

## **Advisory Brochure**

## Form ADV Part 2A

10151 Carver Rd. Suite 100 Cincinnati, OH 45242 (513) 792-0301 or (800) 478-0788 www.lmkohn.com

#### December 11, 2023

This Brochure supplies information about the qualifications and business practices of L.M. Kohn & Company (LMK). If you have any questions about the contents of this Brochure, please contact us at 513-792-0301 or <u>comments@lmkohn.com</u>. The information in this Brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

LMK is a Registered Investment Adviser firm. The registration of an Investment Adviser does not imply any level of skill or training. The oral and written communications of an Adviser provide you with information about which you decide to hire or keep an Adviser.

More information about LMK is also available via the SEC's web site <u>adviserinfo.sec.gov</u>. The SEC's web site also provides information about any persons affiliated with LMK who are registered, or must be registered, as investment adviser representatives of LMK.

(Cover Page – Item 1)

#### Material Changes (Item 2)

#### Annual Update

The Material Changes section of this brochure will be updated at least annually or when material changes occur since the earlier release of the Firm Brochure.

Per SEC Rules, we will ensure you receive a summary of any materials changes to this and later brochures within 120 days of our business fiscal year's close. We will supply other ongoing disclosure information about material changes, as necessary.

The entire brochure is available on our website, <u>www.lmkohn.com</u>, under Form ADV/Privacy Notice. If you do not have access to the internet and would like to receive a complete copy of the brochure, please contact Cara Kimmerly at 513-792-0301 or <u>compliance@lmkohn.com</u>.

If you would like to receive future updates by email instead of by mail, please send your request and email address to <u>compliance@lmkohn.com</u>.

Material Changes since Advisory Brochure Form ADV Part 2A dated 12/15/2022:

• Item 4. Robert Chess, Director of Supervision, has been added to Schedule A on the Form ADV.

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## **Branch Information**

	Cincinnati, OH 45242
	Doing Business As: L.M. Kohn & Company
#001	One West Court Square, Suite 750
	Decatur, GA 30030
	Doing Business As: Art Rosser Financial Services Group
#001	
	Overland Park, KS 66223
	Doing Business As: A. Turner Financial, LLC
#001	
	Doing Business As: Baker & Company
#001	
	Braintree, MA 02184
	Doing Business As: Butler Benefit Brokers, Inc.
#001	
#001	
	Doing Business As: Citizens Financial Services
#001	
#001	
#001	One Sheakley Way
	Cincinnati, OH 45246
	Doing Business As: Group Plans Insurance Agency, Inc., a Division of Sheakley
#001	
	Prospect, KY 40059
#001	E018 Source Cove Way
	-
	Doing Business As: L.M. Kohn & Company
#001	
	Greeley, CO 80634
	Doing Business As: L.M. Kohn & Company

	Orlando, FL 32803
	Doing Business As: L.M. Kohn & Company
	Doing Business As: L.M. Kohn North
	Land O Lakes, FL 34638
	Doing Business As: Love & Associates
	Doing Business As: Norris & Company Wealth Management LLC.
	Ann Arbor, MI 48104
	Doing Business As: Pilot Wealth Management
#001	
	Doing Business As: The Tatlan Group
#001	
	Troy, MI 48098
	Doing Business As: True Harbour Wealth Management
#001	
	Troy, OH 45373
	Doing Business As: Vision Financial Partners
#005	
	Doing Business As: Lighthouse Agency Inc.
#009	
	Cincinnati, OH 45236
	Doing Business As: Planning Works, LLC
#023	
	Doing Business As: Loomis Wealth Management, LLC
#024	
	Doing Business As: Kohn Wealth Management Advisors, LLC
#025	
	Louisville, KY 40204
	Doing Business As: Green & Halliburton, Inc.
#IA033	
	Doing Business As: Financial Designs, LLC

#IA033
Doing Business As: Paradigm Benefits, LLC
#KY030
Louisville, KY 40207
#MO032
#OH031
North Royalton, OH 44133
#OH03117601 W. 130th Street North Royalton, OH 44133
North Boyalton, OH 44133
#04021
#OH031
Doing Business As: M3 Wealth Management / King Financial Inc.

## **Advisory Business (Item 4)**

#### **Firm Description**

L.M. Kohn and Company ("LMK") has multiple offices that work under different business names for branding purposes. These offices have Investment Adviser Representatives ("IAR") of LMK. IARs will work with clients to select a proper program. The list of programs and details about the programs are as follows:

**UMAS – Discretionary:** There is a choice to have the IAR or a Third-Party Manager ("TPM") have the discretion. This would be shown in the LMK IAR agreement. This program can be WRAP or non – WRAP. If WRAP is chosen, then LMK would be the WRAP sponsor if the IAR has the discretion. If the TPM has the discretion, then that company would be the WRAP sponsor. There is also the ability to exclude assets or not take part in certain investment strategies.

**UMAS – Non-Discretionary:** This program can be WRAP or non – WRAP. If WRAP is chosen, then LMK would be the WRAP sponsor. This would be shown in the LMK IAR agreement. There is also the ability to exclude assets or not take part in certain investment strategies.

**RBC Advisor – Non-Discretionary:** This product is part of the WRAP program. RBC is the WRAP sponsor. This would be shown in the LMK IAR agreement. There is also the ability to exclude assets or not take part in certain investment strategies.

**RBC UP – Discretionary:** There is a choice to have the IAR or a TPM to have the discretion. This would be shown in the LMK IAR agreement. This product is part of the WRAP program. If the IAR is managing the account, then LMK would be the WRAP sponsor. If the TPM has the discretion, then RBC would be the WRAP sponsor. There is also the ability to exclude assets or not take part in certain investment strategies.

**Consulting Solutions – Discretionary:** The TPM has discretion in this product. This would be shown in the LMK IAR agreement. This product is part of the WRAP program. RBC would be the WRAP sponsor. There is also the ability to exclude assets or not take part in certain investment strategies.

**Envestnet – Discretionary:** There is a choice to have the IAR or a TPM to have the discretion. This would be shown in the LMK IAR agreement. This product is in the WRAP program. Envestnet is the WRAP sponsor. There is also the ability to exclude assets or not take part in certain investment strategies. Envestnet is on the UMAS platform.

*Charles Schwab – Discretionary:* There is a choice to have the IAR or a TPM to have the discretion. There is also the ability to exclude assets or not take part in certain investment strategies. This product is offered as a WRAP and non-Wrap product. Charles Schwab & Co. ("Schwab") is the WRAP sponsor.

