

# Yavapai Financial Planning, LLC

An Arizona Registered Investment Advisor

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Form ADV Part 2  
Advisory Brochure  
March 8, 2022

This brochure provides clients and prospective clients with information about Yavapai Financial Planning, LLC and the qualifications, business practices, and nature of its services that should be carefully considered before becoming an advisory client.

The contents of this brochure have not been approved or verified by the United States Securities and Exchange Commission (SEC) or any other state or federal governmental authority. While the firm and its associates may be registered with the State of Arizona or other jurisdictions, it does not imply a certain level of skill or training on the part of the firm or its associated personnel.

Questions relative to the firm, its services, or this ADV Part 2 may be made to the attention of Mr. Alan Anderson at (928) 445-7238. Additional information about the firm, other advisory firms, or associated investment advisor representatives is available on the Internet at [www.advisorinfo.sec.gov](http://www.advisorinfo.sec.gov).

## **Item 2 - Material Changes**

The firm has amended its ADV Part 2 from the previous version dated March 15, 2021 to report the firm's assets under management as of its most recent fiscal year-end; please see Item 4 for details.

The firm also updated its minimum investible assets for participation in asset management services to \$250,000; please see Item 4 and Item 7 for details.

The firm also updated Item 4 of "Form ADV Part 2B-Brochure Supplement (Advisory Personnel)- Carl Dwayne Warrick" to reflect the fact that by year end 2021 Mr. Warrick no longer engaged in his previous activities as natural resources consultant and tax preparer.

The firm may at any time update this document and either send a copy of its updated brochure or provide a summary of material changes to its brochure and an offer to send an electronic or hard copy form of the updated brochure. Clients are also able to download this brochure from the SEC's Website: [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) or may contact our firm at (928) 445-7238 to request a copy at any time.

As with all firm documents, clients and prospective clients are encouraged to review this brochure in its entirety and are encouraged to ask questions at any time prior to or throughout the engagement.

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***Important Information:*** Throughout this document, Yavapai Financial Planning, LLC shall also be referred to as the “firm,” “our,” “we” or “us.” These terms are utilized for the reader’s ease of use while reviewing the brochure and are not meant to imply the firm is larger than it actually may be at the time of publication. The client or prospective client may also be referred to as “you,” “your,” etc., and refers to a client engagement involving a single *person* as well as two or more *persons*.

***This brochure contains 27 pages and should not be considered complete without all pages.***

## **Item 4 - Advisory Business**

### **About Our Firm**

Yavapai Financial Planning, LLC is an Arizona-domiciled registered investment advisor that provides fee-only financial planning and investment advisory services. In addition to our registration as an investment advisor in Arizona, our firm and its associates may register or meet certain exemptions to registration in other states in which we conduct business. From 2000 to 2006, Carl Dwayne Warrick (noted in the accompanying Form ADV Part 2B) was an equal partner in the firm; in 2007 he became the sole owner. In 2014, the firm applied for an ownership change to make Alan Anderson the sole owner of the firm; this change became effective in 2015. In addition to being the current sole owner of the firm, Mr. Anderson is now the firm's principal. More information on the firm's advisory associates is found in the incorporated ADV Part 2B Brochure Supplements found at the end of this document.

As of the firm's fiscal year end of December 31, 2021 the firm directly managed approximately \$18.87 million, all under non-discretionary account agreements (defined in Item 16). An additional \$18.41 million of client assets is managed through third party manager; these assets are not counted as our firm's regulatory assets under management as defined by the SEC.

### **Our Services**

A complimentary interview is conducted by a qualified representative of our firm to determine the scope of services to be provided. During or prior to this meeting, we will provide you with our current ADV Part 2 brochure that incorporates our Privacy Policy. The firm will also ensure any material conflicts of interest are disclosed regarding our firm and its associates that could be reasonably expected to impair the rendering of unbiased and objective advice.

Should you wish to engage our firm, we must enter into a written agreement; thereafter discussion and analysis will be conducted to determine your financial need, goals, holdings, etc.

It is important that the information or financial statements you provide are accurate. We may (but are not obligated to) verify the information you have provided and that will be used in the planning or advisory process.

### ***Financial Planning Services***

Advice may be provided on such subjects as cash flow analysis and debt management, retirement capital needs, education funding, risk management, charitable or philanthropic planning, tax strategies and estate planning, or other specific requirement you may request.

Depending on the scope of the engagement, we may require the following documents:

- Copies of Wills and Trusts
- Insurance policies
- Mortgage information
- Tax returns
- Current financial specifics including W2's or 1099s
- Information on current retirement plans and benefits provided by your employer
- Statements reflecting current investments in retirement and non-retirement accounts
- Completed risk profile questionnaires or other forms provided by our firm

Our financial planning services may be broad-based or more narrowly focused as you desire. Note that when these services focus only on certain areas of your interest or need your overall financial situation or other financial needs may not be fully addressed due to the limitations you may have established.

### ***Investment Consultation Services***

Our investment consultation services may involve providing information on the types of investment vehicles available, investment analysis and strategies, asset selection, as well as assisting you in establishing your own investment account at a selected broker/dealer or custodian of your choosing or with specific transactions if you prefer.

You will retain full discretion over all implementation decisions and are free to accept or reject any recommendation we make. Further, it remains your responsibility to promptly notify us if there is any change in your financial situation or investment objectives for the purpose of our reviewing, evaluating, or revising previous recommendations and/or services.

### ***Workshop Presentations***

We may provide educational workshops on an “as announced” basis for groups desiring general advice on investments and personal finance. Topics may include issues related to wealth management, financial planning, retirement strategies, or various other economic and investment topics.

Our workshops are purely educational in nature and do not involve the sale of any investment products. Information presented will not be based on any one person’s need, nor do we provide individualized investment advice to attendees during general sessions.

### ***Selection of Other Investment Advisors***

When appropriate for your investment strategy and objectives, we may refer you to unaffiliated third-party investment advisors for participation in the third-party advisor's managed program using model portfolios these firms have developed.

Prior to recommending a third-party investment advisor, our firm will conduct what we believe to be an appropriate level of due diligence on the recommended third-party investment advisor to include ensuring they are registered or notice-filed in your jurisdiction, and that their strategies align with your goals. These third-party advisors manage your account in accordance with the disclosures set forth in their own brochure and associated documents that will be provided to you in advance of your selection of the third-party advisor. Generally, these services are conducted by the third-party advisor under a discretionary account agreement (defined in Item 16).

We may also use the services of third-party asset allocators (advisors) whom offer asset allocation and ongoing management of your account. These programs are designed to assist in determining your risk profile and investment objectives, and provide a relevant asset allocation policy. Such programs will provide ongoing rebalancing of your account assets and provide their own performance reports.

In either case, we typically gather information about your financial situation, investment objectives and reasonable restrictions you may want to impose on the management of the account. We then provide this information to the third-party investment advisor whom prepares an investment proposal, investment policy statement, or asset allocation for you to consider employing through their firm. You are free to accept or reject our referral to this third-party advisor, as well as selected third-party investment advisor itself.

