or WFCS managed account agreement lays out how an account will be managed. In this Investment Policy Statement or WFCS managed account agreement, there are sections for specifically detailing any constraints that a client or account has. These types of constraints are handled on a case by case basis.

Clients should refer to the WFCS disclosure brochure and managed program agreement for any explicit limitations on the discretion authority that WFCS has to manage an account. Each client's managed account agreement lays out how the account will be managed. In this agreement, there are sections for specifically detailing any constraints that a client or account has. These types of constraints are handled on a case by case basis.

## **Item 17 - Voting Client Securities**

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MGI does not have responsibility for voting (or recommending how to vote) proxies for ERISA plan investments. For clients that are not ERISA Plan Clients, MGI does not vote proxy statements for any investment advisory account. Proxy statement information is forwarded directly from WFCS and/or the transfer agent to the client's address of record for the account. Clients may contact their investment advisory representative that handles their account at any time to ask questions regarding a proxy solicitation they have received.

## **Item 18 - Financial Information**

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Registered Investment Advisers are required in this Item to provide you with certain financial information or disclosures about our financial condition. MGI has no financial commitment that impairs its ability to meet contractual commitments to our clients and has not been the subject of any bankruptcy proceedings.