LMK supplies personal financial planning and investment management to individuals, families and their related entities, trusts, not for profit organizations, and family businesses. LMK works with clients to define financial goals and to develop strategies for reaching those goals, some of which may include:

- Cash flow
- Budget management
- Tax planning
- Risk exposure review
- Investment management
- Education funding
- Retirement planning
- Estate planning
- Charitable goals
- Special needs planning
- Family business succession issues
- And/or other issues specific to the client

LMK also offers services to small businesses relating to the design, structure, implementation, and administration of employee benefit plans. As a securities broker-dealer, the firm sells products and services in addition to investment advisory services. These products and services include but are not limited to:

- Equity securities (exchange listed securities, securities traded "over-the-counter" foreign issues, etc.)
- Warrants
- Corporate debt securities

- Commercial paper
- Certificates of deposit
- Municipal securities
- Investment company securities (variable life insurance, variable annuities, mutual fund shares, etc.)
- US Treasuries / Government sponsored entities.
- Unit Investment Trusts (UIT)
- Preferred stocks
- Exchange Traded Funds / Closed-End Funds
- Options contracts on securities
- Initial Public Offerings (IPO)

Investment advice is also provided in investments such as CMOs, Mortgage-backed securities, U.S. Government Territory (for example Guam and the Virgin Islands) investments, as well as interest rate and index options.

No referral fees are paid or received for advisory accounts. No benefits are received from custodians/broker-dealers based on client securities transactions ("soft dollar benefits"). Through our agreement with RBC Custody & Clearing Services LLC, we do receive compensation in the form of rebates on RBC Federal Deposit Insurance Corporation (RBC FDIC) money market program and the RBC credit interest program.

LMK does receive benefits from Schwab due to their low-cost participant program structure. See Brokerage Practices (Item 12) for details.

Assets under the direct management of LMK are held by independent custodians, including RBC Custody & Clearing Services, a division of RBC Capital Markets, LLC, and Schwab. LMK does not act as a custodian of client assets, although we may at times be considered by the SEC to technically have "custody" over certain types of accounts held by independent custodians.

We may recommend other professionals (e.g., lawyers, accountants, insurance agents, real estate agents, etc.) at the request of the client. Other professionals are engaged directly by the client on an as-needed basis even when recommended by the advisor. Conflicts of interest will be disclosed to the client and managed in the best interest of the client.

#### **Direct Owners and Executive Officers**

- Larry M. Kohn Director and Chief Executive Officer
- Carl R. Hollister Director and President
- Tim Chon Chief Operating Officer
- Mike Bell Chief Compliance Officer
- Andrew L. Kohn Director
- Robert Chess Director of Supervision

#### Managed Assets

LMK manages assets on either a discretionary or nondiscretionary basis. We have approximately \$1,671,192,505 in client assets under management. There are \$620,185,512 managed on a discretionary basis and \$1,051,006,993 in client assets managed on a non-discretionary basis. Together, these assets are approximately 2,612 client households.

#### **Types of Advisory Services**

The primary type of advisory service offered by LMK is investment management and financial planning. Each client is advised that it remains his/her responsibility to promptly notify LMK when there is any change in his/her financial situation and/or financial goals for the purpose of reviewing, evaluating, or revising earlier recommendations and/or services.

#### The following are typical investment planning arrangements offered to clients:

#### **Investment Management Services**

This service includes financial planning, implementation, and ongoing asset management / monitoring services. This service may include:

- Identification of financial problems
- Cash flow and budget management
- Tax planning
- Risk exposure review
- Investment management

- Education funding
- Retirement planning
- Estate planning
- Charitable goals
- Small business planning issues
- Special needs planning
- Other issues specific to the client

The service also includes implementation of recommendations accepted by the client, including unlimited telephone support, meetings as needed, on-going financial planning services, reminders of the specific courses of action that need to be taken, and portfolio reviews as negotiated with each client.

#### Fee Based Programs Offered Through RBC Custody & Clearing Services and Schwab:

In a discretionary account, the client gives the Portfolio Manager the authorization to make purchases and sales in the account without first obtaining the client's permission. In a non-discretionary account, the portfolio manager must obtain the client's permission to make purchases and sales. LMK advisory accounts may be discretionary or non-discretionary, as described in each advisory agreement.

#### **RBC Advisor:**

The Advisor Program allows the IAR to provide the client with customized, professional investment advice. The IAR develops an asset allocation strategy suited to the client's needs. This non-discretionary platform offers access to a wide variety of securities, no sales charges or transaction fees, complimentary Investment Account Access (Visa Gold Debit Card/Rewards Program) as well as free check writing. An Advisory Master Service Agreement (AMSA) contract must be on file, allowing the advisor to streamline account maintenance and changes to existing accounts. The AMSA contract allows the advisor to accept verbal instructions to open, change or keep an RBC Advisor account. Please see RBC advisory programs disclosure document for added disclosures.

#### Unbundled Managed Account Solutions (UMAS):

An unbundled, managed account platform that offers an open architecture offering list with flexible billing options as well as comprehensive portfolio management tools. These tools are chosen after the client and IAR review and execute the LMK RIA Agreement. Reports may include market commentary, summary reports, risk comparison statistics utilizing Riskalyze, asset allocation market values, cash flows, and portfolio evaluation. Outside Money Manager Portfolios may also be included in the reporting. The UMAS program also allows the IAR to provide the client with customized, professional investment advice. The IAR develops an asset allocation strategy suited to the client's needs. UMAS accounts may be non-discretionary or discretionary, as described in each advisory agreement.

#### RBC Unified Portfolio (RBC UP):

RBC UP is an advisory program that combines the functionalities of many advisory platforms into one account. RBC UP are offered on a discretionary basis. This program allows advisors to choose from several distinct products including TPM, mutual funds, ETFs (Exchange traded funds), and more while combining them into one account with one statement and one 1099. These diverse types of investment selections are billed at the sleeve level which may enable lower overall management fees than if separated into different accounts. This program is powered by Envestnet's technology. An Advisory Master Service Agreement (AMSA) contract needs to be on file, allowing the advisor to streamline account maintenance and changes to existing accounts. The AMSA contract allows the advisor to accept verbal instructions to open, change or keep an RBC UP account. Please see RBC advisory programs disclosure document for added disclosures.

#### **Consulting Solutions:**

This program supplies participants discretionary investment management services. The portfolio management services feature a select group of independent investment advisors which RBC Custody & Clearing Services has previously reviewed as sub advisors in the program through a due diligence screening process. IAR will review the client's needs, goals, and risk tolerances, and aid the client in selecting a suitable advisor(s) from the group.

RBC Custody & Clearing Services keeps the right to remove any TPM from their platforms of offerings. However, any change in TPM must be approved by the client. An Advisory Master Service Agreement (AMSA) contract needs to be on file, allowing the advisor to streamline account maintenance and changes to existing accounts. The AMSA contract allows the advisor to accept verbal instructions to open, change or keep a Consulting Solutions account. Please see RBC advisory programs disclosure document for added disclosures.

#### Charles Schwab:

This program supplies participants discretionary investment management services. The IAR or TPM develops an asset allocation strategy suited to the client's needs from Schwab's platform of offerings with flexible billing options as well as comprehensive portfolio management tools. These tools are chosen after the client and IAR review and execute the LMK RIA Agreement.