### ***Asset Management Services***

Our firm also offers customized investment management services for accounts with a minimum of \$250,000 of investible assets under our management at our selected custodian. We generally offer this for those requiring the inclusion of individual securities, unique asset classes, or other modifications or services not normally available through the third-party investment advisors earlier noted. Our asset management services are provided under a non-discretionary authority agreement, which is further described in Item 16 of this brochure.

When appropriate, we will assist in preparing an investment policy statement (IPS), or similar document, reflecting a client's investment objectives, time horizon, risk tolerance, as well as any account constraints. The IPS will be designed to be specific enough to provide ongoing guidance while concurrently allowing flexibility to respond to changing market conditions. Since the IPS will to a large extent be a product of information and data provided by a client, they will be responsible for review and final approval of the statement.

Under this engagement we generally provide:

- Investment selection and execution
- Regular account reporting
- Assist in rebalancing of your portfolio in accordance with your IPS when required
- Tactical reallocation of your portfolio due to changes in the economy, your objectives, or due to the performance of the selected investment manager
- Tax-loss harvesting, when appropriate

### **General Information**

We do not sponsor or serve as portfolio manager for a wrap fee investment program, nor do we provide accounting or legal services. With your consent, we may work with your other advisors (accountants, attorneys, etc.) to assist with coordination and implementation of accepted strategies. You should be aware that these other advisors may bill you separately for their services and these fees will be in addition to those of our firm.

Our firm will use its best judgment and good faith effort in rendering its services. Yavapai Financial Planning, LLC cannot warrant or guarantee any particular level of account performance, or that account will be profitable over time. Past performance is not necessarily indicative of future results.

Except as may otherwise be provided by law, our firm will not be liable to the client, heirs, or assignees for any loss an account may suffer by reason of an investment decision made or other action taken or omitted in good faith by our firm with that degree of care, skill, prudence and diligence under the circumstances that a prudent person acting in a fiduciary capacity would use; any loss arising from our adherence to your direction or that of your legal agent; any act or failure to act by a service provider maintaining an account.

Federal and state securities laws impose liabilities under certain circumstances on persons who act in good faith and, therefore, nothing contained in this document shall constitute a waiver of any rights that a client may have under federal and state securities laws.

## **Item 5 - Fees and Compensation<sup>1</sup>**

### **Fee Schedules**

#### **Hourly Fees**

We provide our financial planning and investment consultation services under an hourly engagement. Prior to entering into this agreement you will receive an estimate of the fee range. Our fee will be based on the estimated number of hours to complete the project, determined by an assessment of your needs, complexity, among other factors, and at our current rate of \$150 per hour. You are billed for the time spent by our firm, which is assessed in six minute increments, and a partial increment will be treated as a whole.

Our firm may require a deposit for initial engagements in the amount of the lesser of \$500 or one-half of the lower-end of the estimated fee range. The balance of fees due are payable immediately upon our presentation of the plan or advice to you or your legal agent.

Services to be provided and the anticipated fee range are detailed in the written service agreement. Fees for these services are negotiable at the discretion of our firm principal and comparable services may potentially be provided elsewhere for a lower fee.

#### **Fixed Fees**

At our discretion, we may offer our services on a fixed fee basis, ranging from \$500 to \$15,000. The fee takes into consideration factors such as the complexity of your financial profile, value of the overall portfolio, number of individual accounts comprising a portfolio, whether you or our firm will implement transactions for the account(s), among others.

#### **Workshops**

Our workshop engagements are generally *pro bono* in nature. In the event there is a charge for a workshop, it is anticipated to be paid by the engagement sponsor, such as an employer or association. Fees for these events are typically a fixed amount based on the firm's hourly fee and/or cost of workshop materials, and would be negotiated with the sponsor in advance of the presentation.

#### **Asset Management Services and Third-Party Investment Advisor Services**

When you choose to engage Yavapai Financial Planning, LLC directly for its asset management services, an annualized asset-based fee will be assessed by our firm on a graduated basis as noted in the following table.

<b>Assets Under Management</b>	<b>Annualized Asset-Based Fee</b>
First \$400,000	0.95% (95 basis points)*
Next \$600,000	0.75% (75 basis points)
Next \$2,000,000	0.50% (50 basis points)
Amount in Excess of \$3,000,000	0.35% (35 basis points)

*\*Subject to a minimum account fee of \$240 per quarter.*

Yavapai Financial Planning, LLC's fees for our asset management services fees may be negotiable at the determination of our firm principal.

<sup>1</sup> Yavapai Financial Planning, LLC reserves the right to assess a lower fee to its associates and related persons' accounts maintained by the firm through its selected custodian. Although the firm is not obligated to do so, clients that maintain an active engagement agreement with the firm that precedes the date of this brochure may be assessed a lower fee.

If you choose to engage a third-party advisor for asset management services, those services will be subject to that firm's fees and policies. Their fees may not be the same as those in the table above, and may or may not be negotiable. The selected firm's fees and policies will be described in that firm's ADV Part 2A, which you should read carefully. Lower fees for comparable services may potentially be available from other sources.

### ***"Householding" Accounts***

We may aggregate or *household* accounts (including multiple accounts) for the same individual, or two or more accounts within the same family, or accounts where a family member has power of attorney over another family member or incompetent person's account. Should investment objectives be substantially different for any two or more household accounts requiring different investment approaches, we do reserve the right to apply our fee schedule separately to each account.

Each third-party investment advisor retains the right to assess their fees per their policy, therefore, the determination of *householding* accounts for fee purposes will need to be evaluated on a case-by-case basis.

### ***Billing Cycle and Fee Assessments***

Annualized asset-based fees for third-party investment advisor and asset management services will be billed quarterly, in arrears. Fee payments will normally be assessed within 10 business days following each calendar quarter billing period.

An account's first billing cycle will occur at the end of the first quarter that the account is funded. This is irrespective of a partial period under our management, however, a partial period may be assessed a pro-rated fee. For purposes of determining account asset values, securities and other investment instruments traded on a market in which actual transaction prices are publicly reported will generally be valued at the last reported sale price on the principal market in which they are traded. If there are no sales on such date, then they will be determined by the mean between the *closing bid* and *asked price* on that date. Other readily-marketable securities will be valued using a pricing service or through quotations from one or more inter-market dealers. In the absence of a market value, we may seek an independent third-party opinion or through a good faith determination by a qualified associate of our firm.

