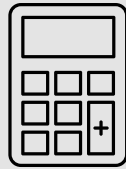


BBA Service Calendar - Quarter 1

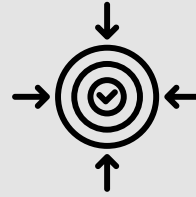
Planning & Investment Areas for Review



Prepare CPA Tax Summary
Checklist Letter for Prior
Year



Calculate Required
Minimum Distributions
(RMD) from IRAs



Determine RMD
Strategy
(incorporating tax
withholding advice
and charitable giving)



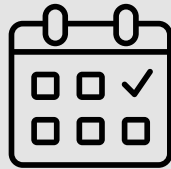
Establish/Review
Charitable Giving Budget
for the Year



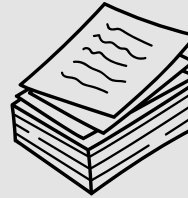
Begin Discussions on Roth
Conversion Budgeting for
the Year



Assist in IRA Contributions
for Prior Year



Establish Plans for
Current Year
Contributions



Assist in Tax Document
Gathering/Organization
(as needed)



Team Up with CPAs (as
needed on quarterly
basis)



1099 Consulting (as
needed)



Reminders on Special
Prior Year Transactions
for Preparation (client
specific)



Provide Important Dates
& Deadlines Checklist
for Q1



Comprehensive Tax
Return Review & Output
Reporting at the tax
year's close



Quarterly Investment
Committee Meeting



Quarterly Fee Audit



Quarterly Cash Balance
Audit



*Planning Client
Review/Financial Plan
meeting (depending on
cadence)

BBA Service Calendar - Quarter 2

Planning & Investment Areas for Review



Annual Disclosure
Delivery



Mid-Year Review of
Potential Tax Strategies



Provide Important Dates
& Deadlines Checklist
for Q2



Tax Return Review &
Analysis



Quarterly Investment
Committee Meeting



Quarterly Fee Audit



Quarterly Cash Balance
Audit



Team Up with CPAs (as
needed on quarterly
basis)



*Planning Client
Review/Financial Plan
meeting (depending on
cadence)

BBA Service Calendar - Quarter 3

Planning & Investment Areas for Review



Tax Return Review & Analysis (Begin to implement strategies developed early in the year if not yet completed)



Current Year Tax Projections & Discussions



Provide Important Dates & Deadlines Checklist for Q3



Team Up with CPAs (as needed on quarterly basis)



Quarterly Investment Committee Meeting



Quarterly Fee Audit



Quarterly Cash Balance Audit



Tax Loss Harvesting above and beyond ongoing harvest



*Planning Client Review/Financial Plan meeting (depending on cadence)

BBA Service Calendar - Quarter 4

Planning & Investment Areas for Review



Tax Return Review & Analysis (Begin to implement strategies developed early in the year if not yet completed)



Current Year Tax Projections & Discussions



Finalize Plans for Roth Conversions



Finalize Family Plans for Family Giving, including 529s



Provide Important Dates & Deadlines Checklist for Q4



Team Up with CPAs (as needed on quarterly basis)



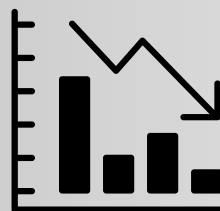
Quarterly Investment Committee Meeting



Quarterly Fee Audit



Quarterly Cash Balance Audit



Tax Loss Harvesting above and beyond ongoing harvest



*Planning Client Review/Financial Plan meeting (depending on cadence)

Dependent upon your personal meeting frequency, we will also:

- Review your risk tolerance alongside portfolio performance and metrics
- Review income and expenses for the year
- Analyze employer benefits
- Analyze your cash reserves and restructure for optimal return.
- Develop tax efficient income and withdrawal strategies
- Review your estate plan including beneficiaries, giving to family and charitable gifts, estate documents, estate law changes/updates
- Review your insurance plan including analysis of health insurance/Medicare, life insurance, disability, long-term care and property and casualty