#### WRAP Program

Under the LMK WRAP program our IARs will manage client assets charging a single fee which covers portfolio management, reporting and transaction costs. "WRAP" accounts may be non-discretionary or discretionary, as described in each advisory agreement. More information about the program is available in our WRAP Fee Program Brochure.

#### **Model Portfolios**

For qualified clients, a small number of IARs may recommend a predetermined model portfolio. When recommending a model portfolio, the Advisor takes into consideration suitability issues such as:

- Risk tolerance
- Investment objective

However, it is disclosed to the client that the actual investment transactions in the portfolio are strictly governed by the model and not chosen by the advisor. These transactions do not consider client tax sensitivity, time horizon, or other suitability considerations. The IAR has no control over the realized capital gains or losses (short term or long term) produced by the portfolio which may affect the client's tax liabilities. Model Portfolio accounts are discretionary accounts.

Depending on the model type, the IAR receives the information about portfolio changes either from email alerts, newsletters, or quarterly updates, therefore, the trades performed by the IAR will not be priced the same as the trades performed by the model. Past performance of the model does not guarantee future results. The investment return and principal value of the investment when sold or redeemed may be worth more or less than the original cost.

#### **Financial Planning**

This service includes financial planning only:

- No implementation services.
- No ongoing asset management services.

Financial planning may include identification of financial problems, cash flow and budget management, tax planning, risk exposure review, investment management, education funding, retirement planning, estate planning, charitable goals, small business planning issues, fringe benefits, special needs planning or other issues specific to the client.

At LMK, advisory services are tailored to the individual needs of clients. Client goals and objectives are clarified in meetings and via correspondence and are used to decide the course of action for each individual client. The goals and objectives for each client are documented in our client relationship management system and in client files, either in hard copy or in electronic files.

Clients may impose restrictions on investing in certain securities or types of securities. This must be done in writing and be signed and dated by the client, IAR and the separate account manager if applicable. Agreements may not be assigned without the client's consent.

In general, the financial plan will address any or all the following areas of concern:

- Personal: Family records, budgeting, personal liability, estate information and financial goals.
- Tax & Cash Flow: Income tax and spending analysis and planning for the past, current, and future years. IAR will illustrate the impact of various investments on a client's current income tax and future tax liability.
- Death and Disability: Cash needs at death, income needs of surviving dependents, estate planning and disability income analysis.
- Retirement: Analysis of current strategies and investment plans to help the client achieve his or her retirement goals.
- Investments: Analysis of investment alternatives and their effect on a client's portfolio.

IAR gathers information through:

- In-depth personal interviews
- Questionnaires
- Risk analysis tools

Related documents supplied by the client are carefully reviewed, including a questionnaire completed by the client, and a written report is prepared. Should a client choose to implement the recommendations contained in the plan, IAR suggests the client work closely with his/her attorney, accountant, insurance agent, and/or stockbroker. Implementation of the financial plan recommendations is entirely at the client's discretion.

Flat or hourly fees may be charged for LMK's Financial Planning services. Each Financial Plan will be unique and different for each client. A list of services being completed will go with the LMK Advisory Agreement. Clients may choose to execute brokerage or insurance recommendations through an associated person of LMK in their separate role as registered representatives of LMK, and independent insurance agents of various agencies.

Under these circumstances, these individuals will receive separate, yet customary commission compensation in this role. If LMK clients do not choose to implement recommendations through LMK, the firm may or may not be compensated for its Financial Planning service.

In addition, it is LMK's hope that these Financial Planning clients will opt to contract with LMK for money management services. However, Financial Planning clients are free to use any IAR they choose.

#### Money Manager Search and Monitoring

LMK IARs may recommend a non-affiliated IAR (money manager) to some clients. Based on a client's individual circumstances and needs, the IAR will decide which money manager's portfolio management is right for that client. Factors considered in making this determination include account size, risk tolerance, the opinion of each client, tax issues relevant to the client, and the investment philosophy of the independent advisor. Clients should refer to the money manager's advisory agreement, ADV/Program Brochure, and Form CRS (Client Relationship Summary) for a full description of the services offered. LMK maintains a list of Firm approved money managers for IARs and their clients to choose from. TPM arrangements are contracted separately, and their advisory fees are charged to clients separately from LMK advisory fees.

If LMK believes that a particular money manager is performing inadequately, or if LMK believes that a different manager is more suitable for a client's particular needs, then the IAR may suggest that the client contract with a different money manager.

#### **Special Projects**

Projects may be undertaken that are not described in other types of agreements, including implementation of financial planning recommendations, periodic investment portfolio review, aid with tax planning, employee benefit plan administration or other services specifically requested by the client.

#### **Tailored Relationships**

At LMK, advisory services are tailored to the individual needs of clients. Client goals and objectives are clarified in meetings and via correspondence and are used to decide the course of action for each individual client. The goals and objectives for each client are documented on the New Account form or the Client Acknowledgment form and in client files, either in hard copy or in electronic files. Agreements may not be assigned without the client's consent.

## Fees and Compensation (Item 5)

#### Description

The specific way fees are charged by LMK is documented in the client's written Advisory Services Agreement.

#### Primary Fee Schedule for LMK Advisory Services

Asset Based Fee that can be charged by the IAR as the advisor's fee - Range: 0.25% - 3.00%, annually based on assets/services rendered. IAR has discretion to discount IAR fees upon mutual agreement and may consider householding of client assets. IAR fees are charged quarterly and will be invoiced to the client or debited from a client-directed account, unless otherwise annotated on the IAR contract. TPM fees are charged in addition to the IAR's fee and will be shown on the LMK agreement or Statement of Investment Selection (SIS).

#### Fee Schedule for Consulting Solutions (Non-Model Based\*) Account Platform Offered Through RBC Custody & Clearing Services

Asset Based Fee - charged quarterly at the beginning of each quarter. The following fee schedule does not include the TPM's fees which range from 0.17% - 1.00%. The TPM's fee will be reflected in the L.M. Kohn Advisory Agreement or SIS.

\$100,000 - \$249,999	0.40% to 2.50%
\$250,000 - \$499,999	0.35% to 2.50%
\$500,000 - \$999,999	0.31% to 2.50%
\$1,000,000 - \$1,999,999	0.30% to 2.00%
\$2,000,000 - \$2,999,999	0.28% to 2.00%
\$3,000,000 - \$4,999,999	0.26% to 2.00%
\$5,000,000+	Negotiable

\*City National charges 1.00% up to \$25,000,000

## Fee Schedule for RBC Unified Portfolio (RBC Up) Program Offered Through RBC Custody & Clearing Services

Asset Based Fee – charged quarterly at the beginning of each quarter. The following fee schedule reflects a maximum of three levels of fees: advisor fee, program fee, and manager fee. An all-in client fee is reflected on the SIS as the "Client Fee", which will also match the fee stated on the L.M. Kohn Advisory Agreement. If a TPM is selected, manager fees can range from 0.00% - 0.65%. Fees are billed at the account level.