The applicable fees referenced include all fees and charges for the services of our firm and our investment advisor representatives. You will be required to authorize our firm in writing through the execution of our engagement agreement, as well as account opening documents of the selected custodian or broker/dealer ("service provider"), to authorize the service provider to deduct and remit to us our advisory fees from your account. All fees will be clearly noted on your statements and we will send you written notice of the fees to be deducted from your account which will include the total fee assessed, covered time period, calculation formula utilized, and the assets under management on which the fee has been based. In all instances, you will share responsibility for verifying the accuracy of fee calculations in your invoice and/or statement. Please note that if there is not adequate cash in brokerage/custodial accounts to pay these fees, it may be necessary to liquidate account holdings to cover fees due to our firm or the selected service provider.

Further information about our fees in relationship to operational practices with our custodian is noted in Item 12 of this document.

### **Additional Fee Information**

Specific product recommendations made by our firm usually involve "no-load" (i.e., no commission) products, if available, or low-load products. In some cases, such as with actively-managed mutual funds and insurance,

there may not be a suitable selection of no-load products available for recommendation, however, neither our firm nor our associates will be paid a commission on your purchase.

Any transactional or custodial fees assessed by the selected service providers, individual retirement account fees, or qualified retirement plan account termination fees are borne by you and are as provided in the current, separate fee schedule of the selected service provider. Fees paid to our firm for our services are separate from any charges you may pay for mutual funds, exchange-traded funds (ETFs), or other investments of this type. We do not receive “trailer” or SEC Rule 12b-1 fees from any investment company. Fees charged by these issuers are detailed in their prospectuses or product descriptions and you are encouraged to read these documents before investing. Our firm and its associates receive none of these described or similar fees or charges.

Clients are free to accept or decline our investment recommendations, and may purchase recommended investments through another broker/dealer or agent not affiliated with our firm.

### **Termination of Services**

Either party may terminate the agreement at any time, which will typically be in writing. Should you verbally notify our firm of the termination and, if in two business days following this notification we have not received your notice in writing, we will make a written notice of the termination in our records and send you our own termination notice as a substitute.

If you are a new client, you may terminate an agreement with our firm within five business days after the signing of our engagement agreement without penalty or charge. Should you terminate a financial planning or investment consultation engagement after this date, you may be invoiced for any time charges incurred by our firm in the preparation of your plan. In the case of any prepaid fees involving any of our services engagements, we will promptly return any unearned amount.

For asset management services accounts, our firm will not be responsible for future allocations, transactional services or investment advice upon receipt of a termination notice. Upon termination, it will be necessary that we inform the custodian of the account that the relationship between the firm and the client has been terminated.

### **Item 6 - Performance-Based Fees and Side-By-Side Management**

Our fees will not be based upon a share of capital gains or capital appreciation (growth) of any portion of managed funds, also known as “performance-based fees.” Yavapai Financial Planning, LLC does not use a performance-based fee structure because of the potential conflict of interest this type of fee structure may pose. Performance-based compensation may create an incentive for a firm to recommend an investment that may carry a higher degree of risk to a client.

Side-by-side management refers to a firm simultaneously managing accounts that do pay performance based fees (such as a hedge fund) and those that do not; this type of arrangement, and the conflict of interest it may pose, is also not applicable to our firm’s practices.

### **Item 7 - Types of Clients**

We provide our services to individual investors, trusts, estates, charitable organizations, pension and profit sharing plans, and businesses of various scale to assist them in meeting their financial objectives in what is believed to be a cost-effective way.

Our ability to provide our service and advice depends on access to important information. Accordingly, you are expected to provide us with an adequate level of information and supporting documentation throughout the term of the engagement, including but not limited to: source of funds, income levels, your (or your legal agent's) authority to act on behalf of the account, among other information. This helps us determine the appropriateness of our financial planning or investment strategy for you and your account.

It is very important that you keep us up-to-date on significant changes that may call for an update to your financial and investment plans. Events such as changes in employment; stock option plans, marital status, or the purchase or sale of a home or business can have a tremendous impact on your circumstances and needs. If we are aware of such events, we can make the adjustments needed to your plan or advice in order to keep you on track toward your goals.

We do not require minimum income levels, minimum level of assets, or other conditions for our financial planning and investment consultation services. We generally require an account minimum of \$250,000 of investible assets when our firm is engaged for its asset management services. Certain third-party investment advisors may also require a minimum account size to engage their services and these will be further described in the third-party investment advisor's ADV Part 2A or similar document. We require a minimum annual account fee of \$960 (\$240 per quarter) for our asset management services engagements.

Our firm reserves the right to waive or reduce certain fees based on unique individual circumstances, special arrangements, pre-existing relationships or as otherwise may be determined by the firm principal. We also reserve the right to decline services to any prospective client for any reason.

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

### **Method of Analysis**

If we are engaged to provide any of form of investment advice, we will first evaluate several factors, including your:

- current financial situation
- current and long-term needs
- investment goals and objectives
- level of investment knowledge
- tolerance for risk

We employ what we believe to be an appropriate review and analyses designed to develop effective long-term investment strategies. Our analysis involves evaluating economic factors including interest rates, current state of the economy, future growth of an issuer or sector, as well as studying securities, markets, or economies as a whole in an effort to determine potential future behaviors.

Our research and recommendations may be drawn from sources that include financial publications, investment analysis and reporting software, research materials from outside sources, corporate rating services, annual reports, prospectuses and other regulatory filings, and company press releases.

We make asset allocation and investment policy decisions based on these and other factors. We will then discuss with you how, in our best judgment, to meet your objectives while at the same time seeking a prudent level of risk exposure.

## **Investment Strategies**

Our portfolios are generally constructed based on the principles of Modern Portfolio Theory. This award winning theory is based on the belief that proper diversification and risk management will provide an investor client with a more stable and consistent return over time. The practice of Modern Portfolio Theory does not employ market timing or stock selection methods of investing but rather a long term buy-and-hold strategy with periodic rebalancing of the account to maintain desired risk levels. The result of this process is a portfolio allocation that potentially produces the highest possible return for a given level of risk.

We also believe that asset allocation is a key component of portfolio design and that the appropriate allocation of assets across diverse investment categories (stock vs. bond, foreign vs. domestic, large cap vs. small cap, etc.) is a primary determinant of portfolio returns and critical to the long-term success of an investor's financial objectives. We will recommend the rebalancing of a portfolio in an attempt to maintain optimal allocation while minimizing tax exposures and trading costs.

We generally develop diversified portfolios principally through the use of passively managed, cost-efficient institutional index mutual funds or ETFs whenever feasible. Existing positions within an account will be evaluated and may be recommended to remain when deemed appropriate.

## **Risk of Loss**

### ***Investment Strategy Risks***

We believe our strategies and investment recommendations are designed to produce the appropriate potential return for the given level of risk; however, we cannot guarantee that an investment objective or planning goal will be achieved. As an investor you must be able to bear the risk of loss that is associated with your account, which may include the loss of some or all of your principal.

In general, risks regarding markets include interest rates, company and management risk, among others. Examples include:

**Market Risk** – When the stock market as a whole or an industry as a whole falls, it can cause the prices of individual stocks to fall indiscriminately. This is also called systematic risk.

