

Vermillion Financial Advisors, Inc.

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Brochure

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This brochure provides information about the qualifications and business practices of the Registrant “Vermillion Financial Advisors, Inc.”(VFA). If you have any questions about the contents of this brochure, please contact us at (847) 382-9999 or mlaspisa@vermillionfinancial.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 Vermillion Financial Advisors, Inc. is also available on the SEC’s Website at www.sec.gov/investor/brokers.htm

References herein to Vermillion Financial Advisors, Inc. as a “registered investment adviser” or any reference to being “registered” does not imply a certain level of skill or training.

Item 2 - Material Changes

This is a revised Brochure referencing following change(s):

- Firm's Assets Under Management (AUM)
- Firms Service Fee's - All Service Agreements

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Item 4 - Advisory Business

1. The Registrant “Vermillion Financial Advisors, Inc.” (VFA) is a corporation formed on August 2, 1988 in the State of Illinois. VFA became registered as an Investment Adviser in September 1988. VFA is owned by Mark S. La Spisa, VFA’s President.
2. VFA provides three services to our clients (individuals, pension and profit sharing plans, business entities, trusts, estates and charitable organizations, etc.) as set forth below.
 - Financial Planning and Consulting Services
 - Personal Financial Inventory and Initial Financial Planning
 - Maintenance Financial Planning and Consulting
 - Investment Advisory Services
 - Investment Advisory - Employer Sponsored Retirement Plans

Please note: When providing “Financial Planning and Consulting Services” VFA is herein referred to as “**PLANNER**”. When providing “Investment Advisory Service” VFA is herein referred to as “**ADVISOR**”.

FINANCIAL PLANNING AND CONSULTING SERVICES

PERSONAL FINANCIAL PLANNING AND INITIAL FINANCIAL PLANNING

Initial Consultation

VFA will begin by providing the CLIENT a free initial consultation. VFA uses the initial consultation to introduce the CLIENT to VFA’s firm, its services, and staff. At the conclusion of the initial consultation and to the extent specifically requested by a CLIENT, VFA *may* determine to provide financial planning and/or consulting services (including investment and non-investment related matters, such as retirement planning, estate planning, income tax planning, etc.) on a stand-alone separate fee basis as set forth below.

1. PERSONAL FINANCIAL INVENTORY

The **PLANNER** shall provide and prepare **CLIENT** with the personal financial inventory (PFI). The PFI is designed to document **CLIENT**’s current financial picture and therefore will be as accurate as the information provided by **CLIENT**. The PFI will generally include, but is not limited to the following:

- A. **Personal Data:** A listing of **CLIENT**’s personal information, such as addresses, phone numbers and other important data for the family unit. The family unit would include client, spouse, children, and parents (as dependents). Also included will be a comprehensive list of applicable outside professional advisors, such as insurance agents, accountants, attorneys, etc.
- B. **Statement of Net Worth:** **PLANNER** will create a personal balance sheet; this will document the market value of all **CLIENT**’s assets less outstanding liabilities, resulting in the **CLIENT**’s net worth.
- C. **Projected Cash Flow Statement:** **PLANNER** will create a personal income statement, documenting a **CLIENT**’s household income and expenses, tax withholdings, savings/investments
- D. **Tax Return Comparison and Preliminary Projection:** **CLIENT** will receive a side-by-side comparison of **CLIENT**’s last three federal and state tax returns (if provided by **CLIENT**). This comparison is designed to exhibit a **CLIENT**’s tax trends and current habits. This will aid **PLANNER** in calculating future tax liabilities and highlighting potential tax planning strategies. This is not a tax audit or a verification of the accuracy of **CLIENT**’s returns. (Note: Tax filing mistakes may be discovered during this process and if so, appropriate recommendations will be provided.) A preliminary tax projection of **CLIENT**’s current year’s income tax picture based on current known factors and assumptions will potentially avoid tax mistakes.
- E. **Insurance Review:** **PLANNER** will review **CLIENT**’s provided personal policies and group insurance coverages. Each policy/coverage will be presented for understanding of the benefits and specific policy key features. The review will highlight any current or possible future insurance exposures.
- F. **Investment Holdings:** **PLANNER** will document **CLIENT**’s current investment positions by registration, asset class, market value and number of shares owned. This will provide **CLIENT** insight into their investment exposures and an overview of their current investment picture.
- G. **Retirement Preliminary Projection:** **PLANNER** will provide a preliminary projection of **CLIENT**’s current retirement path based on current known factors and **PLANNER**’s default assumptions. This will allow **CLIENT** to preview their projected retirement picture for a better understanding of potential retirement funding challenges and retirement financial security.

- H. **Education Preliminary Projection:** If applicable, **CLIENT** will receive a projection of **CLIENT's** current path toward funding the cost of education based on current known factors and **PLANNER's** default assumptions. It will allow **CLIENT** to preview their projected educational cost for a better understanding of their education funding challenges and level of financial security.
- I. **Estate Planning Review:** **PLANNER** will gather **CLIENT's** estate planning documents and review key provisions for an understanding of **CLIENT's** current plan design. This review will provide **CLIENT** with a summary of potential issues and exposures.
- J. **General Recommendations:** **PLANNER** will provide a summary of key exposures and preliminary considerations discovered through the preparation of **CLIENT's** Personal Financial Inventory. (Note: Specific recommendations are the result of **CLIENT's** ongoing relationship with their **PLANNER** and proceeding through the financial planning process.)

2. **INITIAL FINANCIAL PLANNING SERVICES**

After the completion of a Personal Financial Inventory, **CLIENT** can choose to engage **PLANNER** to provide Financial Planning on a "Monthly Service Plan" or "Modular Service Plan" by selecting either of the following options.

A. **HOURLY CONSULTATION - Default service option if no other service is selected**

Hourly Consultation is the default payment option for any and all services provided to the **CLIENT**. **CLIENTs** who choose a service plan below will be charged the fee associated with the selected service plan. Services provided to **CLIENT** by **PLANNER** that are beyond the scope of the services detailed in this agreement (such as financial planning services or unique investment services) or services requested after the termination of this or any other service agreement shall be performed at (1) the prevailing hourly rates, (2) the advisor's minimum fee, and (3) subject to each financial advisor's level. **PLANNER** charges a different fee structure for each financial advisor level as set forth below under "Item 5" of brochure. If any other service is necessary for advisor to fulfill other selected services, the **CLIENT** will be charged for necessary services based on prevailing rates.

B. **MONTHLY SERVICE PLAN**

If **CLIENT** selects "Monthly Service", all items listed under "Financial Planning Service - Modules" below are available to be performed unless marked otherwise. "Monthly Service" carries a minimum commitment of 12 months of service. Services requested beyond those listed under "Initial Financial Planning Descriptions" will be performed on an hourly basis, subject to minimum fees.

C. **MODULE SERVICE PLAN**

If **CLIENT** selects "Module Service" (Financial Planning on a pick and choose basis) they can choose any of the services indicated under the following section "Financial Planning Service - Modules". Additional "Module Service" services requested beyond those selected will be performed on an hourly basis, subject to minimum fees as described in "Item 5" of brochure.

3. **FINANCIAL PLANNING SERVICE - MODULES**

After the completion of a Personal Financial Inventory, **CLIENT** can choose to engage **PLANNER** to provide Initial Financial Planning on a "Monthly Service" or "Modular Service". VFA shall prepare, design and implement financial plans for individuals and business owners interested in the documentation of their current financial status and possible limitations to financial goals and objectives.

VFA provides various financial analyses such as:

Cash Flow Planning

Education Planning

Insurance Analysis

Retirement Planning

- *Pre-Retirement Analysis*
- *Post-Retirement Analysis*

Major Purchase/Event Planning

Investment Planning

- *Investment Analysis*
- *Investment Policy Statement*

Estate Planning

Tax Planning

- *Tax Return Review*
- *Tax Projection*

MAINTENANCE FINANCIAL PLANNING AND CONSULTING

These alternative programs are for those CLIENT's who have completed the initial financial planning process. The original analyses and action plans implemented in the initial planning stage will be monitored in comparison to the CLIENT's current financial status and the probability of reaching long-term financial goals.

The PLANNER shall provide CLIENT with the financial planning and/or consulting services selected and described below by the CLIENT. Any service requested by CLIENT not covered by below selected service CLIENT agrees will be provided on an hourly basis. Upon completion of the services set forth/within or failure to renew such agreement, CLIENT acknowledges, PLANNER's engagement and corresponding responsibilities/obligations shall be concluded. Following any termination of services or in the event CLIENT's financial situation or objectives change, CLIENT may engage PLANNER to review previous services and/or recommendations, and/or to provide other consulting services. CLIENT agrees that any such additional services shall be provided at PLANNER's then current hourly rate or some other mutually agreeable fee arrangement.

A. HOURLY CONSULTATION - Default service if no other service is selected

Hourly Consultation is the default payment option for any and all services provided to the CLIENT. CLIENTs who choose a service plan below will be charged the fee associated with the selected service plan. Services provided to CLIENT by PLANNER that are beyond the scope of the services detailed in this agreement (such as financial planning services or unique investment services) or services requested after the termination of this or any other service agreement shall be performed at (1) the prevailing hourly rates, (2) the advisor's minimum fee, and (3) subject to each financial advisor's level. PLANNER charges a different fee structure for each financial advisor level as set forth below under "*Schedule A – Fee Schedule*" of this agreement. If any other service is necessary for advisor to fulfill other selected services, the CLIENT will be charged for necessary services based on prevailing rates.

B. MODULE SERVICE UPDATE

Module updates of each discipline is available and is subject to a minimum of three (3) hours at the CLIENTs primary advisor's hourly rate. This minimum would apply to CLIENTs on an hourly service or to CLIENTs on maintenance program requesting additional CLIENT / PLANNER appointments than the stated number of appointments that is covered under CLIENT's selected maintenance program.

-Cash Flow-Major Purchase/Event Planning	-Investment Planning
-Education Planning	-Retirement Planning
-Estate Planning	-Tax Planning
-Insurance Planning	

C. MAINTENANCE PLANS

PLANNER offers Maintenance Plans for CLIENTs that have completed the initial planning stage. These maintenance programs are designed to monitor the applicable disciplines of financial planning as they pertain to the CLIENT. Please Note: For CLIENTs transitioning from inactive or hourly status, VFA requires that a CLIENT's Personal Financial Inventory be updated prior to being accepted into a maintenance program.

1. MONTHLY MAINTENANCE

"Monthly" Maintenance offers CLIENT an opportunity to schedule one-appointment per month. Any appointments scheduled in compliance of this maintain plan (such as updating a CLIENT's existing personal inventory, financial analyses or action plans) shall not incur additional hourly charges. PLANNER is not obligated to provide make up appointments for cancelled meeting or meeting not scheduled by CLIENT. Appointments for the month of December are generally not available due to year end planning activity volume and are used to complete client service plans for the upcoming year. December appointments are only offered at the discretion of PLANNER.

2. QUARTERLY MAINTENANCE

"Quarterly" Maintenance offers CLIENT an opportunity to schedule one-appointment per calendar quarter. Any appointments scheduled in compliance of this maintain plan (such as updating a CLIENT's existing personal inventory, financial analyses or action plans) shall not incur additional hourly charges. PLANNER is not obligated to provide make up appointments for cancelled meeting or meeting not scheduled by CLIENT. Appointments for the month of December are generally not available due to year end planning activity volume and are used to complete client service plans for the upcoming year. December appointments are only offered at the discretion of PLANNER.

3. **SEMI-ANNUAL MAINTENANCE**

“Semi-Annual” Maintenance offers CLIENT an opportunity to schedule two-appointment per calendar year. Appointments are recommended to be at least 6 months apart but are not required. Any appointments scheduled in compliance of this maintain plan (such as updating a CLIENT’s existing personal inventory, financial analyses or action plans) shall not incur additional hourly charges. PLANNER is not obligated to provide make up appointments for cancelled meeting or meeting not scheduled by CLIENT. Appointments for the month of December are generally not available due to year end planning activity volume and are used to complete client service plans for the upcoming year. December appointments are only offered at the discretion of PLANNER.

4. **ADDITIONAL SCHEDULED APPOINTMENTS**

“Additional Scheduled Appointments” In order to allow for flexibility in our maintenance programs PLANNER offers the opportunity to customize any above maintenance program by adding additional appointments if determined beneficial. CLIENT and PLANNER have agreed to enhance one of the above maintenance programs by adding one or more additional appointments to one of the above maintenance programs. The number of and cost for additional appointments as listed under “Item 5” of brochure.

For CLIENTS transitioning from inactive or hourly status, VFA requires that a CLIENT’s Personal Financial Inventory be completed prior to being accepted into a Maintenance Agreement.