\$25,000 - \$99,999	0.50% to 3.00%
\$100,000 - \$249,999	0.45% to 3.00%
\$250,000 - \$499,999	0.40% to 3.00%
\$500,000 - \$999,999	0.36% to 3.00%
\$1,000,000 - \$1,999,999	0.35% to 2.50%
\$2,000,000 - \$2,999,999	0.33% to 2.50%
\$3,000,000+	0.31% to 2.50%

\*Overlay services may provide 5 basis points, with an added 5 basis points for tax management / impact investing.

#### Fee Schedule for RBC Advisor Platform Offered Through RBC Custody & Clearing Services

Asset Based Fee - charged quarterly at the beginning of each quarter.

\$25,000 - \$250,000	0.55% to 2.75%
\$250,001 - \$1,000,000	0.55% to 2.75%
\$1,000,001 - \$3,000,000	0.45% to 2.00%
\$3,000,001 - \$5,000,000	0.30% to 2.00%
\$5,000,001 - \$10,000,000	0.20% to 2.00%
Above \$10,000,001	Negotiable

\*Clients electing to utilize the Tax Management Services option, will be assessed an added 10 basis point fee.

# Fee Schedule for Unbundled Managed Account Solutions (UMAS) Offered Through RBC Custody & Clearing Services

Asset Based Fee - Range: 0.25% - 3.00% annually based on assets/services given. Advisory fees are charged quarterly and will be invoiced to the client or debited from a client-directed account. In most cases clients will be invoiced in advance per calendar quarter based upon the month end values (market value and fair market value in the absence of market value, plus any credit balance or minus any debit balance on a time weighted basis for all percent asset-based fees), of the client's account during the previous quarter. Every deposit will be prorated for fee calculations. Amounts withdrawn (not including income) during the quarter will receive a prorated refund if the amount withdrawn is greater than 5% of the account value.

Non-WRAP program accounts under the UMAS or brokerage platform may have agency commissions charged to cover execution and order processing costs not to exceed \$30 per transaction. This includes mutual funds, UITs (Unit Investment Trusts), fixed income, options, ETFs (Exchange Traded Funds) and equity transactions.

Envestnet offers advisors and clients a range of investment advisory tools for use by advisors with their clients through its Private Wealth Management Programs. Envestnet also offers IARs and clients a platform for SMA (Separately Managed Account) or UMA (Unified Managed Account) with TPM, whereby Envestnet supplies only administrative and technology services. Envestnet fees paid by the client are listed on the client's Statement of Investment Selection as the Sponsor Fee. IARs decides for each client which services and programs of Envestnet to use and this may include the use of services of other third-party service providers in conjunction with the programs. Advisory fees are charged quarterly in advance and will be debited from the client account. Envestnet fees paid by the client are listed on the client's Statement of Investment of Investment Selection as the Sponsor Fee. The full fee schedule including the breakpoint tiering structure will be shown in the SIS. Accounts utilizing Envestnet will be prorated for all deposits and withdrawals (principal not income) of \$10,000 or greater.

#### Fee Schedules for Accounts Held at Schwab

Asset Based Fee - Range: 0.25% - 3.00% annually based on assets/services given. Advisory fees are charged quarterly in arrears during the first month of each calendar quarter (January, April, July, and October) and are based on a percentage of the Average Daily Balance for the portfolio. The first billing cycle begins at the end of the first calendar quarter of the account being funded and is prorated based on the number of days in the calendar quarter. Accumulated values are calculated each day of the period. The accumulation is then divided by the total number of days the assets units balance was non-zero in the period. The average asset balances are summed to obtain an Average Daily Balance for the portfolio.

As documented on the advisory agreement, the advisor and client may choose the WRAP Fee Program (to charge a single fee that includes portfolio management services, reporting and transaction costs) or to have the transaction costs billed separately to the account. Schwab offers zero commissions for stock and ETF transactions and \$.60 per contract for option trades. The transaction costs for mutual funds not on their no ticket fee (NTF) platform are \$19.99 per trade. Fixed income agency transactions are also subject to a transaction cost of \$19.99.

#### **Alternatives Fee Schedules**

**Flat Fee** - As an alternative, clients may also choose to receive advisory services for an annual flat fee which will be billed quarterly in arrears ranging from \$200 to \$25,000 per year depending on the nature of the advisory services supplied and the client's financial circumstances.

**Financial Plan** - The fee amount for a written financial plan may be based on an hourly rate not to exceed \$250 per hour or based on a negotiated set fee amount stated in the advisory agreement. Whichever method is chosen, the total fee for a written financial plan may not exceed \$3,500 within a 12-month period.

Investment Management and Consulting Services – Fees for Investment Management and Consulting Services are negotiated case-by-case and based on the estimated time and work involved for the services being provided. The fee for these services may be an annual flat fee not to exceed \$5,000 within a 12-month period or an asset-based fee range of 0.25% - 3.00% annually. Fees are billed quarterly.

#### Wrap Fees

"WRAP fee" arrangements are where the broker dealer:

- Recommends retention of a third-party investment advisor.
- Pay LMK's and/or another adviser's advisory fee on behalf of the client.
- Monitors and evaluates LMK's and/or another adviser's performance.
- Execute the client's portfolio transactions without commission charge.
- Custody services for the client's assets

• Combine these or other services, all for a single fee paid by the client to the broker dealer.

In evaluating such arrangements, transactions are executed "net" i.e., without commission, and a part of the WRAP fee.

Trades are cleared through the broker dealer acting as a custodian of the client account. Our experience says that certain broker dealers under clients' WRAP fee agreements can offer better pricing for transactions in listed equity securities. But no assurance can be given that such will continue to be the case with those or other broker dealers which offer WRAP fee arrangements, nor with respect to transactions in other types of securities.

The client should consider whether the broker dealer offering the WRAP Fee arrangement:

- Seeks the best price and execution of most or all transactions.
- WRAP fee does not exceed the aggregate cost of separately supplied services.

Fees are paid quarterly, in advance. LMK will quote an exact percentage to each client based on both the nature (whether equity, balanced, or fixed income) and total dollar value of that account. Clients will be invoiced quarterly depending on their specific agreement. All WRAP fees are negotiable between LMK and the participating client.

Consulting Solutions and RBC UP WRAP fee program participants should reference RBC Custody & Clearing Services Schedule H WRAP fee disclosure document for further information about fees for each separate program.

WRAP fee program participants must be provided with a copy of the L.M. Kohn & Company WRAP Fee Brochure.

#### Solicitor Arrangements

Contractually, LMK may be paid by the independent adviser for whom it solicits, based on a percentage of the client's managed assets (ranging from 0.30% to 1.00%), which is in addition to the independent investment adviser's annual management fee, depending on the size of the account. LMK may also, at its discretion, charge management fees ranging from 1.00% to 3.00%, from which LMK handles payment to the underlying manager. In other cases, TPM arrangements are contracted separately, and their advisory fees charged to clients separately from LMK advisory fees. The management fee is disclosed in the independent IAR's disclosure document (Part II of Form ADV or other disclosure document in lieu of part II).