**Company Risk** – When investing in securities, there is always a certain level of company or industry-specific risk that is inherent in each company or issuer. This is also referred to as unsystematic risk and can be reduced through appropriate diversification. There is the risk that the company will perform poorly or have its value reduced based on factors specific to the company or its industry.

**Management Risk** – An investment with a firm varies with the success and failure of its investment strategies, research, analysis and determination of its portfolio. If an investment strategy were not to produce expected returns, the value of the investment would decrease.

**Firm Research** – When the firm's research and analyses are based on commercially available software, rating services, general market and financial information, or due diligence reviews, the firm is relying on the accuracy and validity of the information or capabilities provided by selected vendors, rating services, market data, and the issuers themselves. The firm makes every effort to determine the accuracy of the information received but it cannot predict the outcome of events or actions taken or not taken, or the validity of all information it has researched or provided, which may or may not affect the advice on or investment management of an account.

*Passive Markets Theory* – A portfolio that employs a passive, efficient markets approach (representative of Modern Portfolio Theory) has the potential risk that at times the broader allocation may generate lower-than-expected returns than those from a specific, more narrowly focused asset, and that the return on each type of asset is a deviation from the average return for the asset class. We believe this variance from the “expected return” is generally low under normal market conditions when a portfolio is made up of diverse, low or non-correlated assets.

### **Security-Specific Material Risks**

*Equity (Stock) Market Risk* – Common stocks are susceptible to general stock market fluctuations and to volatile increases or decreases in value as market confidence in and perceptions of the company who issued the stock. If an investor held common stock, or common stock equivalents, of any given company, they would generally be exposed to greater risk than if they held preferred stock and/or debt obligations of the company.

*ETF and Mutual Fund Risk* – ETFs/ETNs or mutual funds may carry additional expenses based on their share of operating expenses and certain brokerage fees, which may result in the potential duplication of certain fees. The risk of owning an ETF/ETN or mutual fund also generally reflects the risks of their underlying securities.

*Fixed Income Risks* – Various forms of fixed income instruments, such as bonds, money market funds, and certificates of deposit, may be affected by various forms of risk, including:

*Interest Rate Risk* - The risk that the value of the fixed income holding will decrease because of an increase in interest rates.

*Liquidity Risk* - The inability to readily buy or sell an investment for a price close to the true underlying value of the asset due to a lack of buyers or sellers. While certain types of fixed income are generally liquid (i.e., bonds), there are risks which may occur such as when an issue trading on any given period does not readily support buys and sells at an efficient price. Conversely, when trading volume is high, there is also a risk of not being able to purchase a particular issue at the desired price.

*Credit Risk* - The potential risk that an issuer would be unable to pay scheduled interest or repay principal at maturity, sometimes referred to as “default risk.” Credit risk may also occur when an issuer’s ability to make payments of principal and interest when due is interrupted. This may result in a negative impact on all forms of debt instruments, as well as funds or ETF/ETN share values that hold these issues. Bondholders are creditors of an issuer and have priority to assets before equity holders (i.e., stockholders) when receiving a payout from liquidation or restructuring. When defaults occur due to bankruptcy, the type of bond held will determine seniority of payment.

***Reinvestment Risk*** – With declining interest rates, investors may have to reinvest interest income or principal at a lower rate.

*Duration Risk* - Duration is a measure of a bond’s volatility, expressed in years to be repaid by its internal cash flow (interest payments). Bonds with longer durations carry more risk and have higher price volatility than bonds with shorter durations.

*Index Investing* – ETFs/ETNs and indexed funds have the potential to be affected by “tracking error risk,” as earlier described in the passage involving Core + Satellite strategies. In these instances, we may choose to reduce the weighting of a holding or use a “replicate index” position as part of the core holding to minimize the effects of the tracking error in relation to the overall portfolio.

QDI Ratios – While many ETFs/ETNs and index mutual funds are known for their potential tax-efficiency and higher “qualified dividend income” (QDI) percentages, there are asset classes within these investment vehicles or holding periods within that may not benefit. Shorter holding periods, as well as commodities and currencies (that may be part of an ETF/ETN or mutual fund portfolio), may be considered “non-qualified” under certain tax code provisions. We consider a holding’s QDI when tax-efficiency is an important aspect of the client’s portfolio.

### **Item 9 - Disciplinary Information**

Neither the firm nor its management has been involved in a material criminal or civil action in a domestic, foreign or military jurisdiction, an administrative enforcement action, or self-regulatory organization proceeding that would reflect poorly upon our firm’s advisory business or the integrity of our firm.

### **Item 10 - Other Financial Industry Activities and Affiliations**

Our policies require our firm and its associates to conduct business activities in a manner that avoid actual or potential conflicts of interest between the firm, its employees and clients, or that may be contrary to law. We will provide disclosure to each client prior to and throughout the term of an engagement regarding any conflicts of interest which might reasonably compromise our impartiality or independence.

Neither the firm nor a member of its management is or has a material relationship with any of the following types of entities:

- broker/dealer, municipal securities dealer, or government securities dealer or broker
- other investment advisor or financial planner (outside of those described in Item 4)
- futures commission merchant, commodity pool operator, or commodity trading advisor
- banking or thrift institution
- accountant or accounting firm\*
- insurance company or insurance agency\*
- lawyer or law firm\*
- pension consultant
- real estate broker or dealer
- sponsor or syndicator of limited partnerships
- investment company or other pooled investment vehicle (including a mutual fund, closed-end investment company, unit investment trust, private investment company or “hedge fund,” and offshore fund)

\*Upon your request, we may provide referrals to various professionals, such as an attorney or accountant. We do not have an agreement with or receive fees from these professionals for these informal referrals. Any fees charged by these other entities for their services are completely separate from fees charged by our firm.

Investment advisor representatives of our firm may hold individual membership or serve on boards or committees of professional industry associations such as the Financial Planning Association (FPA) or the Certified Financial Planner Board of Standards, Inc. Generally, participation in any of these entities require membership fees to be paid, adherence to ethical guidelines, as well as in meeting experiential and educational requirements.

## **Item 11 - Code of Ethics, Participation or Interest in Client Transactions and Personal Trading**

We hold ourselves to a *fiduciary standard*, which means our firm and its associates will act in the utmost good faith and perform in a manner believed to be in the best interest of our clients. As investment advisors we are required to put you – *our client* – first.

### **Code of Ethics**

We have adopted a Code of Ethics that establishes policies of ethical conduct for all our personnel. Our firm accepts the obligation not only to comply with all applicable laws and regulations but also to act in an ethical and professionally responsible manner in all professional services and activities. Our policies include prohibitions against insider trading, circulation of industry rumor, among others.

Firm associates who are CERTIFIED FINANCIAL PLANNER™/CFP® designees or FPA members also adhere to the Certified Financial Planner Board of Standards, Inc's Code of Ethics & Professional Responsibility which you may find at [www.cfp.net](http://www.cfp.net).