INVESTMENT ADVISORY SERVICES

INVESTMENT ADVISORY

Initial Consultation

VFA will provide an Initial Investment Advisory consultation to gather information about the CLIENT’s investment objectives, financial condition, and risk tolerance, which VFA uses in forming its investment advice. At the conclusion of the initial consultation and to the extent specifically requested by a CLIENT, VFA *may* determine to provide Investment Advisory Services as set forth below.

VFA offers several Investment Advisory services for a CLIENT to choose from depending on what a CLIENT determines will best meet that CLIENT’s specific needs and long-term goals. A CLIENT has the option to choose one or more of such services and/or is free to switch among these services as the CLIENT’s needs or economics change over time.

A. HOURLY CONSULTATION - Default Service if no other service is selected.

Hourly Consultation is the default payment option for any and all services provided to the **CLIENT**. **CLIENTs** who choose a service plan below will be charged the fee associated with the selected service plan. Services provided to **CLIENT** by **ADVISOR** that are beyond the scope of the services detailed in this agreement (such as financial planning services or unique investment services) or services requested after the termination of this or any other service agreement shall be performed at (1) the prevailing hourly rates, (2) the advisor’s minimum fee, and (3) subject to each financial advisor’s level. **ADVISOR** charges a different fee structure for each financial advisor level as set forth below under “*Item 5*” of this Brochure. If any other service is necessary for advisor to fulfill other selected services, the **CLIENT** will be charged for necessary services based on prevailing rates.

B. RISK ASSESSMENT

For clients who choose a starter program or a model portfolio hereafter referred to as a Target Investment Portfolio (TIP). If deemed beneficial by **ADVISOR**, **ADVISOR** will utilize a risk tolerance assessment to benchmark current and acceptable **CLIENT** risk tolerance (RA). **ADVISOR** will use the RA to determine which of the TIP models designs and asset allocation models are suitable toward meeting a **CLIENTs** long-term goals and objectives. Specific product recommendations, investment management and on-going investment monitoring are not provided as part of this service. **CLIENTs** who desire specific investment recommendations and on-going investment management and monitoring services will need to engage services found in services, C, D, E, F or G. **CLIENT** is under no obligation to execute **ADVISOR**’s additional services. Next step in this process is to determine appropriate investment service(s).

C. INVESTMENT ANALYSIS and CREATION of an INVESTMENT POLICY STATEMENT

An Investment Analysis and Investment Policy Statement (IPS) are required for **CLIENTs** who prefer a customized design portfolio.

Investment Analysis: To help **ADVISOR** determine **CLIENT**’s future investment objectives, **ADVISOR** will utilize a process that begins with the usage of an investment questionnaire (IQ) to conduct a thorough interview of **CLIENT**’s historical experiences, current investment holding decisions, to help clarify long-term investment goals/needs and to determine investment exposures and conflicts. This is generally followed by **ADVISOR** utilizing a risk tolerance assessment to benchmark current and acceptable risk tolerance (RA). Through the use of the IQ and RA, **ADVISOR**’s goal is to be able to identify and present areas of investment education beneficial to **CLIENT**. Upon completion of an IQ, RA and client education (if deemed beneficial to **CLIENT** by **ADVISOR**), **ADVISOR**

will back-test current investment holdings for historical average performance and volatility factor as well as provide an analysis on the cost structure of current investment holdings to determine the initial, current and annual on-going cost of owning current portfolio investment holdings. ADVISOR will determine an appropriate portfolio asset allocation target. The asset allocation target will be provided in the form of a customized portfolio and a personal asset allocation recommendation. On-going investment monitoring is not provided as part of this service. CLIENT's who desire on-going investment management and monitoring services will need to engage services found in services, C, D, E, F or G. CLIENT is under no obligation to execute ADVISOR's additional services.

Investment Policy Statement (IPS): Is an investment blueprint drafted between ADVISOR and CLIENT that outlines general investment guidelines for the CLIENT's current and target investment portfolio including recommended changes. This statement outlines key investment provisions to evaluating, managing and monitoring an investment portfolio, it includes the general investment goals and objectives of CLIENT and describes the strategies and parameters that ADVISOR should employ to meet these objectives. Specific information on matters such as asset allocation policy, risk tolerance, investment selection and replacement guidelines, portfolio distribution plans, income tax considerations, monitoring benchmarks, principal preservation strategies, portfolio liquidity requirements, and more will also be included as part of an IPS.

Next step in this process is to determine appropriate investment service(s).

D. OPTION STRATEGY

Option Strategy Fees are transaction fees based upon the market value (commonly referred to as the "Notional Value") of the option strategy used. The Notional Value is the market value of the amount of a stock controlled by the option contract multiplied by the strike price. The fees charged to utilize Options in a CLIENT's portfolio are intended to cover additional ADVISOR's time to set up the option strategy, present, execute and monitor the option trade transaction through expiration and Vermillion Financial Advisor's liability.

E. SPECIFIC ASSET SELECTION and INVESTMENT RECOMMENDATIONS SERVICES

1. Do It Yourself

CLIENTs who do not desire to transfer their investment assets to a new custodian or have their current account monitored and managed by ADVISOR, does not desire any future or "On-Going" services and does want to benefit from the investment experience and research of ADVISOR. CLIENT may engage ADVISOR to provide specific "One-Time" investment recommendations for any investment account. CLIENT is not required to engage ADVISOR to provide any other service. VFA's On-going investment management and monitoring are not provided as part of this service.

2. Monitoring Only

CLIENTs who desire to benefit from the investment experience and research of ADVISOR, can do so without transferring their investment assets to a new custodian or have their current account managed by ADVISOR. CLIENTs may engage ADVISOR to provide "Monitoring Only Services" and investment recommendations for any investment account(s). CLIENT is not required to engage ADVISOR to provide any other service(s) to receive this service.

NOTE: VFA's On-going investment management is not provided as part of this service.

F. PORTFOLIO IMPLEMENTATION and MONITORING SERVICES

CLIENTs who desire to benefit from the experience and research of ADVISOR and who transfer their investment assets to one of several available independent custodians with ADVISOR acting as an independent registered investment advisor on behalf of CLIENT may engage ADVISOR to provide one of the below specific "*Portfolio Implementation and Monitoring Services*" for such investment account(s). Portfolio Implementation and Monitoring Services can be provided either as a model portfolio referred to as a Target Investment Portfolio's or Custom Portfolio. CLIENT will incur a monthly charge for the service plan selected.

1. Foundation Program - Tier One - Silver Plan Investment Services

This service plan is an entry level service toward investing. It allows a novice investor to begin investing with the assistance of a professional advisor that would otherwise be unavailable or cost prohibited. The service provides an initial investment consultation including selection of appropriate type of account, specific mutual fund, the establishment of monthly investment plan and initial portfolio goal setting.

2. Target Investment Portfolio - Tier Two - Gold Plan Investment Services

Target Investment Portfolio's (TIPs) are pre-designed model portfolios intended to meet a target return and level of risk when compared to the S&P 500. TIPs are most appropriate for clients whose circumstances do not warrant a customized portfolio due to size, simplicity or lack of potential benefit to those clients. TIPs may not be used in conjunction with assets held at an outside custodian (e.g. employer sponsored retirement plan,

insurance company, outside brokerage firm, held in certificate form, etc.). All TIPs carry VFAs standards relating to portfolio design, rebalancing and asset replacement. (See Schedule A)

3. **Custom Portfolio - Tier Three - Platinum Plan Investment Services**

Custom Portfolios hereafter referred to as “CPs” are custom-designed and personalized portfolios for those CLIENTs that do not desire a one-size fits all solution or model portfolio. CPs are offered to CLIENTs whose circumstances warrant the individual design due to increased size, complexity or need. CPs are designed to meet a CLIENT’s personal return target, risk tolerance and long-term goals such as retirement needs. CPs can consider all assets held by a CLIENT regardless of the custodian where held. CLIENTS who select a CP are required to have completed a risk assessment, investment analysis and an investment policy statement.

Investment Portfolio and Monitoring Services (IPRAMS)

This portfolio monitoring service is one of the most comprehensive monitoring programs available. IPRAMS is our premier investment service and is highly recommended for all CLIENTS who desire on-going monitoring, management and adjustments to their portfolio. CLIENTs who wish to be pro-active and want better control of their investment portfolio are strongly encouraged to select an IPRAMS service plan. IPRAMS monitors CLIENT portfolios toward the objective of meeting CLIENT long-term financial goals. This is accomplished through a series of reports that monitor but are not limited to rate of return, allocation mixture, risk management, cash flow distributions, portfolio taxation, investment benchmarking, portfolio recommended adjustments and asset replacement. IPRAMS considers assets selected and held by a CLIENT regardless of custodian. Each IPRAMS report includes a CLIENT/ADVISOR meeting to present each IPRAMS report.

- i. **Investments included under Portfolio Monitoring:** All investments will be included in the IPRAMS report unless otherwise indicated on Schedule B. CLIENT, in writing, may request to add or subtract any investments from the IPRAMS report. As a result, IPRAMS may or may not include all the investable assets owned by the CLIENT. CLIENT agrees that any new replacement investment(s) made from the proceeds of the sale/completion of an investment currently being tracked, will automatically be tracked. Any additional contributions to an investment “Account” selected for tracking by IPRAMS will be included in the report.
- ii. **Investment Policy Statement and Client Targets:** The targeted numbers contained in IPRAMS are based on the CLIENT’s stated goals and objectives as documented in their Investment Policy Statement (IPS) (and subsequent updates). It is assumed that these goals and objectives currently reflect the CLIENT’s views. It is the responsibility of the CLIENT to notify ADVISOR of any and all changes in CLIENT’s views, goals and objectives.
- iii. **Report Data Intent:** The information presented within IPRAMS is historical and statistical only. Past performance is no indication of future results. No part of IPRAMS is an offer to sell or a solicitation to purchase any securities.

Investment Portfolio and Monitoring Services (IPRAMS) includes a quarterly report; that address the following information:

- a) **Portfolio Asset Ownership:** IPRAMS will show in dollars and percentages how much of the CLIENT’s portfolio is owned jointly, individually, in trust, etc. This will benefit a CLIENT who has concerns regarding estate taxes and distribution.
- b) **Qualified/Non-Qualified Assets:** IPRAMS will display the amount and percentage of the CLIENT’s tax-qualified retirement and non-qualified assets. This is beneficial in retirement, tax, and major purchase and major event planning (e.g. college planning).
- c) **Portfolio Allocation:** IPRAMS will illustrate the CLIENT’s current portfolio allocation by asset type (e.g. income, growth, etc.) and compare this to the targeted allocation for each CLIENT. This will allow the CLIENT to determine if reallocation of investments is needed for risk reduction and return maximization.
- d) **Investment Selection/Mix:** IPRAMS will compare the proportion of each of these specific investment selections to the entire portfolio. This allows the CLIENT to identify any additional risk in the portfolio.
- e) **Positions Statement:** This report will allow the CLIENT to evaluate the total return and performance of each investment tracked. In addition, this report will keep the CLIENT’s tax cost basis current.
- f) **Cash Flow:** IPRAMS will allow the CLIENT to see both the current and potential income from the portfolio. It will also indicate if distributions are being received in cash or reinvested, and whether or not they are taxable.
- g) **Tax Liability:** IPRAMS’s tax reports will inform the CLIENT as to the taxable consequences in the portfolio as they become known to VFA. IPRAMS will provide a running total of current tax schedules “B”,

“D”, and 1099R throughout the year making tax reporting easier to verify and complete for those transactions that are reported to VFA.

- h) **IPRAMS Report Review Worksheet:** As part of each IPRAMS report, CLIENT’s will be provided an ADVISOR review documenting variances in the portfolio against standard parameters established in the CLIENT’s Investment Policy Statement (only if the CLIENT has determined to engage VFA to provide an Investment Policy Statement). In addition to all other data provided quarterly, this report will verify cash reserves, status, portfolio volatility (standard deviation) and portfolio stated objectives. The worksheet will provide a simple format for the CLIENT to compare their current portfolio to their targeted portfolio.
- i) **Report Review Consultations:** The CLIENT is entitled to a review meeting for up to one hour following receipt of each IPRAMS report. The objective of these meetings is to review past performance and discuss the future direction of the portfolio. These meetings are in addition to all other meetings as stated in the CLIENT’s service/maintenance agreement with VFA.