#### **Commissions and Fees Offset by Commissions**

Some RBC Platforms or the standard LMK Advisory Services Agreement allow for charging commissions and advisory fees for non-WRAP accounts. The client must initial the advisory contract or addendum to authorize execution costs to be charged to the client transaction. In non-WRAP accounts IARs may charge a nominal commission to cover execution costs in addition to investment advisory fees; in no case will a commission exceed \$30 per transaction. There will be no principal transactions in any L.M. Kohn & Company advisory account unless that specific asset has been excluded from the fee calculation. Additionally, there will be no Agency Cross transactions with any advisory account. All fixed income transactions will be executed on an agency basis and will be bought or sold at the best prevailing price based on liquidity and quantity. For sales of fixed income securities TRAQs (FINRA Market Data) and EMMA (MSRB trade reporting) will be used for price and quantity comparisons as well as the use of bona fide Brokers Broker in obtaining bids on securities for sale. LMK urges clients to have a clear understanding of the estimated number of transactions that the advisor intends to recommend for the client on an annual basis and how the execution costs will affect the expenses of these transactions before initialing and signing this agreement.

A 12b-1 fee is an annual marketing or distribution fee on a mutual fund. It is LMK's policy to always use the lowest expense share class of a mutual fund in advisory accounts. However, sometimes the lowest expense share class of a particular fund family also pays an ongoing 12b-1 fee. This could prove to be a conflict of interest for advisors or firms to recommend the funds which also pay an ongoing 12b-1 fee. It is generally between 0.25% and 1.00% (the maximum allowed) of a fund's net assets. To mitigate this conflict of interest, we have arranged for 12b-1 fees to be automatically rebated back to client accounts on all of RBC's advisory platforms. Schwab, as a qualified custodian Broker/Dealer, keeps any 12b-1 fees within those accounts and does not share any part of them with LMK or our IARs.

#### **Fees for ERISA Covered Plans**

Per the Employee Retirement Income and Securities Act (ERISA), and regulations under the Internal Revenue Code of 1986 (the "Code"), our firm is subject to specific duties and obligations. ERISA section 408(b)(2) requires covered service providers to ERISA plans to disclose information about their services and compensation received for such services to responsible plan fiduciaries. This final regulation sets up specific disclosure obligations for covered service providers to ensure that responsible plan fiduciaries are provided with the required information they need to make more informed decisions when selecting and monitoring service providers for their plans. The 408(b)(2) regulation amends a prohibited transaction rule under ERISA and the Internal Revenue Code (the "Code"), that states that it is a prohibited transaction for a "covered plan" to enter an arrangement

with a covered service provider unless the arrangement is reasonable, and the compensation being received by the service provider is reasonable.

#### **General Information on Fees**

In certain circumstances, all fees and/or account minimums may be negotiable. However, clients taking part in any of the RBC Custody & Clearing Services WRAP fee programs should refer to Schedule H of the program, they are in for further information.

The fee charged is calculated is not charged based on a share of capital gains upon or capital appreciation of the funds or any portion of funds of an advisory client (SEC Rule 205(a)(1)).

A client agreement may be cancelled at any time, by either party, for any reason upon receipt of 30 days written or verbal notice. Upon termination of any account, any prepaid, unearned fees will be promptly refunded, and any earned, unpaid fees will be due and payable.

All fees paid to LMK for investment advisory services are separate and distinct from the fees and expenses charged by mutual funds, UIT's and ETFs to their shareholders. These fees and expenses are described on each fund's prospectus. These fees will generally include a management fee, other fund expenses, and a possible distribution fee.

Clients should review both the fees charged by the funds and the fees charged by LMK to fully understand the total amount of fees to be paid by the client and to evaluate the advisory services being provided.

#### Fee Billing

LMK generally bills its fees quarterly in advance for accounts custodied at RBC. LMK bills its fees in arrears for accounts custodied at Schwab. Clients may be billed directly for fees or authorize LMK to directly debit fees from client accounts. It is LMK's policy that performance reporting be calculated net of fees, however, when fees are paid from outside funds, this is not possible. In other words, when fees are not debited directly from the account, the reported performance will be higher than when fees are debited directly from the account.

Management fees charged in advance shall be calculated based on the market value at the end of the previous quarterly period and will be adjusted for in quarter deposits. Accounts started or ended during a quarterly billing period will be charged a prorated fee. Clients are entitled to end their LMK Advisory Services Agreement within 30 days of written or verbal notice to LMK of such termination. Unearned fees will be refunded to the clients' account. Upon termination of any account, unpaid fees will be due and payable. Special Projects services are billed for services given.

#### **Other Fees**

LMK's fees are exclusive of brokerage commissions, transaction fees, and other related costs and expenses which shall be incurred by the client. Clients may incur certain charges imposed by custodians, brokers, TPM other third parties such as fees charged by managers, custodial fees, deferred sales charges, odd-lot differentials, transfer taxes, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions. Mutual funds and exchange traded funds also charge internal management fees, which are disclosed in a fund's prospectus. Such charges, fees and commissions are exclusive of and in addition to LMK's fee, and LMK shall not receive any part of these commissions, fees, and costs.

Please see the section entitled "Brokerage Practices (Item 12)" for more information.

#### Past due Accounts and Termination of Agreement

LMK reserves the right to stop work on any account when management fee payments are more than 60 days overdue. In addition, LMK reserves the right to end any financial planning engagement where a client has willfully concealed or has refused to supply pertinent information about financial situations when necessary and proper to supplying proper financial advice, per the judgment of LMK. Clients may end their agreement at any time by supplying written or verbal notice. Terminated clients will receive an itemized bill for work completed.

#### **Compensation for Sales of Investment Products**

Unless specifically disclosed in the LMK Advisory Agreement, LMK does not sell securities that pay a commission. Mutual funds, index funds and exchange-traded funds of all types charge their shareholders various advisory fees and expenses associated with the establishment and operation of the funds. For WRAP accounts there is no added commission or ticket charge generated and for non–WRAP accounts there is an allowance of up to \$30 commission to cover ticket charges. This can be found in the L.M. Kohn Advisory Service agreement. Each fund's prospectus describes these fees and expenses, which generally include a management fee, shareholder servicing, portfolio transaction costs, other fund expenses, and sometimes a distribution fee. These separate mutual fund fees are disclosed in each fund's current prospectus, which is available from the mutual fund and, upon request, from us.