### **Privacy Policy**

At Yavapai Financial Planning, LLC, we respect the personal financial privacy of all our clients and prospective clients, past and present. We realize you have entrusted us with personal financial information, and it is important to us that all employees and clients of our firm know our policy concerning what we do with that information.

We collect personal financial information about our clients from the following sources:

- Information our clients provide to us to complete their financial plan or investment recommendation;
- Information our clients provide to us in agreements, account applications, and other documents completed in connection with the opening and maintenance of their accounts;
- Information our clients provide to us orally; and
- Information we may receive from third parties, such as custodians, about client transactions.

We do not disclose nonpublic personal financial information about our clients to anyone, except in the following circumstances:

- When required to provide services our clients have requested;
- When our clients have specifically authorized us to do so;
- When required during the course of a firm assessment (i.e., independent audit); or
- When permitted or required by law (i.e., periodic regulatory examination).

Within our company, we restrict access to client information to the employees who need to know that information. To ensure security and confidentiality, we maintain physical, electronic, and procedural safeguards to protect the privacy of our clients.

Within our firm, we restrict access to client information to staff that need to know that information. All personnel and our service providers understand that everything handled in our office is confidential and they are instructed to not discuss client information situation with someone else that may request information about an account unless they are specifically authorized in writing by the client to do so. This includes, for example, providing information about a spouse's IRA account; children about parents' accounts, etc.

We will notify you annually of our privacy policy and at any time, in advance, if our policy is expected to change.

### **Participation or Interest in Client Transactions**

Neither our firm, associates or any related person is authorized to recommend to a client, or effect a transaction for a client, involving any security in which our firm or a related person has a material financial interest, such as in the capacity as an underwriter, advisor to the issuer, etc.

Our employees are prohibited from borrowing from or lending to a client unless the client is an approved financial institution.

We recognize that should we act as the advisor to the sponsor of an ERISA-qualified retirement plan (i.e., 401(k) or pension plan) and one of our associates serves in an advisory capacity to one or more of the plan's participants, a potential or implied conflict of interest may occur. We may require our associate to cease in this plan participant advisory capacity or, upon disclosure to and approval from the plan sponsor, allow the dual advisory role to continue with consideration being made to offset fees where appropriate.

Our firm is able to provide a broad range of services to you and all of our clients, including financial planning, investment consultations, and asset management services, all of which where we may be paid a fee. Due to our firm and/or associates' ability to offer one or more of these services to you and possibly receive a fee for each type of engagement, a potential conflict of interest may exist. Therefore, you are under no obligation to act upon our recommendations and, if you elect to do so, you are under no obligation to complete all of them through our firm.

### **Firm and Personal Trading**

Our firm does trade for its own account. Associates and their immediate family members (i.e., related persons) may buy or sell securities similar to, or different from, those we recommend to clients for their accounts. A recommendation made to one client may be different in nature or in timing from a recommendation made to a different client. At no time, however, will a related person receive preferential treatment over our clients.

In an effort to reduce or eliminate certain conflicts of interest involving personal trading, our policy may require that we restrict or prohibit associates' transactions in specific securities transactions. Any exceptions or trading pre-clearance must be approved by a principal of our firm in advance of the transaction in an account, and we will maintain the required personal securities transaction records per current regulation.

### **Item 12 - Brokerage Practices**

#### **Factors Used to Select Broker-Dealers for Client Transactions**

Yavapai Financial Planning, LLC does not maintain custody of any of your assets (see Item 15). Your assets must be maintained in an account at a "qualified custodian" (generally a broker/dealer, bank or trust company) that is frequently assessed for its capabilities to serve as a custodian by their respective industry regulatory authority. Our firm is not a custodian nor do we have an affiliate that is a custodian.

When engaged to provide investment consultation services, we may recommend the service provider with whom your assets are currently maintained. Should you prefer a new service provider, our recommendation of another service provider would be based on your needs, overall cost, and ease of use.

If you have engaged our firm to provide investment supervisory services, we generally recommend our clients use TD Ameritrade Institutional (hereafter, "TD Ameritrade,") a division of TD Ameritrade, Inc., member FINRA/SIPC,<sup>2</sup> and an independent SEC-registered broker/dealer. As stated earlier, our firm is independently owned and operated and is not legally affiliated with TD Ameritrade, or any other firm we may recommend.

While we recommend that you use TD Ameritrade as your service provider, you will decide whether to do so and will open your account with them by entering into an account agreement directly with them. We do not open the account for you, although we will assist you in doing so. If you do not wish to place your assets with TD Ameritrade, then it may be necessary to serve your account under an alternative engagement.

TD Ameritrade offers to independent investment advisors services which include custody of securities, trade execution, clearance and settlement of transactions. Our firm receives some benefits from TD Ameritrade through participation in their support programs that may be considered "soft dollars" that qualify as "brokerage or research services under the Securities Exchange Act of 1934;" please see Item 14 for details.

We periodically conduct an assessment of any service provider we recommend, including TD Ameritrade, which generally includes a review of their range of services, reasonableness of fees, among other items, and in comparison to their industry peers.

### **Best Execution**

Best execution means the most favorable terms for a transaction based on all relevant factors, including those listed in the earlier paragraph and in Item 14. We recognize our obligation in seeking best execution for our clients, however, it is our belief that the determinative factor is not always the lowest possible cost but whether the selected service provider's transactions represent the best "qualitative" execution while taking into consideration the full range of services provided. Therefore, we will seek services involving competitive rates but it may not necessarily correlate into the lowest possible rate for each transaction.

We have determined that having TD Ameritrade execute our firm's trades is consistent with our duty to seek best execution of your trades. We also periodically review policies regarding our recommending service providers to our clients in light of our duty to seek best execution.

### **Directed Brokerage**

We do not require or engage in directed brokerage involving our accounts.

As our client, you may direct our firm to use another particular broker/dealer to execute some or all transactions for your account. In these circumstances, you will be responsible for negotiating, in advance, the terms and/or arrangements for your account with your selected broker/dealer. We will not be obligated to seek better execution services or prices from these other broker/dealers, or be able to aggregate your transactions, should we choose to do so, for execution through other custodians with orders for other accounts managed by our firm.

As a result, you may pay higher commissions or other transaction costs, experience greater spreads, or receive less favorable net prices, on transactions for your account than would otherwise be the case. Further, pursuant to our obligation of best execution, we may decline a request to direct brokerage if we believe any directed brokerage arrangement would result in additional operational difficulties or risk to our firm.

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<sup>2</sup> Our firm is not, nor required to be, a Financial Industry Regulatory Authority (FINRA), National Futures Association (NFA) or Securities Investor Protection Corporation (SIPC) member. You may learn more about the SIPC and how it serves member firms and the investing public by going to their website at <http://www.sipc.org>.