IPRAMS Report Frequency Selection

Should a frequency selection be omitted, the default selection will be Quarterly:

- A. **IPRAMS - Annual:** This service provides CLIENT with an “Annual” IPRAMS reports, this “Annual” report is created on a calendar quarter basis. “Annual” reporting is subject to the “Annual” fee schedule found in “Item 5” of Brochure.
- B. **IPRAMS - Semi-Annual:** This service provides CLIENT with “Semi-Annual” IPRAMS reports, “Semi-Annual” reports are created on a calendar quarter basis. “Semi-Annual” reporting is subject to the “Semi-Annual” fee schedule found in “Item 5” of Brochure.
- C. **IPRAMS - Quarterly:** This service provides CLIENT with “Quarterly” IPRAMS reports, “Quarterly” reports are created on a calendar quarter basis. “Quarterly” reporting is subject to the “Quarterly” fee schedule found in “Item 5” of Brochure.
- D. **IPRAMS - On-Demand:** CLIENTs may elect to have an IPRAMS report created on an “On Demand” basis. All reports shall be created as of the end of a calendar quarter of the CLIENT’s choosing. “On Demand” reporting is subject to the “On Demand” fee schedule found in “Item 5” of Brochure. ADVISOR reserves the right to charge hourly fees for data that needs to be maintained or updated due to infrequency of report.

When the frequency selection is other than “Quarterly” (“Annual”, “Semi-Annual” or “On-Demand”), CLIENT’s IPRAMS report shall be created as of the end of a calendar quarter of the CLIENT’s choosing.

CLIENT will receive a quarterly position comparison report, a quarterly asset allocation report, ADVISOR portfolio recommendations (aka: trade sheet - when necessary) showing any rebalancing recommendations and a year-end annual evaluation of investment holdings versus their peer group.

INVESTMENT ADVISORY for Employer Sponsored Retirement Plans

- A. **HOURLY CONSULTATION - Default service option if no other service is selected.**

Hourly Consultation is the default payment option for any and all services provided to the **PLAN SPONSOR**. **PLAN SPONSORS** who choose a service plan below will be charged the fee associated with the selected service plan. Services provided to **PLAN SPONSOR** by **ADVISOR** that are beyond the scope of the services detailed in this agreement (such as financial planning services or unique investment services) or services requested after the termination of this or any other service agreement shall be performed at (1) the prevailing hourly rates, (2) the advisor’s minimum fee, and (3) subject to each financial advisor’s level. **ADVISOR** charges a different fee structure for each financial advisor level as set forth below under “Item 5” of Brochure. If any other service is necessary for advisor to fulfill other selected services, the **PLAN SPONSOR** will be charged for necessary services based on prevailing rates.

- B. **RETIREMENT PLAN SELECTION**

Employer Sponsored Retirement Plans generally fall into one of three categories, Individual Retirement Accounts (IRAs), Defined Contribution Plans (DC), or Defined Benefit Plans (DB). Small businesses may choose to offer any of these three options to employees as retirement savings vehicles. Many **PLAN SPONSORS** make available one or more of these retirement plan options.

NOTE: Service Plans found below in section C are not available on an hourly basis.

1. Initiator Program - Payroll Deducted IRA Program (RP-INITR) - Traditional/Roth/Simple/SEP IRA's

Description: Employees tend to think of an IRA as something that they need to establish on their own, but an employer can help its employees set up and fund their IRAs. With an IRA, the amount that an individual receives at retirement depends on the account contributions and the return on investment. The Payroll Deducted IRA Program is an entry level retirement service offered by employers interested in assisting their employees save for retirement. It allows an employer to begin offering a pre or post-tax Payroll Deducted IRA account with the assistance of an investment professional. This Payroll Deducted IRA Program is recommended to be offered to all company employees (but may not be required by law for Traditional and Roth IRAs). This service provides initial retirement plan services including: evaluating the appropriate type of IRA account platform, mutual fund selection menu and the establishment of a payroll deducted contribution plans for all employees participating.

2. Defined Contribution Plans (RP-DC) - 401k, Profit Sharing, etc.

Description: A Defined Contribution Plan (DC) is a retirement plan which is commonly referred to as a 401k, 403b or a profit sharing plan. The DC plan offers all qualified employees, the employer, or both the opportunity to contribute into an employee's individual account on a regular basis. Retirement benefits are greatly impacted by the contributions into each participant's account, the amount of time available to compound investment returns, the return on investment, and the expenses associated with the assets held in each participant's account.

3. Defined Benefit Plans (RP-DB) - Pension, Cash Balance, etc.

Description: A Defined Benefits plan (DB) is a retirement plan which is commonly referred to a "Pension" plan. These plans are structured to deliver a specified monthly benefit at targeted retirement age based on a formula. This formula usually includes an employee's age, years of services and average annual compensation. The benefit(s) promised by a DB plan can either be a lump sum or a monthly payout (similar to social security payments). This payout can be paid over a selected period of time including one's life expectancy.

C. RETIREMENT PLAN ANALYSIS, DESIGN (Initial or Existing) and INVESTMENT POLICY STATEMENT

Each type of qualified retirement plan typically meets certain planning objectives better than others. Plan analysis consists of analyzing existing plans to identify weaknesses or needs for revisions. Plan design consists of getting the right match between employer objectives and customizing the right qualified plan. The following services are available to PLAN SPONSORS seeking a fresh perspective on a company sponsored retirement plan.

1. Retirement Plan Inventory and Analysis

Retirement Plan Analysis (RPA): A plan analysis consists of analyzing existing plan(s) to identify weaknesses or needs for revisions. The RPA includes (if applicable and beneficial to PLAN SPONSOR as determined by ADVISOR) but is not limited to: a compliance review of existing plan documents, plan investment policy statement (if in existence), the evaluation of PLAN SPONSOR's processes to determine exposures toward meeting current trustees fiduciary responsibilities, a participant census analysis, a retirement plan cost analysis, an investment menu analysis and the evaluation of current services from all current service providers. Through the use of the RPA, ADVISOR will identify plan exposures and provide solutions necessary to improve plan performance to meeting long-term goals.

2. Retirement Plan Design

Retirement Plan Design (RPD): QRP design consists of getting the right QRP match between employer objectives and customizing the right QRP. In order for ADVISOR to determine future plan objectives, ADVISOR will complete an Employer Provided Retirement Plan Questionnaire (RPQ). This will document PLAN SPONSOR's historical experiences (if any) and clarify retirement plan's long-term goals/needs. Upon completion of an RPQ, ADVISOR will design and propose an appropriate QRP. RPD will include but is not limited to: the appropriate type of plan, the evaluation of tax benefits, pros and cons of potential service providers and platform available to be used, service processes required by PLAN

SPONSORS to meet compliance requirements, appropriate investment funding options and generic investment menu line-up. *Specific investment product recommendation and on-going investment monitoring are not provided as part of this service. PLAN SPONSOR's who desire specific recommendations will need to engage services found in "Service D". PLAN SPONSOR is under no obligation to execute ADVISOR's "Service D".*

3. Investment Policy Statement

Investment Policy Statement (IPS): The drafting of an IPS can be one of the most important steps a QRP fiduciary can take to protect themselves from personal liability. The Employee Retirement Income Security Act of 1974 (ERISA), as amended, mandates that plan fiduciaries act in the best interest of QRP participants at all times. This means that all QRP decisions must be made considering QRP participant interest. QRP processes and procedures must be established and followed by plan fiduciaries showing how the QRP is monitored and evaluated for the benefit of plan participants.

CEOs and CFOs, boards of directors, plan administrators, members of QRP committees, services providers and human resources personnel, among others can all be considered fiduciaries under ERISA. Fiduciary breach claims can cast a wide net, snaring many PLAN SPONSORS and their key personal for failure to meet fiduciary responsibilities. Since ERISA allows plan fiduciaries to be held personally responsible for losses resulting from a breach of fiduciary duty, there is no better time than the present to take a close look at your plan's policies, procedures, and documentation, with special attention given to your investment policy statement. While an investment policy statement is not required under ERISA, it is in the best interest of plan fiduciaries to create a written investment policy statement.

An IPS is a QRP document that outlines QRP trustee processes and procedures covering administration of QRP cost, service providers, participant participation standards and general investment evaluation/replacement guidelines. The IPS provides the PLAN SPONSOR with the strategies and parameters that ADVISOR and PLAN SPONSOR should deploy to meet QRP objectives.

D. ANCILLARY INVESTMENT SERVICES

A **PLAN SPONSOR** has a duty to diversify the investments of the plan so as to minimize the risk of large losses. This means that the selection of investments must be ample as to allow plan participants to be able to diversify their account holdings. **ADVISOR** will work with **PLAN SPONSOR** to determine the appropriate investment platform (individual brokerage, virtual, or single combined account). **ADVISOR** will provide **PLAN SPONSOR** with an appropriate recommended investment menu to meet **PLAN SPONSORS** goals. **PLAN SPONSOR** will be required to approve recommended investment menu including if chosen model and/or a custom designed portfolio and the appropriate quantity of investments to properly diversify the investment portfolio/account(s).

1. Custom Investment Menu Line-Up

Custom Investment Menu Line-Up: The selection of appropriate investments for a retirement plan and its participants is a critical responsibility of **PLAN SPONSOR**. Determining the appropriate investment menu will include: the type of investment holdings (mutual funds, exchange traded funds, individual securities, model portfolios, etc.), setting the initial investment menu and evaluating the cost associated with each individual investment.

2. Retirement Plan - Model Portfolios

Model Portfolios: Model portfolios are pre-designed to meet a targeted rate of return and/or risk tolerance. These portfolios are recommended for plans whose employees either lack investment knowledge, experience or the time necessary to properly select and monitor their investments. Model portfolios are most beneficial to help reduce the mistakes (chasing hot investments, too aggressive/conservative, over/under diversified, panic selling, investing only in cash, etc.) commonly made by novice investors.

3. Retirement Plan - Custom Designed Portfolios

Custom Portfolios: Custom portfolios are designed from scratch to meet a targeted rate of return and/or risk tolerance. They can be used by either the overall plan or by a single participant. Customized portfolios are created for those plans or participants who value individually selected investments. Customized portfolios are best suited for accounts that are singularly managed or with large balances.

Note: When customized portfolios are selected the creation of an IPS is required.

E. RETIREMENT PLAN SUPPORT and MAINTENANCE

The key to maintaining a properly designed and cost effective retirement plan is a properly documented maintenance program. Maintenance programs are designed to help provide each **PLAN SPONSOR** with the amount of service required to meet the appropriate size of the plan, the needs of the participants and the fiduciary responsibility of the **PLAN SPONSOR**.

1. Supplemental Retirement Plan Trustee Review Meeting

Fiduciary Responsibility: A legal duty to act solely in another party's best interests. Retirement plan trustees are considered fiduciaries and have a legal obligation to act for the benefit of plan participants. Plan participants are considered by the DOL and IRS to have placed the utmost trust and confidence in plan trustees to properly manage and protect their money. A plan trustee has a duty to manage the plan "in accordance with the plan documents" and must be able to demonstrate they are fulfilling these responsibility and duties.

Duty of Prudence: ERISA (the IRS regulations relating to retirement plans) requires for all **PLAN SPONSORS** to act "with the care, skill and prudence". This means that the plan trustees are considered to be an "**EXPERT**" when making decisions about the plan even if ill-suited to do so. Ignorance is not a viable excuse for a fiduciary. If a fiduciary lacks the necessary time, skill and knowledge, they have the right (as well as the duty) to hire prudent experts who can help meet their responsibilities.

Meeting Your Fiduciary Standard: As **PLAN SPONSOR** you must follow a proactive approach of monitoring and reviewing the key financial metrics associated with the plan such as employee participation, plan cost, service provider, and plan design. Regularly scheduled trustee meetings are central to a proactive approach and are necessary for those plan trustees and **PLAN SPONSORS** who desire to properly maintain a retirement plan.

Trustee/ADVISOR Plan Review Meeting(s): These meetings are essential in providing plan trustees with current plan data. The objective of trustee meeting is to review all retirement plan reports and discuss key plan benchmarking factors such as employee participation ratios, plan objectives, plan performance, plan cost and future changes required to keep the plan within compliance standards of Internal Revenue Service (IRS) and Department of Labor (DOL).

- **Investment Policy Statement Review:** The careful maintenance and ongoing review of the IPS through a Trustee review meetings can help chart your plan's long-term course towards prudent fiduciary investment decisions. The IPS should be updated on a regular basis. Specific information on matters such as investment selection, performance metrics, volatility factors, asset replacement standards, etc. should be discussed, analyzed when your plan size or objectives change over time.

2. Trustee/ADVISOR Plan Review Meeting Frequency

Trustee Meetings are provided to **PLAN SPONSORS** based on plan size parameters at the discretion of **ADVISOR**. Plan size parameters used by **ADVISOR** include but are not limited to: plan assets, plan complexity and number of plan participants. Any supplemental meeting not covered by your base service plan will be subject to the Supplemental Meeting Minimum Fees as shown in "Schedule A - Fee Schedule". As the number of plan participants and plan assets grow, it is recommended that the frequency of "Trustee/ADVISOR Plan Review Meetings" increase.