Investors are directly, and indirectly, paying two levels of advisory fees and expenses: one layer of fees at the fund level and one layer of advisory fees and expenses to LMK or RBC. Most mutual funds may be bought directly, without using our services and incurring our advisory fees. Many mutual funds also pay shareholder servicing fees (12b-1 fees) to brokerage firms, and their registered representatives, in consideration of their services to the fund's shareholders. Clients can buy investment products recommended by LMK through other brokers or agents not affiliated with LMK. It is the policy of L.M. Kohn for IARs to use the lowest cost share class fund available on the RBC or Schwab platforms for mutual funds recommended and/or bought for L.M. Kohn advisory accounts. However, sometimes the lowest expense share class of a particular fund family also pays an ongoing 12b-1 fee. In these instances, RBC will automatically rebate the 12b-1 fee back to your account, regardless of if it is a qualified or non-qualified plan account. Schwab, as a qualified custodian Broker/Dealer, keeps any, if at all, 12b-1 fees within those accounts and does not share any part of them with the firm or our IARs.

## Performance-Based Fees (Item 6)

#### **Sharing of Capital Gains**

LMK does not use a performance-based fee structure. Performance-based compensation may create an incentive for the IAR to recommend an investment that may carry a higher degree of risk to the client. However, the nature of asset-based fees allows LMK to take part in the growth of the client's portfolio. This also means that our fees can decline when the client's portfolio declines in value.

## Types of Clients (Item 7)

#### Description

LMK generally provides investment advice to individuals, high net worth individuals, families, trusts, qualified retirement plans, not for profit organizations, estates, and businesses. Advice may extend to entities related to the client such as small businesses and charitable organizations, including foundations and endowments. Client relationships vary in scope, asset under management and length of relationship with IAR.

## Methods of Analysis, Investment Strategies and Risk of Loss (Item 8)

#### **Methods of Analysis**

Security analysis methods at LMK use a combination of methods including fundamental analysis, the valuation method and technical analysis. The main sources of information include Morningstar reports, fund prospectuses, S&P reports, Zacks, financial newspapers and magazines, research materials prepared by others, filings with the Securities and Exchange Commission, and annual reports. Employees of LMK may also attend on- and off-site visits with fund and portfolio managers, conference calls, and industry conferences. We believe these resources for information are reliable and we regularly depend on them for making our investment decisions; however, we are not responsible for the accuracy or completeness of this information.

Fundamental analysis is a technique that tries to determine a security's value by focusing on the economic well-being of a financial entity as opposed to only its price movements. When conducting fundamental analysis, we will review a company's financial statements and consider factors including, but not limited to, whether the company's revenue is growing, if the company is profitable, if the company is in a strong enough position to beat its competitors in the future, and if the company is able to repay its debts. Because it can take a long time for a company's value to be reflected in the market, the risk associated with this method of analysis is that a gain is not realized until the stock's market price rises to the company's true value.

The valuation method is a technique used to calculate a theoretical value for a security to estimate potential future market prices. When using the valuation method, we will review such things as a security's earnings per share, price to earnings, and growth rate.

We also use technical analysis to evaluate potential investments. Unlike fundamental analysis, technical analysis does not analyze the company's value, instead analyzes the stock's price movement in the market. Charting is a form of technical analysis in which the various technical factors are diagrammed to illustrate patterns. Technical analysis studies the supply and demand in the market to determine what direction, or trend, will continue in the future. However, there are risks involved with this method, including the risk that the trends will change unpredictably, which is why we use a combination of methods and sources.

#### **Investment Strategies**

We may use passively managed index and exchange-traded funds when right for the client and actively managed funds, stocks, options, certificate of deposits and individual government, corporate, or municipal bonds where there are opportunities to make a difference by security selection. We may recommend implementing one or more investment strategies including: long-term purchases (held at least a year), short term purchases (held less than a year), active trading (held less than 30 days), short sales (selling of a security that the seller does not own, based on the assumption that the seller will be able to buy the stock at a lower amount than the price at which the seller sold short), margin transactions (purchase of a security on credit extended by a broker/ dealer), and option writing (selling an option).

The investment strategy for a specific client is based upon the client's objectives, risk, income needs, and tax situation told by the client during consultations. The client may change these goals at any time.

#### **Risk of Loss**

All investment programs have certain risks that are borne by the investor. Our investment approach keeps the risk of loss in mind. However, as with all investments, clients face investment risks including the following: Loss of Principal Risk, Interest-rate Risk, Market Risk, Inflation Risk, Currency Risk, Reinvestment Risk, Business Risk, Liquidity Risk, and Financial Risk.

## **Disciplinary Information (Item 9)**

#### Legal and Disciplinary

Registered investment advisers must disclose all facts about any legal or disciplinary events material to your evaluation of LMK or the integrity of LMK's management. LMK did a self-report under the SEC (Securities and Exchange Commission) Share Class Disclosure Initiative in August of 2018. LMK was issued a Cease-and-Desist order on March 11, 2019, as part of the Share Class Disclosure Initiative. Disciplinary events and disclosures for individual IARs are described in Brochure Supplement (Part 2b).

#### L.M. Kohn and Company Disclosure:

LMK had one advisory program that was not automatically rebating mutual fund 12b-1 fees to client accounts. LMK discovered this error and corrected the error by crediting each affected client account the 12b-1 fees received. These credits were made in June and July of 2018. In June 2019 as part of the Cease-and-Desist Order dated March 11, 2019, issued by the Securities and Exchange Commission (SEC). LMK credited each affected account prejudgment interest for the accounts credited the 12b-1 fees.

The Cease-and-Desist Order Release 5152, March 11, 2019: the securities and exchange commission considers it appropriate and in the public interest that public administrative and cease-and-desist proceedings be instituted against L.M. Kohn & company ("respondent"). Based on this order and respondent's offer, the commission finds that these proceedings arise out of breaches of advisory duty and inadequate disclosures by the respondent in connection with its mutual fund share class selection practices and the fees it received. At times during the relevant period, respondent bought, recommended, or held for IAR clients' mutual fund share classes that charged 12b-1 fees instead of lower-cost share classes of the same funds for which the clients were eligible. Respondent received 12b-1 fees in connection with these investments. Respondent did not disclose in its Form ADV or otherwise the conflicts of interest related to (a) its receipt of 12b-1 fees for recommending that clients invest in or hold such mutual fund share classes. As a result of the conduct, respondent willfully violated sections 206(2) and 207 of the advisers' act.

#### Undertakings and Prejudgment interest:

The respondent shall cease and desist from committing or causing any violations and any future violations of sections 206(2) and 207 of the adviser's act. Respondent is censured, shall pay disgorgement of \$542,082.10 and prejudgment interest of \$44,800.65, and shall comply with the undertakings enumerated in the offer of settlement.

Respondent has submitted an offer of settlement which the commission has determined to accept. In view of the foregoing, the commission deems it appropriate in the public interest to impose the sanctions agreed to in the respondent's offer. Respondent self-reported to the commission the violations discussed in this order pursuant to the division of enforcement's share class selection disclosure initiative ("SCSD initiative"). Accordingly, this order and respondent's offer are based on the information self-reported by respondent.