### **Aggregating Securities Transactions**

Trade aggregation involves the purchase or sale of the same security for several clients/accounts at approximately the same time, and may also be termed “blocked, “bunched” or “batched” orders. Aggregated orders are typically effected in an attempt to obtain better execution, negotiate favorable transaction rates, or to allocate equitably among multiple client accounts should there be differences in prices, brokerage commissions or other transactional costs that might otherwise be unobtainable through separately placed orders.

Due to the type of account authority our firm has involving its investment services to clients’ portfolios (see Item 16), transactions will be independently executed. Subsequently, an account may potentially be assessed higher costs or less favorable prices than those an account that is aggregated.

We review our trading procedures on a periodic basis to ensure they remain within stated policies and regulation. We will inform you, in advance, should our trading practices change at any point in the future.

### **Trade Errors**

The firm corrects all trade errors through a Trade Error Account maintained by the firm’s custodian and the firm will be responsible for any losses in accounts. Should the correction of a trade error result in a gain rather than a loss, it is TD Ameritrade policy that such gains be swept out daily to a designated account and donated to a 501(c)(3) charity of TD Ameritrade Institutional’s choice. TD Ameritrade Institutional will be obligated to disclose in their own literature to account holders whether such recipients’ receipt of such donations presents a material conflict of interest.

## **Item 13 - Review of Accounts**

### ***Financial Planning and Investment Consultation Services***

Periodic financial check-ups or reviews are recommended if you are receiving financial planning and investment consultation services from our firm, and it would necessary for you to initiate these reviews.

Reviews will be conducted by an assigned financial planner and normally involve analysis and possible revision of a previous financial plan or investment allocation. Portfolio "Snapshot" reports may be provided when our firm is engaged to provide asset allocation or investment advice as part of its Investment Consultation Services, however, we will not provide ongoing performance reporting.

### ***Third-Party Investment Advisors***

If your account is served by a recommended third-party investment advisor, our firm will periodically review reports provided to you by the third-party advisor, contact you at least annually to review your financial situation and objectives, communicate information to the third-party investment advisor as warranted, and assist you in understanding and evaluating the services provided by the third-party investment advisor.

It is important that you notify our firm of any changes in your financial situation, investment objectives, or account restrictions. You are also able to contact the third-party investment advisor managing your account.

### ***Asset Management Services***

Accounts managed by our firm are periodically reviewed throughout the year by the assigned investment advisor representative, supervisory personnel (such as our firm principal), or a qualified independent entity engaged by our firm.

Additional reviews may be triggered by news or research related to a specific holding, a change in our view of the investment merits of a holding, or news related to the macroeconomic climate affecting a sector or holding within that sector.

Accounts may also be reviewed when being considered for an additional holding or an increase in a current position. Account cash levels above or below that deemed appropriate for the investment environment, given your stated tolerance for risk and investment objectives, may also trigger a review.

You may be provided periodic performance summary reports or annual gain/loss reports for taxable accounts. Some of our clients may receive additional reports depending on their specific requirements. You will also receive account statements sent directly from mutual fund companies, transfer agents, custodians or brokerage companies where your investments are maintained.

### **Item 14 - Client Referrals and Other Compensation**

As disclosed in Item 12, our firm may receive economic benefit (aka "soft dollars") from TD Ameritrade Institutional in the form of various products and services they make available to the firm and other independent investment advisors that may not be made available to a "retail investor." There is no direct link between our firm's participation in their program and the investment advice we may provide to our clients. These benefits may include the following products and services (provided either without cost or at a discount):

- receipt of duplicate client statements and confirmations
- research related products and tools
- access to trading desks serving our clients
- access to block trading services
- the ability to have advisory fees deducted directly from a client's accounts (per written agreement)
- resource information related to capital markets and various investments
- access to an electronic communications networks for client order entry and account information
- access to mutual funds with no transaction fees and/or select investment managers
- discounts on marketing, research, technology, and practice management products or services provided to our firm by third-party providers

Some of the noted products and services made available by TD Ameritrade Institutional may benefit our advisory firm but may not directly benefit a client account, and certain research and other previously referenced services may qualify as "brokerage or research services" under Section 28(e) of the Securities Exchange Act of 1934. The availability of these services from TD Ameritrade Institutional benefits our firm because it does not have to produce or purchase them as long as firm clients maintain assets in accounts at TD Ameritrade Institutional. There is a conflict of interest since our firm has an incentive to select or recommend a custodian based on our firm's interest in receiving these benefits rather than your interest in receiving favorable trade execution. It is important to mention that the benefit received by our firm through participation in any custodian's program does not depend on the amount of brokerage transactions directed to

that custodian, and our selection of a custodian is primarily supported by the scope, quality, and cost of services provided as a whole -- not just those services that benefit only our advisory firm. Further, we will act in the best interest of our clients regardless of the custodian we may select.

Per Items 4 and 5 of this brochure, for our initial and continuing consultation we receive a portion of the asset-based fee that is paid by a client to a third-party investment manager. Please refer to Items 10 and 12 for additional information with respect to our offerings and the potential conflict of interest they may present.

We do not engage in solicitation activities involving unregistered persons. If we receive or offer an introduction to a client, we do not pay or earn a referral fee, nor are there established *quid pro quo* arrangements. Each client has the right to accept or deny such referral or subsequent services.

An associate of the firm may hold individual membership or serve on boards or committees of professional industry associations. Generally, participation in any of these entities require membership fees to be paid, adherence to ethical guidelines, as well as in meeting experiential and educational requirements. A benefit these entities may provide to the investing public is the availability of online search tools that allow interested parties (prospective clients) to search for individual participants within a selected state or region. These passive websites may provide means for interested persons to contact a participant via electronic mail, telephone number, or other contact information, in order to interview the participating member. The public may also choose to telephone association staff to inquire about an individual within their area, and would receive the same or similar information. A portion of these participant's membership fees may be used so that their name will be listed in some or all of these entities' websites (or other listings). Prospective clients locating our advisory firm or an associate via these methods are not actively marketed by the noted associations. Clients who find our firm in this way do not pay more for their services than clients referred in any other fashion. The firm does not pay these entities for prospective client referrals, nor is there a fee-sharing arrangement reflective of a solicitor engagement.

### **Item 15 - Custody**

Your funds and securities will be maintained by an unaffiliated, qualified custodian, such as a bank, broker/dealer, mutual fund companies, or transfer agent. Your assets are not held by our firm or any of our associates. In keeping with our policy of not having physical custody of our client funds or securities, we:

- Restrict our firm and associates from serving as trustee or having general power of attorney over a client account.
- Are prohibited from having authority to withdraw securities or cash assets from a client account. Advisory fees will only be withdrawn from a client investment account through a qualified custodian maintaining your account assets, per your prior written approval (termed "constructive custody").
- Do not accept or forward client securities (i.e., stock certificates) erroneously delivered to our firm.
- Will not collect advance fees of \$500 or more for services that are to be performed six months or more into the future.
- Will not authorize any associate to have knowledge of a client's account access information (i.e., online 401(k), brokerage or bank accounts) when such access might result in physical control over client assets.