Review Meeting Frequency Schedule:

- Quarterly (4), Three-Annual (3), Semi-Annual (2) or Annual (1) - *Default equals annually if none selected.*

3. Participant Services

Saving for retirement is one of the most challenging goals most employees face to accomplish on their own. Helping plan participants meet their retirement goal of accumulating retirement assets sufficient enough to support themselves throughout retirement requires effective communication. No matter how well designed a retirement plan may be, it will fail to serve plan participants if the plan features and benefits are not communicated effectively. Participant Services are the best way to improve employee participation, morale and to help recruit and retain employees. Participant Services are offered upon an employer request and at Advisor's discretion once the plan assets have reached the below indicated amounts. As **Plan** assets grow, the level of Participant Services increases.

MISCELLANEOUS

Non-Investment Consulting/Implementation Services: To the extent requested by the **CLIENT**, VFA *may* provide consulting services regarding non-investment related matters, such as estate planning, tax planning, insurance, etc. Neither VFA, nor any of its representatives, serves as an attorney or accountant, and no portion of VFA's services should be construed as same. To the extent requested by a **CLIENT**, VFA may recommend the services of other professionals for certain non-investment implementation purposes (i.e. attorneys, accountants, insurance, etc.), including representatives of VFA in their separate licensed capacities as discussed below. The **CLIENT** is under no obligation to engage the services of any such recommended professional. The **CLIENT** retains absolute discretion over all such implementation decisions and is free to accept or reject any recommendation from the VFA. Please Note: If the **CLIENT** engages any such recommended professional, and a dispute arises thereafter relative to such engagement, the **CLIENT** agrees to seek recourse exclusively from and against the engaged professional. Please Also Note: It remains the **CLIENT's** responsibility to promptly notify VFA if there is ever any change in his/her/its financial situation or investment objectives for the purpose of reviewing/evaluating/revising VFA's previous recommendations and/or services.

Please Also Note: Valuation: In the event that VFA references private investment funds owned by the **CLIENT** on any supplemental account reports prepared by the VFA, the value(s) for all such private investment funds shall reflect either the initial purchase and/or the most recent valuation provided by the fund sponsor. If the valuation reflects the initial purchase price (and/or a value as of a previous date), the current value(s), (to the extent ascertainable), could be significantly more or less than the original purchase price.

- A) **Trade Approval:** ADVISOR is not authorized to effect transactions for the **Account** without prior authorization from the **CLIENT**. The **CLIENT** does authorize **ADVISOR**, without granting discretionary authority to **ADVISOR**, to take maintenance actions without requiring prior consultation with the **CLIENT**. The following maintenance actions include but are not limited to:
- **Stop/Limit Orders Quarterly Adjustments:** For **CLIENTS** that own individual stocks and/or ETFs and have elected the use of “Stop Losses”, **ADVISOR** will maintain a target ratio as a percentage of the market value (e.g. 85%). The target ratio will not be adjusted more often than quarterly.
 - **CLIENT Distributions/Contributions into or from Investment Accounts:** For **Accounts** with distribution/contribution plans to adjust existing instructions on file with custodian to meet any necessary adjustment. (11)
 - **Tax Harvesting of Losses/Gains:** The action of locking in capital losses/gains on any asset that meets a **CLIENT**’s tax harvesting target. Once a gain/loss has been realized the proceeds will either be deposited in cash or invested in **ADVISOR**’s ETF benchmark investment alternative for the investment sold. (2)
 - **Wash Sale Avoidance and 31-Day Trade Reversal:** Unless otherwise agreed upon between **ADVISOR** and **CLIENT** at the time that a qualified trade has occurred, the proceeds from the sale of any subsequent investment will be used to reverse the original trade and buy-back the original investment (if available). This buy-back trade will occur following a 31-day waiting period. The 31-day waiting period is required in order to comply with IRS regulations on wash-sale rules. The reversal of qualified trade will occur following any asset that has been previously sold with the objective to avoid a capital gain or to lock in a capital loss. (8)
 - **Switch Mutual Funds to Lower Costing Share Classes:** To switch the shares of the same mutual fund from an existing high cost share class into a lower cost share class alternative, if allowed by the mutual fund distributor/custodian. (9)
 - **CLIENT Requests for Funds from Portfolio:** Request for proceeds (e.g. loans, purchase new car, gift, college cost, down payment, etc.) authorizes **ADVISOR** to liquidate any position(s), from any account(s), necessary to raise such funds. (12)
 - **Negative Cash Balance Account Avoidance:** **ADVISOR** is authorized to liquidate any asset, in any account, that has or will have, a negative **Account** balance resulting from a debit transaction (e.g. monthly distribution, advisory fee, insurance premium, request for funds, etc.). (13)
 - **Portfolio Rebalancing:** To rebalance portfolio consistent with existing (or previously owned) security positions to maintain the agreed upon asset allocation. (14)
 - **Investment of CLIENT Contributions to Portfolio:** When proceeds are contributed to the portfolio **ADVISOR** is allowed to add proceeds to existing investment to rebalance portfolio. (15)
 - **Deceased CLIENT Actions:** To liquidate assets upon client passing away, update cost basis, terminate distributions, etc. (16)
 - **Option Contracts Upkeep:** **ADVISOR** is authorized to: (1) close out any option contract strategy, prior to the expiration date, (2) to roll forward and reset an existing Option strategy on a preexisting security positions necessary to meet target asset allocation within 45 days of expiration, (3) to avoid the option contract from falling into a negative value position beyond an amount predetermined by client as result of a market movement (4) **ADVISOR** can lock in a profit/loss to avoid an assignment or reset any existing option contract (17)
 - **Mutual Funds Management Style Substitution:** Stock mutual fund management styles generally fall into one of three common strategies Blend (aka Core), Growth or Value. A Blend (or Core) management style is a common substitute to a proportional mix (50/50) of assets invested between growth and value mutual funds of the same asset class. **ADVISOR** is authorized when deemed beneficial to the **CLIENT** to use either investments in blend mutual funds as a substitute for a 50% value and 50% growth mutual fund allocation or vice-a-versa. (18)
 - **Adjustments to Required Minimum Distributions (RMDs):** To sell necessary asset(s) to raise cash to meet Required Minimum Distribution. (19)
 - **Mutual Funds Tax Avoidance Strategies:** When **ADVISOR** discovers that a **CLIENT** owns an after-tax mutual fund which if held, is projected to payout a larger capital gain (or dividend) distribution than the current unrealized gain if sold, **ADVISOR** may sell mutual fund prior to the distribution date that would realize the large taxable distribution for the **CLIENT**. (21)
 - **Roth Conversions:** A Roth conversion occurs when money is moved from a tax deferred account to a Roth (tax-free) account. The movement of money is a taxable event. When a **CLIENT** desires to complete a Roth conversion, **ADVISOR** may select the asset(s) necessary to sell or transfer to complete the desired conversion. (22)
 - **Switch an Asset to a different Registration within the Portfolio:** When moving an asset to a different registration is deemed to be beneficial to **CLIENT** by **ADVISOR**, advisor may sell such asset and repurchase it in another registration. This may occur when money is moved from a tax deferred account to a taxable account (or vis-a-versa) or from one owner to the other. (For example: Selling ABC in account #1 and buying XYZ in account #1, then selling XYZ in account #2 and repurchase ABC in account #2.) This is called a “double switch”. The movement of money maybe a taxable event. **ADVISOR** may select the asset(s) necessary to switch. (23)

When multiple CLIENTs engage ADVISOR as a “couple”, they do so with the intent of doing so in the best interest of both parties. CLIENT’s who are a couple authorize ADVISOR to accept investment instructions from one of the multiple parties regardless of registration of investment accounts.

Please Note: Inverse/Enhanced Market Strategies. VFA may utilize long and short mutual funds and/or exchange traded funds that are designed to perform in either an: (1) inverse relationship to certain market indices (at a rate of 1 or more times the inverse [opposite] result of the corresponding index) as an investment strategy and/or for the purpose of hedging against downside market risk; and (2) enhanced relationship to certain market indices (at a rate of 1 or more times the actual result of the corresponding index) as an investment strategy and/or for the purpose of increasing gains in an advancing market. There can be no assurance that any such strategy will prove profitable or successful. In light of these enhanced risks/rewards, a CLIENT may direct the VFA, in writing, not to employ any or all such strategies for his/her/their/its accounts.

Please Note: Non-Discretionary Service Limitations. CLIENT’s that determine to engage VFA on a non-discretionary investment advisory basis must be willing to accept that VFA cannot effect any account transactions without obtaining prior verbal consent to any such transaction(s) from the CLIENT. Thus, in the event of a market correction during which the CLIENT is unavailable, VFA will be unable to effect any account transactions (as it would for its discretionary CLIENT’s) without first obtaining the CLIENT’s verbal consent.

Trade Error Policy: It is VFA's policy that trade errors be resolved in the CLIENT’s favor. CLIENT accounts that experience a loss resulting from VFA's trade errors shall be reimbursed. CLIENT accounts that experience a gain resulting from VFA's trade errors shall not experience the benefit of those gains; rather, any such gains will be donated to the charity of VFA's choice. No CLIENT will bear the cost of the trade error, and the firm may not permit one CLIENT’s account to be used to correct an error made on behalf of another CLIENT.

Any VFA representative who identifies a potential trade error shall immediately report such potential trade error to the Chief Compliance Officer. The CCO shall be responsible for promptly investigating the alleged error, and, if the CCO determines that an actual trade error occurred, for correcting the actual trade error. The CCO may determine to inform VFA's errors and omissions carrier of the trade error and any claims arising out of the trade error.

The Chief Compliance Officer shall maintain all relevant information about the trade error, including information about the discovery, cause, and resolution thereof."

CLIENT Obligations: In performing its services, VFA shall not be required to verify any information received from the CLIENT or from the CLIENT’s other professionals, and is expressly authorized to rely thereon. Moreover, each CLIENT is advised that it remains his/her/its responsibility to promptly notify VFA if there is ever any change in his/her/its financial situation or investment objectives for the purpose of reviewing/evaluating/revising VFA’s previous recommendations and/or services.

Disclosure Statement: A copy of this written Brochure is provided to each CLIENT prior to, or contemporaneously with, the execution of the *Investment Advisory Agreement or Financial Planning and Consulting Agreement*, and thereafter on an annual basis within 120 days after then of VFA’s fiscal year. Any CLIENT who has not received a copy of VFA’s written Brochure at least 48 hours prior to executing the *Investment Advisory Agreement or Financial Planning and Consulting Agreement* shall have five business days subsequent to executing the agreement to terminate the VFA’s services without penalty.

VFA shall provide investment advisory services specific to the needs of each CLIENT. Prior to providing investment advisory services, an investment adviser representative will ascertain each CLIENT’s investment objective(s). Thereafter, VFA shall allocate and/or recommend that the CLIENT allocate investment assets consistent with the designated investment objective(s). The CLIENT may, at any time, impose reasonable restrictions, in writing, on the VFA’s services.

1. VFA does not participate in a wrap fee program.

As of **December 31, 2020** VFA had **\$258,603,734** in assets under management (AUM) on a non-discretionary basis.

Item 5 - Fees and Compensation

CLIENT can determine to engage VFA to provide non-discretionary investment advisory services on a *fee* basis.

FINANCIAL PLANNING AND CONSULTING SERVICES

To the extent specifically requested by a CLIENT, VFA *may* determine to provide financial planning and/or consulting services (including investment and non-investment related matters, including estate planning, insurance planning, etc.) on a stand-alone fee basis. VFA's planning and consulting fees are as follows:

PERSONAL FINANCIAL PLANNING AND INITIAL FINANCIAL PLANNING

1. PERSONAL FINANCIAL INVENTORY(-PFI)

The CLIENT agrees to pay PLANNER the below checked flat fee to prepare a Personal Financial Inventory. An initial payment of fifty percent of the applicable inventory fee is due upon engagement with the balance due at the time the Personal Financial Inventory is presented.

<u>Advisory Staff</u>	<u>Flat Fee *</u>	<u>Advisory Staff</u>	<u>Flat Fee *</u>
Personal Financial Counselor	\$3,000	Personal Financial Advisor	\$3,800
Senior Financial Advisor	\$4,500	Managing Advisor	\$6,000

* **NOTE:** Flat fee is not to exceed **25** hours of PLANNER's time. If additional hours are required, PLANNER reserve the right to charge CLIENT the PLANNER's prevailing hourly rates.

2. INITIAL FINANCIAL PLANNING

A. HOURLY CONSULTATION - Default service option if no other service is selected

Hourly services will be the default payment method for any service not covered under another service plan. CLIENT shall pay PLANNER an hourly rate for services rendered beyond any selected service plan or if a service request is for an ancillary service.

