

Template for Writing Financial Plan  
(Does not need to stay in this order)

I. Introduction and Overview

A. Executive Summary

1. Net Worth
2. Asset Allocation
3. Retirement Plan
4. Education Funding Plan (if applicable)
5. Estate Planning (if applicable)
6. Insurance Planning

B. Overview

1. Scope of the Plan
2. Discussion of Client's Goals and Objectives
3. Planner's Method
4. Personal Financial Statements (from information gathering)

II. Findings Relative to Client's Goals and Objectives

A. Cash Flow Management

1. Emergency Fund
2. Debt Reduction and Efficiency
3. Surplus Management

B. Insurance and Risk Management

1. Life Insurance
2. Healthcare Insurance
3. Long-Term Care (LTC) Insurance
4. Disability Insurance
5. Homeowner's Insurance
6. Automobile Insurance
7. Personal Umbrella Policy
8. Other

C. Investments

1. Qualified Plans and Accounts
2. Non-Qualified and Brokerage Accounts
3. Alternative Investments and Limited Partnerships
4. Real Estate
5. Insurance Based Investments
6. Other

D. Taxes

1. Income Tax
2. Estate Tax
3. Gift Tax (if applicable)
4. Tax Preparation
5. Other

E. Employee Benefits

1. Group Life Insurance
2. Group Healthcare Insurance

3. Group Disability Insurance
4. Group AD&D Insurance
5. Group Long-Term Care Insurance
6. Health Savings Account
7. Flexible Spending Account
8. Deferred Compensation Benefits
9. Employee Stock Purchase Plan
10. Employee Stock Plan or Ownership Plan
11. Incentive and NSO Stock Option Plans
12. Other
- F. Retirement Planning
  1. Expected Income Need
  2. Current Savings and Saving Strategy
  3. Life Expectancy
  4. Yield Curve Expectation
  5. Inflation Expectation
  6. Guaranteed Sources of Income
  7. Social Security Benefit Estimate
  8. Other
- G. Estate Planning
  1. Estate Tax Minimization Strategies
  2. Review of Beneficiaries
  3. Philanthropic Wishes
  4. Gifting Plan
  5. Legacy Planning
  6. Other
- H. Education Planning (if applicable)
  1. Expected Cost
  2. Expected Tuition Inflation
  3. Current Savings and Saving Strategy
  4. Funding Alternatives
  5. Account Structure
  6. Other
- III. Planner's Recommendations
  - A. Recommended Course of Action for Each Applicable Objective
  - B. SWOT Analysis Findings for Each Objective
  - C. Support and Rationale for Each Recommended Tool or Strategy
- IV. Alternatives to Planner's Recommendations
  - A. Description of Alternative Solutions Available to the Client
  - B. Pros and Cons of the Alternative Solutions
- V. Implementation Plan
  - A. Listed Actions and Items Necessary to Fully Implement Agreed Upon Recommendations
  - B. Date of Expected Completion of all Actions
  - C. Person Responsible for Each Action Item
- VI. Monitoring

- A. What Intervals Will Plan Be Monitored
- B. Policy for Implementing Change and Amendments to Plan

## VII. Appendix

- A. Data Input Sources
  - 1. Signed Client Questionnaires
  - 2. Notes and Agendas From Planner/Client Meetings
  - 3. All Supporting Documentation (Statements, Agreements etc.)
- B. Assumptions Used in the Plan
  - 1. Personal
    - a. Health
    - b. Life Expectancy
    - c. Family Structure
    - d. Planned Inheritance or Windfall
  - 2. Economic
    - a. Yield Curve
    - b. Inflation Assumptions
    - c. GDP and Other Economic Activity
  - 3. Tax Environment
    - a. Assumed Income Tax Rate Pre-Retirement
    - b. Assumed Income Tax Rate Post-Retirement
    - c. Estate and Gift Tax Rate Assumptions
    - d. Assumed Long and Short-Term Capital Gains Rates
  - 4. Investments
    - 1. Hypothetical Asset Class Returns
    - 2. Method for Arriving at Hypothetical Asset Class Returns
    - 3. Risk Tolerance Assumptions
    - 4. Risk Measures
    - 5. Risk Adjusted Return Assumptions
- C. Any Other Information Germaine to the Planning Process