You will be provided with transaction confirmations and summary account statements provided directly to you by your selected service provider. Typically, these statements are provided on a monthly or quarterly basis (depending on the type of account), or as transactions occur. We will not create a statement for you nor be the sole recipient of account statements.

Should you receive periodic reports from our firm that includes investment performance information, you are urged to carefully review and compare your account statements that you have received directly from your service provider with any report from our firm.

### **Item 16 - Investment Discretion**

Generally, third-party investment advisors assume discretionary authority over the accounts they supervise. Similar to a limited power of attorney, *discretionary authority* allows the third-party investment advisor to implement investment decisions, such as the purchase or sale of a security on behalf of your account, without your prior authorization in order to meet your stated account objectives.

If you are participating in the third-party investment advisor program, you should thoroughly review the selected third-party investment advisor's ADV Part 2 to determine its investment discretion authority and policies. Neither our firm nor an associate will manage or obtain discretionary authority over accounts participating in these programs.

We provide our direct asset management services to clients through a *non-discretionary* account agreement, restricting any or all transactions to occur until following your approval. Under this type of engagement you will need to keep yourself available and our firm apprised of your current contact information so that transaction instructions can be efficiently effected on your behalf. *By definition and absent your written instruction to the contrary, non-discretionary transactions do not involve a trade's execution price or time.*

We require all account restrictions, limitations, and rescissions will be made in writing by our clients and approved in writing by the firm principal. We will maintain a record of these requests and they will be retained per regulation.

### **Item 17 - Voting Client Securities**

#### **Proxy Voting**

Our firm does not vote proxies on your behalf nor do we offer guidance on how to vote proxies. You will maintain exclusive responsibility for directing the manner in which proxies solicited by issuers of securities that are beneficially owned by you shall be voted, as well as making all other elections relative to mergers, acquisitions, tender offers or other events pertaining to your holdings.

Clients engaging third-party investment managers should review the third-party manager's advisory brochure to determine the proxy voting policy of those firms.

#### **Other Corporate Actions**

We will have no power, authority, responsibility, or obligation to take any action with regard to any claim or potential claim in any bankruptcy proceeding, class action securities litigation or other litigation or proceeding relating to securities held at any time in a client account, including, without limitation, to file proofs of claim or other documents related to such proceeding, or to investigate, initiate, supervise or monitor class action or other litigation involving client assets.

#### **Receipt of Materials**

You may receive proxies or other similar solicitations sent directly from your selected custodian or transfer agent. Should we receive a duplicate copy, note that we do not generally forward these or any correspondence relating to the voting of your securities, class action litigation, or other corporate actions.

## **Item 18 - Financial Information**

### **Balance Sheet**

Our firm will not have custody of your assets; this includes our not collecting fees from you of \$500 or more for services we will perform six months or more in advance.

Neither our firm nor its management serve as general partner for a partnership or trustee for a trust in which the firm's advisory clients are either partners of the partnership or beneficiaries of the trust.

Due to the nature of our firm's services and operational practices, an audited balance sheet is not required nor included in this brochure.

### **Financial Conditions Reasonably Likely to Impair Advisory Firm's Ability to Meet Commitments to Clients**

The firm and its management do not have a financial condition likely to impair our ability to meet our commitment to our clients.

### **Bankruptcy Petitions during the Past 10 Years**

The firm and its management have not been the subject of a bankruptcy petition at any time during the past 10 years.

## **Item 19 - Requirements for State-Registered Advisors**

Please see the accompanying ADV Part 2B – Brochure Supplements (Advisory Personnel) immediately following this page.

## **Form ADV Part 2B – Brochure Supplement (Advisory Personnel) – Alan A. Anderson**

This brochure provides information about the firm’s investment advisor representative that supplements the Yavapai Financial Planning, LLC advisory brochure, which is referenced in the preceding pages. If you have any questions about the contents of this supplement, please contact Mr. Anderson by telephone at (928) 445-7238. Additional information about Yavapai Financial Planning, LLC is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Item 1 - Firm Information**

Yavapai Financial Planning, LLC  
1458 W Gurley Street  
Prescott AZ 86305  
(928) 445-7238  
[www.yfplan.com](http://www.yfplan.com)

### **Principal Executive Officers and Management Persons**

#### **Managing Member/Firm Principal/Investment Advisor Representative**

Alan A. Anderson

### **Item 2: Educational Background and Business Experience**

#### **Year of Birth**

1977

#### **Formal Education after High School**

BA – Bible Comprehensive, Cedarville University; Cedarville, OH  
CERTIFIED FINANCIAL PLANNER™ Professional (CFP®)<sup>1</sup>

#### **Recent Business Background**

Yavapai Financial Planning, LLC (2012-Present)  
Prescott, AZ  
Managing Member/Firm Principal/Financial Planner/Investment Advisor Representative

Taylor and Padgett Financial Group, LLC (2004-2012)  
Prescott, AZ  
Financial Planner/Investment Advisor Representative

Royal Alliance Associates, Inc. (2004-2012)  
New York, NY (Prescott, AZ Office)  
Registered Representative

### **Item 3: Disciplinary Information**

Registered investment advisors are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. No information is applicable to this section. There are no criminal or civil actions, administrative enforcement proceedings, self regulatory organization enforcement proceedings or any other proceedings applicable to Mr. Anderson.

#### **Item 4: Other Business Activities**

Although Mr. Anderson maintains an Arizona insurance license for the purpose of risk management consultation, he is not engaged as an insurance agent and does not receive a commission for his services.

Mr. Anderson operates a website and engages in educational activities under the name "College Affordology." College Affordology does not offer investment advice, is not a registered investment advisor or other financial services entity, and is not affiliated with Yavapai Financial Planning.

#### **Item 5: Additional Compensation**

Mr. Anderson is not compensated for advisory services involving performance-based fees. He is not a senior executive of or insider to an issuer of a security. Our firm also prohibits employees from accepting or receiving additional economic benefit, such as sales awards or other prizes, for providing advisory services to its clients.

Mr. Anderson is not actively engaged in another *investment-related* business or occupation; he is not registered nor has an application pending to register as a registered representative of a broker/dealer or associated person of a futures commission merchant, commodity pool operator, or commodity trading advisor. Therefore, he does not receive commissions, bonuses or other compensation based on the sale of securities or other investment products, including that as a registered representative of a broker/dealer, and including distribution or service ("trail") fees from the sale of mutual funds.

#### **Item 6: Supervision**

Alan Anderson serves in multiple capacities with our firm, including Managing Member, Firm Principal and Investment Advisor Representative. We recognize by not having all organizational duties segregated may potentially create a conflict of interest, however, we believe our policies and procedures are designed to ensure appropriate recordkeeping and supervision. Certain functions may be outsourced to assist in these efforts when deemed necessary.