The below indicates the hourly fee level of all staff members. Should an advisor other than the primary advisor be required or consulted their fee level will apply. PLANNER reserves the right to request a retainer in advance of any hourly work.

<u>Advisory Staff</u>	<u>Fee</u>	<u>Admin/Support Staff</u>	<u>Fee</u>
Personal Financial Counselor	\$240	Administration	\$145
Personal financial Advisor	\$280	Technicians	\$185
Senior Financial Advisor	\$330	Accounting	\$185
Managing Advisor	\$400		

B. MONTHLY SERVICE

If CLIENT accepts the "Monthly Service" under "2 - Initial Financial Planning Services" of this agreement, then CLIENT agrees to pay PLANNER the below checked fee to provide Financial Planning Services as described previously in this agreement.

Personal Financial Counselor:

The flat monthly fee is the greater of **\$485** per month or 1.75% of gross income, or .0020 of net worth as determined from the Personal Financial Inventory (The gross income and net worth alternative calculation only applies to clients whose base gross income is in excess of **\$350,000** or Net Worth is in excess of **\$2,900,000**).

Personal Financial Advisor:

The flat monthly fee is the greater of **\$570** per month or 2.00% of gross income, or .0025 of net worth as determined from the Personal Financial Inventory (The gross income and net worth alternative calculation only applies to clients whose base gross income is in excess of **\$350,000** or Net Worth is in excess of **\$2,650,000**).

Senior Financial Advisor:

The flat monthly fee is the greater of **\$670** per month or 2.25% of gross income, or .0030 of net worth as determined from the Personal Financial Inventory (The gross income and net worth alternative calculation only applies to clients whose base gross income is in excess of **\$350,000** or Net Worth is in excess of **\$2,650,000**).

Managing Advisor:

The flat monthly fee is the greater of **\$790** per month or 2.50% of gross income, or .0035 of net worth as determined from the Personal Financial Inventory (The gross income and net worth alternative calculation only applies to clients whose base gross income is in excess of **\$375,000** or Net Worth is in excess of **\$2,650,000**).

NOTE: If following the initial period of 12 months, planner deems it beneficial to client to switch to a maintenance service plan; planner reserves the right at planner's discretion to lower clients above monthly fee to the appropriate current prevailing maintenance program fee schedule.

C. MODULE SERVICE

CLIENT selects disciplines listed below on a “*Module Service*” to under “*Hourly*” above. All staff member’s time will be added to this total also listed in “*Hourly*” above.

<u>Advisory Staff</u>	<u>Minimum Fee</u>
Personal Financial Counselor	\$750
Personal financial Advisor	\$870
Senior Financial Advisor	\$1,000
Managing Advisor	\$1,200

MAINTENANCE FINANCIAL PLANNING AND CONSULTING

A. HOURLY CONSULTATION - *Default service if no other service is*

Hourly Rates: **CLIENT** may elect to pay **PLANNER** for services on an hourly basis for services rendered subject to **PLANNER**’s minimum hourly rate. **PLANNER** charges a different hourly rate for each financial advisor level. If no service plan(s) have been accepted below the default service plan for **CLIENT** shall be provided on an hourly basis.

<u>Advising Staff</u>	<u>Fee</u>	<u>Admin/Support Staff</u>	<u>Fee</u>
Personal Financial Counselor	\$240	Administration	\$145
Personal financial Advisor	\$280	Technicians	\$185
Senior Financial Advisor	\$330	Accounting	\$185
Managing Advisor	\$400		

B. MODULE SERVICE UPDATE

Each discipline update will be subject to a **3-hour minimum** of billable time at the primary advisor’s hourly rate. This minimum would apply to any **CLIENT** on an hourly service plan or on any maintenance plan when requesting more than the standard appointment frequency covered under their existing service plan.

<u>Advising Staff</u>	<u>Fee</u>
Personal Financial Counselor	\$750
Personal financial Advisor	\$870
Senior Financial Advisor	\$1,000
Managing Advisor	\$1,200

C. MAINTENANCE PLANS

1) MONTHLY

The financial advisor level as set forth below determines the maintenance fee. **CLIENT** fee is the greater of a flat minimum fee, a percentage of net worth or a percentage of total taxable income (as defined by their most recent tax return).

Personal Financial Counselor:

The flat monthly fee is the greater of **\$485** per month or 1.75% of gross income, or .0020 of net worth as determined from the Personal Financial Inventory (The gross income and net worth alternative calculation only applies to clients whose base gross income is in excess of **\$350,000** or Net Worth is in excess of **\$2,900,000**).

Personal Financial Advisor:

The flat monthly fee is the greater of **\$570** per month or 2.00% of gross income, or .0025 of net worth as determined from the Personal Financial Inventory (The gross income and net worth alternative calculation only applies to clients whose base gross income is in excess of **\$350,000** or Net Worth is in excess of **\$2,650,000**).

Senior Financial Advisor:

The flat monthly fee is the greater of **\$670** per month or 2.25% of gross income, or .0030 of net worth as determined from the Personal Financial Inventory (The gross income and net worth alternative calculation only applies to clients whose base gross income is in excess of **\$350,000** or Net Worth is in excess of **\$2,650,000**).

Managing Advisor:

The flat monthly fee is the greater of **\$790** per month or 2.50% of gross income, or .0035 of net worth as determined from the Personal Financial Inventory (The gross income and net worth alternative calculation only applies to clients whose base gross income is in excess of **\$375,000** or Net Worth is in excess of **\$2,650,000**).

NOTE: *If following the initial period of 12 months, planner deems it beneficial to client to switch to a maintenance service plan; planner reserves the right at planner’s discretion to lower clients above monthly fee to the appropriate current prevailing maintenance program fee schedule.*

2) QUARTERLY MAINTENANCE

The financial advisor level as set forth below determines the maintenance fee.

<u>Advisory Staff</u>	<u>Mo. Fee</u>	<u>Advisory Staff</u>	<u>Mo. Fee</u>
Personal Financial Counselor	\$325	Personal Financial Advisor	\$380
Senior Financial Advisor	\$450	Managing Advisor	\$525

3) SEMI-ANNUAL MAINTENANCE

The financial advisor level as set forth below determines the maintenance fee.

<u>Advisory Staff</u>	<u>Mo. Fee</u>	<u>Advisory Staff</u>	<u>Mo. Fee</u>
Personal Financial Counselor	\$220	Personal Financial Advisor	\$260
Senior Financial Advisor	\$300	Managing Advisor	\$345

4) ADDITIONAL SCHEDULED MAINTENANCE

Additional appointments added to any new maintenance program or reset of annual service plan will be charged the appropriate financial advisor level as set forth below. If additional meetings are requested during a service plan year or if a matter is not an included service as outlined in this agreement, **CLIENT** will be charged at the Advisor's prevailing hourly rates in effect at the time that service is provided.

Personal Financial Counselor	65 per month / per additional appointment
Personal Financial Advisor	\$75 per month / per additional appointment
Senior Financial Advisor	\$90 per month / per additional appointment
Managing Advisor	\$100 per month / per additional appointment

INVESTMENT ADVISORY SERVICES

INVESTMENT ADVISORY

If a **CLIENT** determines to engage VFA to provide non-discretionary investment advisory services on a fee basis, the VFA's annual investment advisory fee shall be as follows:

A. **Hourly Consultation, New Account , Risk Assessment and Investment Analysis , Investment Policy Statement and Options**

1. HOURLY CONSULTATION (HRLY) - Default Service if no other service is selected.

Hourly Rates: Hourly Consultation is the default payment option for any **CLIENT** who fails to select a service plan below. **CLIENT** services rendered by **ADVISOR** that are not part of one of the below service plans: (such as financial planning services or unique investment services) shall default to the prevailing hourly rates subject to **ADVISORS** minimum fee. **ADVISOR** charges a different fee structure for each financial **ADVISOR** level as set forth below under Schedule A of this agreement.

New Account Fees: All investment accounts that required to be established are subject to a new account fee per account.

<u>Advising Staff</u>	<u>Fee</u>	<u>Admin/Support Staff</u>	<u>Fee</u>	<u>New Account Fee</u>	<u>Fee</u>
Personal Financial Counselor	\$240	Administration	\$145	Set-up fee to open each new account	\$ 100
Personal financial Advisor	\$280	Technicians	\$185		
Senior Financial Advisor	\$330	Accounting	\$185	<u>Set-Up Fees</u>	
Managing Advisor	\$400			IPRAMS	\$1,500

*NOTE: Hourly rates are the default service option if no other service is selected. Hourly rate changes will commence upon receipt of written notification advising **CLIENT** of the amount and date of said change. Hourly rate changes are expected to occur at the start of each new calendar year.*

2. RISK ASSESMENT

If a risk tolerance assessment is utilized to benchmark a **CLIENT's** current and acceptable risk tolerance level, the below fee will apply.

Risk Assessment - Per Assessment	\$100
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3. **INVESTMENT ANALYSIS and CREATION of an INVESTMENT POLICY STATEMENT (IIPS)**

For those **CLIENTs** who have not had an investment analysis completed under a separate agreement, an investment analysis can be completed on an hourly basis under this Agreement. The investment analysis and creation of an Investment Policy Statement (IPS) are subject to a **minimum of 8 hours** of the **CLIENT's** primary **ADVISOR's** hourly rate. All staff member's time will be added to the **ADVISOR's** billing.

"Investment Analysis" or "Creation of Investment Policy Statement" Minimum Fee required to be paid at time of engagement:

Personal Financial Counselor	\$1,950	Personal Financial Advisor	\$2,325
Senior Financial Advisor	\$2,730	Managing Advisor	\$3,200

4. **OPTION STRATEGY**

Option Strategy Fees are transaction fees based upon the market value (commonly referred to as the "Notional Value") of the option strategy used. The Notional Value is the market value of the amount of a stock controlled by the option contract multiplied by the strike price. The fees charged to utilize Options in a **CLIENT's** portfolio are intended to cover additional **ADVISOR's** time to set up the option strategy, present, execute and monitor the option trade transaction through expiration and Vermillion Financial Advisor's liability.

The transaction fee to establish any Option strategy shall be: The greater of **1 hour** of an **ADVISOR's** prevailing hourly rate indicated above or $\frac{1}{2}$ of **1 % (.005)** of the notional value of the option contracts used to process any Option strategy.

B. **SPECIFIC ASSET SELECTION and INVESTMENT RECOMMENDATIONS SERVICES**

1. **Do It Yourself**

The "*Do It Yourself*" fee is an asset based fee of 4% applicable to the **CLIENT's** entire investment portfolio. This one-time fee is payable in advance and carries a minimum billing of four **(4)** hours at the advisor's billable rate.

"Do It Yourself" Minimum Fee:

Personal Financial Counselor	\$960	Personal Financial Advisor	\$1,120
Senior Financial Advisor	\$1,320	Managing Advisor	\$1,600

2. **Monitoring Only**

The "*Monitoring Only*" fee is an asset based fee subject to "**Fee Table A**" below and is applicable to the **CLIENT's** entire investment portfolio. This fee is payable in advance and is subject to the minimum fee as the "*Target Investment Portfolio*" service.

"Monitoring Only" Monthly Minimum Fee and Suggested Minimum Portfolio Size:

<u>Advising Staff</u>	<u>Individual Monthly</u>	<u>Min. Portfolio Size*</u>
Personal Financial Counselor	\$135	\$175,000
Personal Financial Advisor	\$245	\$300,000
Senior Financial Advisor	\$325	\$400,000
Managing Advisor	\$430	\$525,000

C. **PORTFOLIO IMPLEMENTATION and MONITORING SERVICES**

CLIENTs who desire to benefit from the experience and research of **ADVISOR** and who transfer their investment assets to one of several available independent custodians with **ADVISOR** acting as an independent registered investment advisor on behalf of **CLIENT** may engage **ADVISOR** to provide one of the below specific "*Portfolio Implementation and Monitoring Services*" for such investment account(s). Portfolio Implementation and Monitoring Services can be provided either as a Target Investment Portfolio's (TIPs) referred to as a model portfolio or customized portfolio solution (CSTM). **CLIENT** will incur a monthly charge for the service plan selected.

1. **Foundation Program**

The "Foundation Program" fees schedule is set forth below. The fee schedule covers **ADVISOR** services of specific asset selection, report creation, investment report review, and (as needed) investment recommendations.

