CLIENT SERVICE CALENDAR

ALTA VIA
FINANCIAL PLANNING

FALL
Oct - Dec

Investment Review Meetings

- Revisit risk tolerance and confirm investment allocation strategy
- Investment rebalance recommendations
- Evaluate opportunities for Roth conversions
- Distribution strategies (retirement)
- Other areas as needed (see below)

WINTER
Jan - Mar

Adhoc Meetings (as needed**)

- Investment rebalance check/follow-up
- Prep for Spring Meetings
- Estate Planning (every other year)
- Insurance Review (every other year)
- Other areas as needed (see below)

SPRING
Apr - Jun

Spring Review Meetings

- Update on goals, income and expenses
- Refresh plan projections
- Equity Compensation review
- Tax return review*
- Other areas as needed (see below)

SUMMER
Jul - Sep

Adhoc Meetings (as needed**)

- Spring Review tasks follow-up
- College funding (if applicable)
- Prep for Fall Meetings
- Annual Agreement Renewal
- Other areas as needed (see below)

** Tax planning occurs throughout the year, and is not limited to the Spring tax return review*
*** Adhoc meetings can include other professionals such as tax preparers and estate attorneys, and as needed throughout the year*

Investment Planning	Estate Planning	Retirement Planning	Risk Management	Cash Flow & Budget	Tax Planning	Caregiving
Annual Rebalance	Minimize estate taxes	Review of Right Capital Plan	Emergency Reserve Funding	Review Goals, Expenses & Budget	Tax Sensitive Investing	College Planning & Funding
Asset Allocation	Last Will & Testament	Retirement Goal Setting	Life Insurance Needs Analysis	Review of Income Sources	Review of Cost Basis & Gains	Dependent Care FSA
Investment Policy Statement	Living Will	Social Security Analysis	Disability Insurance Analysis	Analysis of Savings & Spending	Evaluating Roth Conversions	Planning for Elderly Parents
Account Aggregation	Power of Attorney	Retirement Savings	Liability Coverage	Planned Large Expenses	Health Savings Accounts	Gifting
Equity Compensation	Guardian for Minor Children	Review of Retirement Plans	Long Term Care Planning	Mortgage Review	Tax Return Review	Charitable Giving
Stock Concentration	Account Titling & Beneficiary Designations	RMDs on retirement & inherited accts			Inherited Accounts	