#### **RBC Capital Markets Disclosure**:

Without admitting or denying the findings, RBC CM consented to the sanctions and to the entry of findings that it failed to establish, maintain, and enforce a supervisory system, including written supervisory procedures (WSPs), reasonably designed to achieve compliance with FINRA and Municipal Securities Rulemaking Board (MSRB) rules with respect to representatives' recommendations of high-yield corporate and municipal bonds. The findings stated that the firm's policies and procedures did not sufficiently address the suitability factors that representatives should consider before recommending high-yield bonds. On December 15, 2021, RBC CM was censured, fined \$550,000, and ordered to pay \$456,155, plus interest, in restitution to clients. Without admitting or denying the findings, the firm consented to the sanctions and to the entry of findings that it failed to create, maintain, and preserve accurate records of manual client orders routed to the NYSE American Options Floor (the "American Options Floor"). The findings stated that the firm failed to maintain a reasonably designed supervisory system to ensure the creation and retention of accurate records for manual options orders, including: (I.) the prices of orders that it transmitted to the American Options Floor for execution; (ii) the time at which it transmitted orders to the American Options Floor for execution; and (iii) the prices of the orders it received from its institutional clients. On October 11, 2021, RBC CM was censured, fined \$250,000 and required to certify that it has corrected the deficiencies with its books and records procedures. It is alleged that from 2014-2017, RBC CM engaged in improper conduct in connection with the allocation, purchase and sale of certain new issue municipal bond offerings in violation of internal procedures, as well as MSRB and SEC rules. The SEC order found that its conduct violated MSRB and SEC rules. RBC CM was censured; and paid disgorgement of \$552,440, prejudgment interest of \$160,886.97 on disgorgement, and a civil money penalty of \$150,000 to the commission. The payments were made by RBC CM on September 22, 2021. The Virginia state corporation commission alleged that, from December 1, 2017, through November 27, 2020, RBC CM employed an Investment Advisor Representative (IAR) who was registered in the District of Columbia but not Virginia and that RBC CM failed to enforce its written supervisory procedures regarding IAR registration. On September 8, 2021, RBC CM executed the settlement order which states that RBC CM neither admits nor denies the Virginia state corporation commission's allegations and paid a \$10,000 civil penalty.

Without admitting or denying the findings, RBC CM consented to the sanctions and to the entry of findings that it failed to report, and inaccurately reported, over the counter (OTC) options positions to the Large Options Positions Reporting System (LOPR). The findings stated that these violations were caused by errors in the reporting logic of the firm's internal risk system that it used to compile and submit OTC LOPR reports. The findings also stated that the firm failed to establish and maintain a supervisory system reasonably designed to comply with its LOPR reporting obligations. On December 31, 2021, RBC CM was censured and fined \$2,600,000 and required to implement multiple new surveillance reports and procedures to determine whether its reportable OTC positions had been reported and were accurate.

In this Item 2, RBC CM is required to identify and discuss all material changes to its RBC Clearing and Custody Advisory Programs Disclosure Document (Form ADV Part 2A Appendix 1, Wrap Fee Program Brochure) (the "Disclosure Document"). Since the June 30, 2022, version of the Disclosure Document, we have the following material updates. We have updated certain sections to enhance our existing disclosures on products and services and, in certain instances, to provide additional clarity related to our conflicts of interest, including Item 9. Additional information: section titled "Disciplinary Information" On March 3, 2022, City National Rochdale, LLC ("CNR"), a registered investment advisor and affiliate of RBC CM, reached a settlement with the SEC concerning CNR's breach of fiduciary duties relating to its use of proprietary mutual funds and share classes in advisory accounts. Those funds generated fees for CNR and its affiliates, rather than competitor funds within the same asset classes that may not have generated such fees and created a conflict that was not disclosed. The SEC determined that CNR willfully violated sections 206(2) and 206(4) of the Advisers Act and Rule 206(4)-7 by failing to adopt and implement written policies and procedures designed to prevent violations of the Advisers Act. Under the terms of the settlement, CNR paid \$30,361,804 in fines, disgorgement, and interest.

## Other Financial Industry Activities and Affiliations (Item 10)

#### Affiliations

LMK is registered as a securities broker-dealer and recommends to its advisory clients clearing through either RBC Custody & Clearing Services (RBC), a division of RBC Capital Markets, LLC, or Schwab, based on the electronic linkage available, the competitive commission structure and the services available. However, clients may choose to use the custodial and brokerage services of any licensed broker or trust company provided that a satisfactory computer link can be set up. LMK intends to continually review other custodial and transactional service providers to ensure that its clients receive competitive commission rates and high-quality execution. These relationships are not necessarily a conflict of interest. LMK may receive minimal benefit from ticket charges from trades placed from RBC but not Schwab. LMK does receive a rebate from RBC on deposits in the RBC FDIC Insured Bank Deposit Program dependent on positive interest rates and assets in the RBC FDIC Insured Bank Deposit Program dependent on positive interest rates and assets in the RBC FDIC Insured Bank Deposit program dependent on positive interest rates and assets in the RBC FDIC Insured Bank Deposit Program. There is no revenue sharing conflict for accounts custodied at Schwab. LMK does not have any relationships with futures or commodity entities. LMK IARs may recommend outside investment advisors to clients. LMK has selling agreements,

business referrals, or associations with other IARs, accounting firms, law firms, pension consultants and insurance companies and agencies.

#### Activities

In addition to LMK, some IARs are associated with other activities. These activities are described in the Brochure Supplement (Part 2b) and are separate and distinct from the advisory services we provide. Clients should be aware that the receipt of added compensation by these IARs creates a conflict of interest that may impair the objectivity of these individuals when making IAR recommendations. LMK and our IARs endeavor always to put the interest of the client first as part of our advisory duty as a registered investment adviser, we take the following steps to address this conflict:

- We disclose to clients the existence of all material conflicts of interest, including the potential for our firm and our IARs to earn compensation from IAR clients in addition to our IAR fees.
- We disclose to clients that they are not bound to buy recommended investment products from our advisors or affiliated companies.
- We collect, keep, and document relevant client background information, including the client's financial goals, objectives, and risk tolerance.
- Our firm's management conducts regular reviews of each client account to verify that all recommendations made to a client are suitable to the client's needs and circumstances.
- We require that our advisors seek prior approval of any outside employment activity so that we may ensure that any conflicts of interest in such activities are properly addressed.
- We monitor these outside business activities to verify that any conflicts of interest continue to be properly addressed by our firm.
- We educate our advisors about the responsibilities of an IAR, including the need to have a reasonable and independent basis for the investment advice provided to clients.

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

#### **Code of Ethics**

LMK has adopted a Code of Ethics for all supervised persons of the firm describing its high standard of business conduct, and IAR duty to its clients. The Code of Ethics includes provisions relating to the confidentiality of client information, a prohibition of insider trading, restrictions on the acceptance of significant gifts, the reporting of certain gifts and business entertainment items, and personal securities trading procedure, among other things. All supervised persons at LMK must acknowledge the terms of the Code of Ethics annually, or as amended. The firm will supply a copy of the Code of Ethics to any client or prospective client upon request.