“Foundation Program” Monthly Minimum Fee and Recommended Minimum Portfolio Size:

<u>Advising Staff</u>	<u>Individual Monthly Fee</u>	<u>Portfolio Size *</u>
Personal Financial Counselor	\$30	\$50,000
Personal Financial Advisor	\$60	\$100,000
Senior Financial Advisor	\$120	\$150,000
Managing Advisor	\$150	\$200,000

**Portfolio size above indicates the amount of portfolio value necessary to avoid paying minimum monthly fee.*

“Foundation” Annualized Fee as a Percentage of Assets
0.80 %

2. **Target Investment Portfolio**

“Target Investment Portfolio” Monthly Minimum Fee and Suggested Minimum Portfolio Size:

<u>Advising Staff</u>	<u>Individual Monthly Fee</u>	<u>Min. Portfolio Size*</u>
Personal Financial Counselor	\$135	\$175,000
Personal Financial Advisor	\$245	\$300,000
Senior Financial Advisor	\$325	\$400,000
Managing Advisor	\$430	\$525,000

**Portfolio size above indicates the amount of portfolio value necessary to avoid paying minimum monthly fee.*

“Target Investment Portfolio” (TIP) are subject to Fee Table A below:

Fee Table A		
Market Value of Assets in “Target Investment Portfolio”	“Target Investment Portfolio” Annualized Fee as a Percentage of Assets	Aggregate Amount
First \$1,000,000	1.000 %	\$10,000
Next \$1,000,000	0.875 %	\$18,750
Next \$1,000,000	0.750 %	\$26,250
Next \$2,000,000	0.625 %	\$38,750
Over \$5,000,001	0.500 %	

VFA standards relating to portfolio design, rebalancing and asset replacement are as follows unless otherwise determined by **ADVISOR** and **CLIENT**:

- Portfolio Target Size Parameters:** All TIP portfolios investment holdings (assets) carry a minimum size of 3% and a maximum size not to exceed 10% of the portfolio. (An investment holding shall be defined by unique CUSIP/Symbol).
- Portfolio Rebalancing Guidelines:** When necessary **ADVISOR** will rebalance **CLIENT** portfolio: (1) only among preexisting security positions and consistent with the previously agreed upon target Asset allocation and; (2) When one of two following investment portfolio rebalancing guideline triggers have been met: (A) (Level Two) Sub-Asset Classes defined by Morningstar (Large Cap Growth, Small Cap Value, etc.) - shall be rebalanced when a target position has a variance of more than 3% (on an absolute basis) or 40% (on a sensitivity basis). (B) (Level Three) Individual holdings shall be rebalanced when a minimum target position shrinks by more than 40% and a maximum size grows by more than 20% (on a sensitivity basis).
- Portfolio Asset Review Triggers:** As an advisory team guideline, underperforming assets are generally defined as an asset whereby performance is (1) less than 50% of its peer group (for a period of at least 12 months and or 3 years), or (2) has consistently underperformed its peers for more than (5) five consecutive periods (consecutive periods are either quarters, 12-months or 3-year periods), or (3) Volatility is elevated by more than 150% of its peer groups factor, or (4) when investing in a managed investment (mutual funds) there is a decline in managers tenure.

If after performing a review the advisory team determines a replacement is recommended, **CLIENT** will receive such recommendation in writing and **CLIENT** approval will be required prior to making such change to investment holdings.

3. **Custom Portfolio - Tier Three - Platinum Plan Investment Services**

Custom portfolios are personalized portfolios for those **CLIENTs** that do not desire a one-size fits all solution or model portfolio. are custom-designed are offered to **CLIENTs** whose circumstances warrant the individual design due to increased size, complexity or need and want premium reporting and regular comprehensive reviews of their portfolio. Clients are free to choose the frequency of their portfolio reviews.

CLIENT agrees to pay **ADVISOR** a **one-time set-up fee** for initial set-up and research below. If the initial set up requires more than seven hours, the **CLIENT** will be billed hourly after that point at the prevailing technician hourly rate. **CLIENT** acknowledges that **ADVISOR** has the right to charge a twenty percent (20%) premium charge to prevailing rates for any **Account/Asset** that requires **ADVISOR** to manually input data for reporting purposes.

Investment Portfolio and Monitoring Services (IPRAMS)

The following annualized fee schedule is subject to the below “IPRAMS” Monthly Minimum Fee:

Advising Staff	Quarterly	Semi-Annual	Annual
Personal Financial Counselor	\$700	\$350	\$175
Personal Financial Advisor	\$1,130	\$565	\$283
Senior Financial Advisor	\$1,330	\$665	\$333
Managing Advisor	\$1,650	\$825	\$413

The following fee schedule is an annualized fee as a percentage of assets under management and is intended to cover the selected IPRAMS frequency listed above:

Market Value of Assets on “IPRAMS”	Quarterly	Semi-Annual	Annual
First \$1,000,000	1.50 %	1.35 %	1.20 %
Next \$1,000,000	1.31 %	1.19 %	1.05 %
Next \$1,000,000	1.13 %	1.01 %	0.90 %
Next \$2,000,000	0.94 %	0.84 %	0.75 %
Over \$5,000,001	0.75 %	0.68 %	0.60 %

IPRAMS Report Frequency Selection

IPRAMS-Annual

This service provides **CLIENT** with an “Annual” IPRAMS report and the report is created on a calendar quarter basis. “Annual” reporting is subject to the “Annual” fee schedule found in “Schedule A” of this Agreement.

IPRAMS-Semi-Annual

This service provides **CLIENT** with “Semi-Annual” quarterly IPRAMS reports and reports are created on a calendar quarter basis. “Semi-Annual” reporting is subject to the “Semi-Annual” fee schedule found in “Schedule A” of this Agreement.

IPRAMS-Quarterly

This service provides **CLIENT** with “Quarterly” IPRAMS reports and reports are created on a calendar quarter basis. “Quarterly” reporting is subject to the “Quarterly” fee schedule found in “Schedule A” of this Agreement.

NOTE: Should a frequency selection be omitted, the default selection will be “Quarterly”.

The following annualized fee schedule is subject to the below “IPRAMS” Monthly Minimum Fee:

Advising Staff	Quarterly	Semi-Annual	Annual
Personal Financial Counselor	\$700	\$350	\$175
Personal Financial Advisor	\$1,130	\$565	\$283
Senior Financial Advisor	\$1,330	\$665	\$333
Managing Advisor	\$1,650	\$825	\$413

The following fee schedule is an annualized fee as a percentage of assets under management and is intended to cover the selected IPRAMS frequency listed above:

Market Value of Assets on “IPRAMS”	Quarterly	Semi-Annual	Annual
First \$1,000,000	1.50 %	1.35 %	1.20 %
Next \$1,000,000	1.31 %	1.19 %	1.05 %
Next \$1,000,000	1.13 %	1.01 %	0.90 %
Next \$2,000,000	0.94 %	0.84 %	0.75 %
Over \$5,000,001	0.75 %	0.68 %	0.60 %

IPRAMS-On Demand

IPRAMS-“On Demand”: CLIENTs may elect to have an IPRAMS report created on an “On Demand” basis. All reports shall be created as of the end of a calendar quarter of the CLIENT’s choosing. “On Demand” reporting is subject to the “On Demand” fee schedule found in “Schedule A - Fee Schedule” of this Agreement. Advisor reserves the right to charge hourly fees for data that needs to be maintained or updated due to infrequency of report.

The following fee schedule is subject to the below IPRAMS -“On-Demand” Minimum Reporting Fee:

Advising Staff	Minimum Reporting Fee
Personal Financial Counselor	\$1,200
Personal Financial Advisor	\$1,620
Senior Financial Advisor	\$1,950
Managing Advisor	\$2,610

The following fee schedule is an annualized fee as a percentage of assets under management and is intended to cover the IPRAMS - “On-Demand” listed above:

Fee Schedule for Assets Monitored with a Market Value	
Market Value of Assets Monitored IPRAMS “On Demand” IPRAMS	“On Demand” Individual Report Fee as a Percentage of Assets
First \$1,000,000	.0025%
Next \$1,000,000	.0022%
Next \$1,000,000	.0019%
Next \$2,000,000	.0016%
Over \$5,000,001	.0013 %

INVESTMENT ADVISORY for Employer Sponsored Retirement Plans

A. HOURLY CONSULTATION and ANCILLARY FEES - *Default service option if no other service is selected.*

Hourly Rates: All service agreements are subject to hourly fees for service requests that are not covered by Service Plans B, C, D, or E below. Advising Staff hourly rates are subject to change and are not guaranteed through the entire period of this Agreement. Preparation required for services requested by **PLAN SPONSOR** will also be billed at the prevailing hourly rates subject to minimum fees. **PLAN SPONSOR** service request carries a **minimum fee of one-half hour** which applies to all preparation done by **ADVISOR** and/or **ADVISOR**’s staff member(s).

<u>Advising Staff</u>	<u>Fee</u>	<u>Admin/Support Staff</u>	<u>Fee</u>
Personal Financial Counselor	\$240	Administration	\$145
Personal Financial Advisor	\$280	Technicians	\$185
Senior Financial Advisor	\$330	Accounting	\$185
Managing Advisor	\$400		

*Note: Hourly rate changes will commence upon receipt of written notification advising **PLAN SPONSOR** of the amount and date of said change. Hourly rate changes are expected to occur at the start of each new calendar year.*

Ancillary Fees (Set-Up Fees, Customization and Supplemental)

Set-Up Fees - All investment accounts established are subject to a “New Account Fee” per account opened. **\$100**

Customization - DC Plan Custom Investment Line-up (Per Plan Amendment) **\$1,000**

Supplemental - Retirement Plan Trustee Review Meeting Minimum Fees - *Includes meeting preparation, reports and staff time:*

<u>Advising Staff</u>	<u>Min. Fee*</u>	<u>Advising Staff</u>	<u>Min. Fee*</u>
Personal Financial Counselor	\$1,650	Senior Financial Advisor	\$2,925
Personal Financial Advisor	\$2,200	Managing Advisor	\$3,900

**Minimum fee is calculated by primary advisors prevailing hourly rate times eight hours. All staff member's time will be added to this total.*

B. RETIREMENT PLAN SELECTION

Retirement plan services change over time based on the plan assets size and the need for customization. The following services provide **PLAN SPONSORS** with the flexibility to receive a more complex or simpler service(s) as their retirement plan needs change over time.

The following fees are applicable to all retirement plans:

Per Participant Set-up Fee: As listed in Service A, this fees covers the cost for participant account holders enrollment, establish accounts, payroll deduction, beneficiary designations and initial investment selection.

Monthly Fee for Assets Under Management (AUM): All retirement plan assets are subject to the larger of either “Fee Table A” or the “monthly minimum fee”.

Fee Table A		
Market Value of Assets in Retirement Plan “Defined Contribution Plans”	Retirement Plan “Defined Contribution Plans” Annualized Fee for AUM	Monthly Fee Amount
First \$1,000,000	1.000 %	\$833
Next \$1,000,000	0.875 %	\$1,563
Next \$1,000,000	0.750 %	\$2,188
Next \$2,000,000	0.625 %	\$3,125
Over \$5,000,001	0.500 %	

(Example Calculation: \$1,000,000 x 1% = \$10,000 /12 = \$833 per month)

1. Initiator Program - Payroll Deducted IRA Program - Traditional/Roth/Simple/SEP IRA's

The “Initiator Program” Plan asset fee are subject to the larger of either “Fee Table A” or the “monthly minimum fee”.

The suggested minimum portfolio size and/or annual contributions is below. All “Initiator Programs” are subject to the below “Monthly Minimum Fee”. Plans with assets subject to the minimum fee will result in a higher AUM fee than is shown in Fee Table A.

	<u>Minimum</u>	<u>Target Minimum</u>	<u>Target* Annual</u>
<u>Advising Staff</u>	<u>Monthly Fee</u>	<u>Portfolio Size</u>	<u>Contributions</u>
Personal Financial Counselor	\$65	\$90,000	\$12,000
Personal Financial Advisor	\$90	\$120,000	\$24,000
Senior Financial Advisor	\$115	\$150,000	\$48,000
Managing Advisor	\$155	\$180,000	\$96,000

**Payroll deducted IRAs target contributions are a multiple of the IRS annual contribution limits and subject to change.*

2. Defined Contribution Plans

Employer New Plan document fee (These fees are exclusive of other provides such as TPA or record keeper fees):

<u>Defined Contribution Plan Type</u>	<u>Set-up Fee</u>
Solo 401k	\$500
Profit Sharing	\$750
Traditional 401k	\$1,000
Other: (403b/457/Thrift Savings, etc.)	\$1,500

Monthly Minimum Fee, Suggested Minimum Portfolio Size and Annual Contribution Rate:

<u>Advising Staff</u>	<u>Minimum Monthly Fee</u>	<u>Target Minimum Portfolio Size</u>	<u>Target Annual Contribution *</u>
Personal Financial Counselor	\$65	\$110,000	\$19,500
Personal Financial Advisor	\$90	\$140,000	\$39,000
Senior Financial Advisor	\$115	\$160,000	\$57,500
Managing Advisor	\$155	\$180,000	\$78,000

**Defined Contribution plans target contributions are a multiple of the IRS annual contribution limits and subject to change.*

3. Defined Benefit Plans

Employer New Plan document fee (These fees are exclusive of other provides such as TPA or record keeper fees):

<u>Define Benefit Plan Types</u>	<u>Set-up Fee</u>
Cash Balance	\$1,500
Traditional Pension	\$1,500
Other:	Case By Case Basis

Monthly Minimum Fee, Suggested Minimum Portfolio Size and Annual Contribution Rate:

<u>Advising Staff</u>	<u>Minimum Monthly Fee</u>	<u>Target Minimum Portfolio Size</u>	<u>Target Contribution Rate</u>
Personal Financial Counselor	\$65	\$120,000	\$19,000
Personal Financial Advisor	\$90	\$140,000	\$38,000
Senior Financial Advisor	\$115	\$160,000	\$57,000
Managing Advisor	\$155	\$180,000	\$76,000

Note: Defined Benefit plan contributions are subject to the IRS annual contribution limits and subject to change.