Questions relative to the firm, its services, this ADV Part 2B may be made to the attention of Mr. Anderson at (928) 445-7238.

Additional information about the firm, other advisory firms, or associated investment advisor representatives, including Mr. Anderson, is available on the Internet at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). A search of this site for firms or their associated personnel can be accomplished by name or a unique firm identifier. Mr. Anderson's CRD number is 4881991, and the IARD number for Yavapai Financial Planning, LLC is 115912.

The business and disciplinary history, if any, of an investment advisory firm and its representatives may also be obtained by calling the Arizona Securities Division at (866) 837-4399.

#### **Item 7: Requirements for State-Registered Advisors**

There have been neither arbitration awards nor any sanctions or other matters where Yavapai Financial Planning, LLC nor Mr. Anderson has been found liable in any civil, self-regulatory or administrative proceeding. Further, neither have Yavapai Financial Planning, LLC nor Mr. Anderson been the subject of a bankruptcy petition.

## **Form ADV Part 2B – Brochure Supplement (Advisory Personnel) – Carl Dwayne Warrick**

This brochure provides information about the Carl Dwayne Warrick that supplements the Yavapai Financial Planning, LLC advisory brochure, which is referenced in the preceding pages. If you have any questions about the contents of this supplement, please contact Alan Anderson by telephone at (928) 445-7238. Additional information about Yavapai Financial Planning, LLC is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Item 1 - Firm Information**

Yavapai Financial Planning, LLC  
1458 W Gurley Street  
Prescott AZ 86305  
(928) 445-7238  
[www.yfplan.com](http://www.yfplan.com)

### **Item 2 - Educational Background and Business Experience**

**Carl Dwayne Warrick** [Born 1938]

#### **Educational Background and Business Experience**

##### ***Educational Background***

B.S. in Forestry Management, Iowa State University; Ames, IA (1961)  
Masters in Forest Range Management, Iowa State University; Ames, IA (1962)  
CERTIFIED FINANCIAL PLANNER™ Practitioner, CFP®<sup>1</sup>  
Chartered Special Needs Consultant, ChSNA®<sup>2</sup>

##### ***Business Experience***

Yavapai Financial Planning, LLC\*  
Investment Advisor Representative/Financial Planner (2002-Present)

Forestry Consultant  
Self-Employed (1994-Present)

Fidelity Financial Planning, LLC (\*Former name of firm.)  
Investment Advisor Representative (2000-2002)

### **Item 3 - Disciplinary Information**

Registered investment advisors are required to disclose certain material facts regarding any criminal, civil, legal or industry/professional association disciplinary event that would be material to your evaluation of each officer or a supervised person providing investment advice. No reportable information is applicable to this section for Mr. Warrick.

### **Item 4 - Other Business Activities**

Mr. Warrick concentrates the majority of his time and effort providing financial planning and investment advisory services to firm clients.

Mr. Warrick is not actively engaged in another *investment-related* business or occupation. He is not registered nor has an application pending to register as a registered representative of a broker/dealer or associated person of a futures commission merchant, commodity pool operator, or commodity trading advisor.

Therefore, he does not receive commissions, bonuses or other compensation based on the sale of securities or other investment products, including that as a registered representative of a broker/dealer, and including distribution or service (“trail”) fees from the sale of mutual funds.

Neither Mr. Warrick nor his firm has a material relationship with the issuer of a security.

#### **Item 5 - Additional Compensation**

Mr. Warrick is not compensated for advisory services involving performance-based fees. Our firm also prohibits employees from accepting or receiving additional economic benefit, such as sales awards or other prizes, for providing advisory services to its clients.

#### **Item 6 - Supervision**

The firm supervises Mr. Warrick by requiring that he adhere to our processes and procedures as described in our firm’s Code of Ethics and procedural guidelines. We will monitor the advice that Mr. Warrick may provide you by performing the following ongoing reviews:

- Account opening documentation when the relationship is established,
- Review of financial plans and/or investment account transactions,
- A review of client communications on an as needed basis, and
- Periodic office reviews where required by policy or regulation.

Mr. Anderson serves as Mr. Warrick’s supervisor. Questions relative to our firm, its services, our Form ADV Part 2, or an associate’s ADV Part 2B, may be made to the attention of Mr. Anderson at (928) 445-7238.

Additional information about our firm, other advisory firms, associated investment advisor representatives, including Mr. Warrick, is available on the Internet at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). A search of this site for firms or their associated personnel can be accomplished by their name or a unique firm identifier, known as an *IARD number*. The IARD number for Yavapai Financial Planning, LLC is 115912, and Mr. Warrick’s reference number is 4459607.

The business and disciplinary history, if any, of an investment advisory firm and its representatives may also be obtained by calling the Arizona Securities Division at (866) 837-4399.

#### **Item 7 - Requirements for State-Registered Advisers**

There have been neither arbitration awards nor any awards where the firm or Mr. Warrick has been found liable in any civil, self-regulatory or administrative proceeding. Yavapai Financial Planning, LLC and Mr. Warrick have not been the subject of a bankruptcy petition.

## **About Professional Designations**

<sup>1</sup> The **CERTIFIED FINANCIAL PLANNER™**, CFP® and federally registered CFP (with flame design) marks (collectively, the “CFP® marks”) are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. (“CFP Board”).

The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

- Education – Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board’s studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor’s Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP Board’s financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;
- Examination – Pass the comprehensive CFP® Certification Examination. The examination includes case studies and client scenarios designed to test one’s ability to correctly diagnose financial planning issues and apply one’s knowledge of financial planning to real world circumstances;
- Experience – Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and
- Ethics – Agree to be bound by CFP Board’s *Standards of Professional Conduct*, a set of documents outlining the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP® marks:

- Continuing Education – Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*, to maintain competence and keep up with developments in the financial planning field; and
- Ethics – Renew an agreement to be bound by the *Standards of Professional Conduct*. The Standards prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP Board’s enforcement process, which could result in suspension or permanent revocation of their CFP® certification.

<sup>2</sup> The American College of Financial Services provides financial services professionals with the technical, collaborative and quantitative skills necessary to help clients with special needs through the **Chartered Special Needs Consultant® (ChSNC®)** designation. The ChSNC® is the only credential on the market designed to provide special needs families with an advisor competent to address their unique concerns.

ChSNC® designees are equipped with the specialized skills needed to help parents and caregivers plan for the future with honesty, ethics and compassion. A ChSNC® can navigate the unique considerations, estate planning, special needs trusts, life insurance, tax deductions, healthcare issues, Medicaid complexities, and the emotional aspects of providing for a loved one with a disability.

To obtain the designation, the candidate must have at least five years’ experience in financial services or the practice of law, or hold a four-year degree and have four years’ financial services experience; and complete specialized coursework.

Designation holders are subject to the American College of Financial Services Code of Ethics, and comply with its Professional Recertification program which includes continuing education requirements, annual reporting, and payment of a program fee.