

Client Billing Review - Quarterly Report

1st Qtr. 2024

☒ **1. Review the advisory agreement, disclosures and client contract.**

The first step in the quarterly billing review is to make sure the advisory agreement fee schedule is up to date and matches the bill going out the client. If it doesn't match speak with the billing department immediately. In addition, verify the billing fee schedule does not exceed what is disclosed in your Form ADV 2A.

☒ **2. Select 10-15% of the bills from the client pool to examine each quarter.**

Each quarter a different set of clients should be selected. However, if there is a discrepancy in quarter 1, for example, with client 'A' then client 'A' should be selected for examination in quarter 2 to ensure the issue has been resolved.

☒ **3. Keep record of all communication.**

All emails and notes from conversations regarding the billing and fees for clients should be logged in the billing file. Examine notes each quarter to look for patterns in errors for over billing and other discrepancies.

☒ **4. Insert your fee schedule into the spreadsheet attached to verify billing accuracy.**

Always use excel or some other workbook to calculate billing for future exams or an annual review. Use the attached workbook and edit it according to you firm's fee schedule and assets under management. Keep the workbook in the client billing folder for future reference.

☒ **5. Notify the client immediately if they are being overcharged.**

If you find a discrepancy in the bill, notify the client immediately and issue a refund. Document where you found the error and make sure to review prior bills for error patterns. Be sure to include the client in the following quarters billing review, as mentioned in step 2 above.

Billing Workbook

4th Quarter Billing Review

Client A `	Total Assets under Management	\$0.00		
	0 - 1,000,000	\$1,000,000.00	0.004	\$4,000.00
	1,000,001 to 3,000,000	\$2,000,000.00	0.003	\$6,000.00
	Greater than 3,000,000	\$2,284,996.00	0.0025	\$5,712.49
	Annual Advisory Fees			\$0.00
	4th Qtr Advisory Fees			\$0.00
		\$0.00		
Client B `	Total AUM	\$0.00		
	0-5,000,000	\$3,500,000.00	0.0035	\$12,250.00
	Total 3rd Qtr Charge			
Client C `	Total AUM	\$0.00		
	0 - 1,000,000	\$1,000,000.00	0	\$0.00
	1,000,001 to 2,000,000	\$1,000,000.00	0.0065	\$0.00
	Greater than 2,000,000	\$0.00	0.005	\$0.00
	Annual Advisory Fees			\$0.00
	4th Qtr Advisory Fees			\$0.00
	Total 4th Qtr Charge			\$0.00

Completed on: January 24, 2024

By: John Smith CCO