C. RETIREMENT PLAN ANALYSIS, DESIGN (Initial or Existing) and INVESTMENT POLICY STATEMENT

The IRS and DOL regulations require plan trustees to review and update plan documents and execute plan trustee duties on a regular basis. Updating the **Plan's** initial or previous Analysis, Design and IPS policy statement are recommended to meet on-going fiduciary obligations.

Retirement Plans that have not had an investment analysis, or plan design evaluation completed previously under a separate agreement can be completed under this Agreement on an hourly basis, subject to the above minimum fee and prevailing hourly rates. All services for an investment analysis or plan design evaluation are not considered as part of services C through D.

- 1. Retirement Plan Analysis**
- 2. Retirement Plan Design / Redesign**
- 3. Investment Policy Statement**

NOTE: Retirement Plan Analysis, Design / Redesign and IPS Review frequency is recommended minimally once every 3 years; if left blank, automatically defaults to once every 5 years.

Set-Up Fee for each of the above "C" Services - Note: All Fees for "C" Services are required to be paid at time of engagement.

Personal Financial Counselor	\$1,950	Personal Financial Advisor	\$2,325
Senior Financial Advisor	\$2,730	Managing Advisor	\$3,200

D. ANCILLARY INVESTMENT SERVICES

Ancillary Investment Services are in addition to the retirement plan fees found in "Fee Table A" listed in "Service C" above. Investment menu Design is provided at the Plan level, Whereby Retirement Plan Model Portfolios and Retirement Plan Custom Designed Portfolios are available at the either the plan or Participant level.

<u>Ancillary Investment Service</u>	<u>Fee</u>
Custom Investment Menu Line-up	Fee Table A
Retirement Plan - Model Portfolios	+25bpts
Retirement Plan - Custom Designed Portfolios Fee	+50bpts

Note: When customized portfolios are selected the creation of an IPS is required.

E. RETIREMENT PLAN SUPPORT and MAINTENANCE

1. Supplemental Retirement Plan Trustee Review Meeting

Supplemental Appointment Frequency Selection: As the number of plan participants and plan assets grow, it is recommended that the frequency of “Trustee/ADVISOR Plan Review Meetings” increase. Choose the number of supplemental trustee meetings desired. Any supplemental meeting not covered by your base service plan will be subject to the above “Supplemental Meeting Minimum Fees”.

Note: Default equals annually if none selected

2. Participant Services

Participant Services are the best way to improve employee participation, morale and to help recruit and retain employees. Participant Services are offered upon an employer request and at Advisor’s discretion.

CLIENT’s may elect to have VFA’s advisory fees deducted from their custodial account. Both VFA’s *Investment Advisory Agreement* and the custodial / clearing agreement may authorize the custodian to debit the account for the amount of VFA’s investment advisory fee and to directly remit that management fee to VFA in compliance with regulatory procedures. In the limited event that VFA bills the CLIENT directly, payment is due upon receipt of VFA’s invoice. VFA shall deduct fees and/or bill CLIENT’s monthly in arrears, based upon the market value of the assets on the last business day of the previous month.

As discussed below, unless the CLIENT directs otherwise or an individual CLIENT’s circumstances require, VFA shall generally recommend that *TD Ameritrade, Schwab*, or any other broker-dealers / custodians for CLIENT investment management assets. Broker-dealers / custodians such as *TD Ameritrade, Schwab*, or any other broker-dealers / custodians charge brokerage commissions and/or transaction fees for effecting certain securities transactions (i.e. transaction fees are charged for certain no-load mutual funds, commissions are charged for individual equity and fixed income securities transactions). In addition to VFA’s investment management fee, brokerage commissions and/or transaction fees, CLIENT’s will also incur, relative to all mutual fund and exchange traded fund purchases, charges imposed at the fund level (e.g. management fees and other fund expenses).

VFA’s annual investment advisory fee shall be prorated and paid monthly, in arrears, based upon the market value of the assets on the last business day of the previous month. In addition, VFA generally requires a \$minimum monthly fee for investment advisory services. VFA, in its sole discretion, may reduce its investment management fee and/or reduce or waive its minimum monthly fee requirement 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, etc.).

The *Investment Advisory Agreement* between VFA and the CLIENT will continue in effect until terminated by either party by written notice in accordance with the terms of the *Investment Advisory Agreement*. Upon termination, a pro-rated portion of the earned but unpaid advisory fee shall be due.

Compensation for the Sale of Insurance Products: As stated in the disclosure to Item 10 of this brochure, VFA and certain of its personnel also maintain insurance licenses that enable them to recommend the purchase of certain insurance products where it and/or they will receive a share of insurance revenue. This represent a conflict of interest and gives VFA and such VFA personnel an incentive to recommend the purchase of insurance products for a CLIENT account based on VFA and/or VFA’s personnel’s ability to receive compensation from such a purchase, rather than based on a CLIENT’s need. However, we believe that we have addressed this conflict by (a) neither requiring nor expecting that a CLIENT will purchase any such insurance product from or through VFA or any VFA personnel, and (b) reminding CLIENT’s that they may purchase such insurance products through other, non-affiliated insurance agents. In addition, VFA and such VFA personnel must maintain compliance with applicable rules and regulations that govern the sale of such products. CLIENT’s have the option to purchase insurance products recommended by VFA or VFA personnel through other agents that are not affiliated with VFA. VFA’s advisory fee is in addition to any compensation VFA and VFA personnel may receive as a result of such insurance-related services and VFA will not reduce its advisory fee to offset such compensation.

Item 6 - Performance-Based Fees and Side-by-Side Management

Neither VFA nor any supervised person of VFA accepts performance based fees.

Item 7 - Types of CLIENT’s

VFA’s CLIENT’s shall generally include individuals, pension and profit sharing plans, business entities, trusts, estates and charitable organizations. VFA generally requires a \$500 minimum monthly fee for investment advisory services. The VFA, in its sole discretion, may reduce its investment management fee and/or reduce or waive its minimum monthly fee requirement 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, etc.).

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

1. VFA may utilize the following methods of security analysis:
 - a. Fundamental - (analysis performed on historical and present data, with the goal of making financial forecasts)
 - b. Technical - (analysis performed on historical and present data, focusing on price and trade volume, to forecast the direction of prices)
 - c. Cyclical - (analysis performed on historical relationships between price and market trends, to forecast the direction of prices)
2. VFA may utilize the following investment strategies when implementing investment advice given to CLIENT's:
 - a. Long Term Purchases (securities held at least a year)
 - b. Short Term Purchases (securities sold within a year)
 - c. Short Sales (contracted sale of borrowed securities with an obligation to make the lender whole)
 - d. Margin Transactions (use of borrowed assets to purchase financial instruments)
 - e. Options (contract for the purchase or sale of a security at a predetermined price during a specific period of time)
 - f. **Please Note: Investment Risk.** Different types of investments involve varying degrees of risk, and it should not be assumed that future performance of any specific investment or investment strategy (including the investments and/or investment strategies recommended or undertaken by VFA) will be profitable or equal any specific performance level(s).
3. VFA's methods of analysis and investment strategies do not present any significant or unusual risks.

However, every method of analysis has its own inherent risks. To perform an accurate market analysis VFA must have access to current/new market information. VFA has no control over the dissemination rate of market information; therefore, unbeknownst to VFA, certain analyses may be compiled with outdated market information, severely limiting the value of VFA's analysis. Furthermore, an accurate market analysis can only produce a forecast of the direction of market values. There can be no assurances that a forecasted change in market value will materialize into actionable and/or profitable investment opportunities.

VFA's primary investment strategies - Long Term Purchases and Short Term Purchases - are fundamental investment strategies. However, every investment strategy has its own inherent risks and limitations. For example, longer term investment strategies require a longer investment time period to allow for the strategy to potentially develop. Shorter term investment strategies require a shorter investment time period to potentially develop but, as a result of more frequent trading, may incur higher transactional costs when compared to a longer term investment strategy.

In addition to the fundamental investment strategies discussed above, VFA may also implement and/or recommend - short selling, use of margin, and/or options transactions. Each of these strategies has a high level of inherent risk. (See discussion below).

Short selling is an investment strategy with a high level of inherent risk. Short selling, involves the selling of assets that the investor does not own. The investor borrows the assets from a third party lender (i.e. Broker-Dealer) with the obligation of buying identical assets at a later date to return to the third party lender. Individuals who engage in this activity shall only profit from a decline in the price of the assets between the original date of sale and the date of repurchase. Conversely, the short seller will incur a loss if the price of the assets rises. Other costs of shorting may include a fee for borrowing the assets and payment of any dividends paid on the borrowed assets. Margin is an investment strategy with a high level of inherent risk. A margin transaction occurs when an investor uses borrowed assets to purchase financial instruments. The investor generally obtains the borrowed assets by using other securities as collateral for the borrowed sum. The effect of purchasing a security using margin is to magnify any gains or losses sustained by the purchase of the financial instruments on margin. Please Note: To the extent that a CLIENT authorizes the use of margin, and margin is thereafter employed by VFA in the management of the CLIENT's investment portfolio, the market value of the CLIENT's account and corresponding fee payable by the CLIENT to VFA may be increased. As a result, in addition to understanding and assuming the additional principal risks associated with the use of margin, CLIENT's authorizing margin are advised of the potential *conflict of interest* whereby the CLIENT's decision to employ margin may correspondingly increase the management fee payable to the VFA. Accordingly, the decision as to whether to employ margin is left totally to the discretion of CLIENT.

The use of options transactions as an investment strategy involves a high level of inherent risk. Option transactions establish a contract between two parties concerning the buying or selling of an asset at a predetermined price during a specific period of time. During the term of the option contract, the buyer of the option gains the right to demand fulfillment by the seller. Fulfillment may take the form of either selling or purchasing a security depending upon the nature of the option contract. Generally, the purchase or the recommendation to purchase an option contract by VFA shall be with the intent of offsetting/"hedging" a potential market risk in a CLIENT's portfolio. Please Note: Although the intent of the options-related transactions that may be implemented by VFA is to hedge against principal risk, certain of the options-related strategies (i.e. straddles, short positions, etc.), may, in and of themselves, produce

principal volatility and/or risk. Thus, a CLIENT must be willing to accept these enhanced volatility and principal risks associated with such strategies. In light of these enhanced risks, CLIENT may direct the VFA, in writing, not to employ any or all such strategies for his/her/their/its accounts.

4. Currently, VFA recommends that CLIENT's allocate CLIENT investment assets among various individual equity (stocks), debt (bonds) and fixed income securities, mutual funds and/or exchange traded funds ("ETFs") (including inverse ETFs and/or mutual funds that are designed to perform in an inverse relationship to certain market indices), on a discretionary and non-discretionary basis in accordance with the CLIENT's designated investment objective(s).

As disclosed above, VFA may utilize long and short mutual funds and/or exchange traded funds that are designed to perform in either an: (1) inverse relationship to certain market indices (at a rate of 1 or more times the inverse [opposite] result of the corresponding index) as an investment strategy and/or for the purpose of hedging against downside market risk; and (2) enhanced relationship to certain market indices (at a rate of 1 or more times the actual result of the corresponding index) as an investment strategy and/or for the purpose of increasing gains in an advancing market. There can be no assurance that any such strategy will prove profitable or successful. In light of these enhanced risks/rewards, a CLIENT may direct VFA, in writing, not to employ any or all such strategies for his/her/their/its accounts.

Investing in securities involves a risk of loss that each investor must be prepared to bear.

Item 9 - Disciplinary Information

VFA has not been the subject of any disciplinary actions.

Item 10 - Other Financial Industry Activities and Affiliations

1. Neither VFA, nor its representatives, are registered or have an application pending to register, as a broker-dealer or a registered representative of a broker-dealer.
2. Neither VFA, nor its representatives, are registered or have an application pending to register, as a futures commission merchant, commodity pool operator, a commodity trading ADVISOR, or a representative of the foregoing.
3. **Licensed Insurance Agents.** VFA and certain of VFA's representatives, in their individual capacities, are licensed insurance agents, and may recommend the purchase of certain insurance-related products on a commission basis. As referenced in Item 5.B above, CLIENT's can engage VFA and/or its representatives to purchase insurance products on a commission basis.
 - a. **Conflict of Interest:** The recommendation by VFA or its representatives that a CLIENT purchase an insurance commission product presents a *conflict of interest*, as the receipt of commissions may provide an incentive to recommend investment products based on commissions to be received, rather than on a particular CLIENT's need. During the last 10 years revenue generated by commissions earned on the sale of insurance products represent less than 2% of the firm's revenue. This reasonably indicates but does not guarantee that insurance sales are more of an accommodation than a primary focus of VFA. No CLIENT is under any obligation to purchase any commission products from VFA's representatives. CLIENT's are reminded that they may purchase insurance products recommended by VFA through other, non-affiliated insurance agents. VFA's Chief Compliance Officer, Mark S. La Spisa, remains available to address any questions that a CLIENT or prospective CLIENT may have regarding the above conflict of interest.
4. VFA does not receive, directly or indirectly, compensation from investment ADVISORS that it recommends or selects for its CLIENT's.

Item 11 - Code of Ethics, Participation or Interest in CLIENT Transactions and Personal Trading

1. VFA maintains an investment policy relative to personal securities transactions. This investment policy is part of VFA's overall Code of Ethics, which serves to establish a standard of business conduct for all of VFA's Representatives that is based upon fundamental principles of openness, integrity, honesty and trust, a copy of which is available upon request.

In accordance with Section 204A of the Investment Advisers Act of 1940, VFA also maintains and enforces written policies reasonably designed to prevent the misuse of material non-public information by VFA or any person associated with the VFA.

2. Neither VFA nor any related person of VFA recommends, buys, or sells for CLIENT accounts, securities in which VFA or any related person of VFA has a material financial interest.
3. VFA and/or representatives of VFA may buy or sell securities that are also recommended to CLIENT's. This practice may create a situation where VFA and/or representatives of VFA are in a position to materially benefit from the sale or purchase of those securities. Therefore, this situation creates a potential conflict of interest. Practices such as "scalping" (i.e., a practice whereby the owner of shares of a security recommends that security for investment and then immediately sells it at a profit upon the rise in the market price which follows the recommendation) could take

place if VFA did not have adequate policies in place to detect such activities. In addition, this requirement can help detect insider trading, “front-running” (i.e., personal trades executed prior to those of the VFA’s CLIENT’s) and other potentially abusive practices.

VFA has a personal securities transaction policy in place to monitor the personal securities transactions and securities holdings of each of the VFA’s “Access Persons”. The VFA’s securities transaction policy requires that an Access Person of VFA must provide the Chief Compliance Officer or his/her designee with a written report of their current securities holdings within ten (10) days after becoming an Access Person. Additionally, each Access Person must provide the Chief Compliance Officer or his/her designee with a written report of the Access Person’s current securities holdings at least once each twelve (12) month period thereafter on a date VFA selects; provided, however that at any time that VFA has only one Access Person, he or she shall not be required to submit any securities report described above.

4. VFA and/or representatives of VFA *may* buy or sell securities, at or around the same time as those securities are recommended to CLIENT’s. This practice creates a situation where VFA and/or representatives of VFA are in a position to materially benefit from the sale or purchase of those securities. Therefore, this situation creates a potential conflict of interest. As indicated above in Item 11-3.

VFA has a personal securities transaction policy in place to monitor the personal securities transaction and securities holdings of each of VFA’s Access Persons.

Item 12 - Brokerage Practices

1. In the event that the CLIENT requests that VFA recommend a broker dealer/ custodian for execution and/or custodial services (exclusive of those CLIENT’s that may direct VFA to use a specific broker-dealer/custodian), VFA generally recommends that investment management accounts be maintained at *TD Ameritrade, Schwab*, or any other broker-dealers / custodians. Prior to engaging VFA to provide investment management services, the CLIENT will be required to enter into a formal *Investment Advisory Agreement* with VFA setting forth the terms and conditions under which VFA shall manage the CLIENT’s assets and a separate custodial/clearing agreement with each designated broker dealer/ custodian.
2. Factors that VFA considers in recommending *TD Ameritrade, Schwab*, or any other broker-dealers / custodians to CLIENT’s include historical relationship with VFA, financial strength, reputation, execution capabilities, pricing, research, and service. Although the commissions and/or transaction fees paid by VFA’s CLIENT’s shall comply with the VFA’s duty to obtain best execution, a CLIENT may pay a commission that is higher than another qualified broker-dealer might charge to effect the same transaction where VFA determines, in good faith, that the commission/transaction fee is reasonable in relation to the value of the brokerage and research services received. In seeking best execution, the determinative factor is not the lowest possible cost, but whether the transaction represents the best qualitative execution, taking into consideration the full range of a broker-dealer’s services, including the value of research provided, execution capability, commission rates, and responsiveness. Accordingly, although VFA will seek competitive rates, it may not necessarily obtain the lowest possible commission rates for CLIENT account transactions. The brokerage commissions or transaction fees charged by the designated broker dealer/ custodian are exclusive of, and in addition to,

VFA’s investment management fee. The VFA’s best execution responsibility is qualified if securities that it purchases for CLIENT accounts are mutual funds that trade at net asset value as determined at the daily market close.

a. Research and Additional Benefits

Although not a material consideration when determining whether to recommend that a CLIENT utilize the services of a particular broker-dealer/custodian, VFA may receive from *TD Ameritrade, Schwab*, or any other broker-dealers / custodians without cost (and/or at a discount) support services and/or products, certain of which assist VFA to better monitor and service CLIENT accounts maintained at such institutions. Included within the support services that may be obtained by VFA may be investment-related research, pricing information and market data, software and other technology that provide access to CLIENT account data, compliance and/or practice management-related publications, discounted or gratis consulting services, discounted and/or gratis attendance at conferences, meetings, and other educational and/or social events, marketing support, computer hardware and/or software and/or other products used by VFA in furtherance of its investment advisory business operations.

As indicated above, certain of the support services and/or products that *may* be received may assist VFA in managing and administering CLIENT accounts. Others do not directly provide such assistance, but rather assist VFA to manage and further develop its business enterprise.

VFA’s CLIENT’s do not pay more for investment transactions effected and/or assets maintained at *TD Ameritrade, Schwab*, or any other broker-dealers / custodians as a result of this arrangement. There is no corresponding commitment made by VFA to *TD Ameritrade, Schwab*, or any other broker-dealers /

custodians or any other entity to invest any specific amount or percentage of CLIENT assets in any specific mutual funds, securities or other investment products as a result of the above arrangement.

VFA's Chief Compliance Officer, Mark S. La Spisa, remains available to address any questions that a CLIENT or prospective CLIENT may have regarding the above arrangement and any corresponding perceived conflict of interest such arrangement may create.

- b. VFA does not receive referrals from broker-dealers.
- c. VFA does not generally accept directed brokerage arrangements (when a CLIENT requires that account transactions be effected through a specific broker-dealer). In such CLIENT directed arrangements, the CLIENT will negotiate terms and arrangements for their account with that broker-dealer, and VFA will not seek better execution services or prices from other broker-dealers or be able to "batch" the CLIENT's transactions for execution through other broker-dealers with orders for other accounts managed by VFA. As a result, CLIENT may pay higher commissions or other transaction costs or greater spreads, or receive less favorable net prices, on transactions for the account than would otherwise be the case.

Please Note: In the event that the CLIENT directs VFA to effect securities transactions for the CLIENT's accounts through a specific broker-dealer, the CLIENT correspondingly acknowledges that such direction may cause the accounts to incur higher commissions or transaction costs than the accounts would otherwise incur had the CLIENT determined to effect account transactions through alternative clearing arrangements that may be available through VFA.

VFA's Chief Compliance Officer, Mark S. La Spisa, remains available to address any questions that a CLIENT or prospective CLIENT may have regarding the above arrangement.

- 3. To the extent that VFA provides investment management services to its CLIENT's, the transactions for each CLIENT account generally will be effected independently, unless VFA decides to purchase or sell the same securities for several CLIENT's at approximately the same time. VFA will generally (but is not obligated to) aggregate orders where it determines that such aggregation will result in obtaining best execution, to negotiate more favorable commission rates or to allocate equitably among the VFA's CLIENT's differences in prices and commissions or other transaction costs that might have been obtained had such orders been placed independently. Under this procedure, transactions will be averaged as to price and will be allocated among CLIENT's in proportion to the purchase and sale orders placed for each CLIENT account on any given day. VFA shall not receive any additional compensation or remuneration as a result of such aggregation. Where VFA has the opportunity to aggregate orders but elects not to do so, the CLIENT may incur higher costs of execution.

Item 13 - Review of Accounts

- 1. For those CLIENT's to whom VFA provides investment supervisory services, account reviews are conducted on an ongoing basis by the VFA's Principals and/or representatives. All investment supervisory CLIENT's are advised that it remains their responsibility to advise VFA of any changes in their investment objectives and/or financial situation. All CLIENT's (in person or via telephone) are encouraged to review financial planning issues (to the extent applicable), investment objectives and account performance with VFA on an annual basis.
- 2. VFA *may* conduct account reviews on another than periodic basis upon the occurrence of a triggering event, such as a change in CLIENT investment objectives and/or financial situation, market corrections and CLIENT request.
- 3. CLIENT's are provided, at least quarterly, with written transaction confirmation notices and regular written summary account statements directly from the broker-dealer/custodian and/or program sponsor for the CLIENT accounts. VFA may also provide a written periodic report summarizing account activity and performance.

Item 14 - CLIENT Referrals and Other Compensation

- 1. As referenced in Item 12.A.1 above, VFA may receive an indirect economic benefit from *TD Ameritrade, Schwab*, or any other broker-dealers / custodians. VFA, without cost (and/or at a discount), may receive support services and/or products from *TD Ameritrade, Schwab*, or any other broker-dealers / custodians.

VFA's CLIENT's do not pay more for investment transactions effected and/or assets maintained at *TD Ameritrade, Schwab*, or any other broker-dealers / custodians as a result of this arrangement. There is no corresponding commitment made by VFA to *TD Ameritrade, Schwab*, or any other broker-dealers / custodians.

TD Ameritrade, Schwab, or any other broker-dealers / custodians, or any other entity to invest any specific amount or percentage of CLIENT assets in any specific mutual funds, securities or other investment products as a result of the above arrangement.

VFA's Chief Compliance Officer, Mark S. La Spisa remains available to address any questions that a CLIENT or prospective CLIENT may have regarding the above arrangement and any corresponding perceived conflict of interest any such arrangement may create.

2. VFA does not compensate, directly or indirectly, any person, other than its representatives, for CLIENT referrals.

Item 15 - Custody

VFA shall have the ability to have its advisory fee for each CLIENT debited by the custodian on a quarterly basis. CLIENT's are provided, at least quarterly, with written transaction confirmation notices and regular written summary account statements directly from the broker-dealer/custodian and/or program sponsor for the CLIENT accounts. VFA may also provide a written periodic report summarizing account activity and performance.

Please Note: To the extent that VFA provides CLIENT's with periodic account statements or reports, the CLIENT is urged to compare any statement or report provided by VFA with the account statements received from the account custodian. Please Also Note: The account custodian does not verify the accuracy of the VFA's advisory fee calculation.

Item 16 - Investment Discretion

VFA does not manage CLIENT assets on a discretionary basis.

Item 17 - Voting CLIENT Securities

1. VFA does not vote CLIENT proxies. CLIENT's maintain exclusive responsibility for: (1) directing the manner in which proxies solicited by issuers of securities owned by the CLIENT shall be voted, and (2) making all elections relative to any mergers, acquisitions, tender offers, bankruptcy proceedings or other type events pertaining to the CLIENT's investment assets.
2. CLIENT's will receive their proxies or other solicitations directly from their custodian. CLIENT's may contact VFA to discuss any questions they may have with a particular solicitation.

Item 18 - Financial Information

1. VFA does not solicit fees of more than **\$500** per CLIENT, six months or more in advance.
2. VFA does not manage CLIENT assets on a discretionary basis.
3. VFA has not been the subject of a bankruptcy petition.

ANY QUESTIONS: The VFA's Chief Compliance Officer, Mark S. La Spisa, remains available to address any questions that a CLIENT or prospective CLIENT may have regarding the above disclosures and arrangements.