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

LMK and its employees may at times buy or sell securities that are also held by clients. Employees may not trade their own securities ahead of client trades; however, block trades may have client and employee trades in the same block. Employees follow the provisions of the LMK Code of Ethics. These procedures are designed to ensure that the personal securities transactions, activities, and interests of the employees of LMK will not interfere with making decisions in the best interest of IAR clients and implementing such decisions while, at the same time, allowing employees to invest for their own accounts.

LMK's Chief Compliance Officer is Mike Bell, aided in his role by Robert Chess, VP of Supervision. All employee trades are reviewed by either Mike Bell, Robert Chess, or a Compliance Designee. Mike Bell's personal trades are reviewed by Robert Chess or a Compliance Designee. Trade reviews ensure that employee personal trades do not receive preferential treatment over client trades. Mike Bell and/or Robert Chess may have client accounts.

#### **Brokerage Practices (Item 12)**

#### **Selecting Brokerage Firms**

LMK recommends to some of its advisory clients the brokerage services of L.M. Kohn & Company, clearing through RBC Custody & Clearing Services (RBC), a division of RBC Capital Markets, LLC, member NYSE/FINRA/SIPC. LMK currently recommends RBC based on the electronic linkage available, the competitive commission structure, and the services available. However, clients may choose to use the custodial and brokerage services of any licensed broker or trust company provided that a satisfactory

computer link can be set up. LMK intends to continually review other custodial and transactional service providers to ensure that its clients receive competitive commission rates and high-quality execution. This relationship is not a conflict of interest.

Securities traded through RBC for investment advisory clients are not charged commissions or ticket fees per trade unless the advisory contract between the IAR and the client clearly says that commissions or ticket charges will be charged in addition to the advisory fee. Sometimes trades are bunched so that multiple clients are making a purchase or sale of the same security. These shares are bought and sold at the average cost per trade executed that day. Please note, when a TPM is hired to trade in client accounts, that manager handles all trading and execution. There are instances where the TPM does not use the average price for all client trades. This could be due to several different scenarios including the client requesting to raise cash, traders receiving signals at various times in the day, or the same manager trading the same security for different strategies. In the event the total number of shares in the original order is not executed that day, the actual number of shares bought and sold is prorated on a fair basis, reserving the right to use round lots for practical purposes. Clients who are invested in mutual funds pay mutual fund management fees. LMK does not share in any of these management fees. It is our policy for IARs to always select the lowest expense share class of a particular fund. If the lowest expense share class of a particular fund also has a 12b-1 fee, such fees are automatically rebated to client accounts.

LMK also takes part in the institutional client program offered by Schwab Institutional. Schwab Institutional is a division of Charles Schwab Inc., member FINRA/SIPC. Schwab offers services to independent investment advisers which include custody of securities, trade execution, clearance, and settlement of transactions. LMK receives a low-cost structure from Schwab through our participation in the program. We may recommend Schwab to our clients for custody and clearing services. There is no direct link between our firm's participation in the program and the investment advice we give to our clients, although we receive technological cost benefits as well as research benefits through our participation in the program that are typically not available to Schwab retail investors. These benefits include the following products and services (provided without cost or at a discount): zero commission charges on stocks and ETFs, duplicate client confirmations; research related products and tools; consulting services; access to a trading desk serving adviser participants; access to block trading (which provides the ability to aggregate securities transactions for execution and then allocate the appropriate shares to client accounts); the ability to have advisory fees deducted directly from client accounts; access to an electronic communications network for client order entry and account information; access to mutual funds with no transactions fees and to certain Institutional money managers; and discounts on compliance, marketing, research, technology, and practice management products or services provided to LMK by third party vendors.

Products or services offered through Schwab may aid us in managing and administering client accounts, including accounts not kept at Schwab. Other services made available by Schwab are intended to help us manage and further develop our business enterprise. The benefits received by LMK or our advisors through participation in the program do not depend on the amount of brokerage transaction directed to Schwab. Clients should be aware, however, that the receipt of economic benefits by LMK or our advisors in and of itself creates a potential conflict of interest and may indirectly influence our recommendations of Schwab for custody and clearing services.

#### **Research and Other Soft Dollar Benefits**

LMK does not receive soft dollar benefits from the custodians to whom we recommend clients.

#### **Directed Brokerage**

For convenience and cost, LMK recommends to its IAR clients the brokerage services of L.M. Kohn & Company, for custody and clearing through RBC Custody & Clearing Services (RBC), a division of RBC Capital Markets, LLC, member NYSE/FINRA/SIPC. LMK clients custodied at Schwab will use Schwab's brokerage services. Although RBC and Schwab are the recommended service providers, clients do not have to use either firm. Other alternatives may result in a lower cost to the client.

When more than one account is trading a particular stock or ETF on the same day, block trading may be used to get identical pricing on the trades. If a client chooses to use their own broker dealer for trades, it may result in a higher cost because the trades will not be aggregated to achieve the best price.

## **Review of Accounts (Item 13)**

#### Periodic Reviews

LMK IARs conduct regular, periodic, at least annually, formal reviews of its client's portfolios. LMK conducts trade reviews through systems including ProSurv and Financial Tracking Trade Sphere. Added reviews may be triggered by prevailing market conditions and changes in client circumstances. Reviews may also be triggered by market conditions. Reviews are conducted by IARs utilizing client risk profiles, suitability, and diversification as a guide. Trade reviews are done daily by authorized supervisors.

#### **Review Triggers**

Account reviews for clients are performed more often when market conditions dictate, or when a client's goals change. A review may be triggered by client requests, changes in market conditions, added information about an investment, changes in tax laws, or other significant changes.

#### **Regular Reports**

Clients receive monthly or quarterly brokerage account statements from their custodian. RBC clients can receive LMK DASH Reports and/or reports from Addepar for accounts held at RBC. Schwab clients can receive LMK DASH reports. Clients can receive these reports electronically or in hard copy. We encourage clients to compare their reports from LMK with the brokerage statements issued by their custodians.

### **Client Referrals and Other Compensation (Item 14)**

#### **Incoming Referrals**

LMK has been fortunate to receive many client referrals over the years. The referrals have come from current clients, estate planning attorneys, accountants, employees, personal friends of employees and other sources. The firm does not pay for referrals.

#### **Referrals to Other Professionals**

LMK does not accept referral fees or any form of payment from other professionals when a prospect or client is referred to them.

## Custody (Item 15)

#### Account Statements

All assets are held in banks, broker dealers or other qualified custodians, who supply account statements directly to clients at their address of record at least quarterly. LMK urges you to carefully review such statements and compare such official custodial records to the account statements that we may provide to you. Our vendor performance reporting statements may vary from custodial statements based on accounting procedures, reporting dates, or valuation methodologies of certain securities.

#### SEC "Custody"

According to a recent ruling by the SEC, IARs are considered to have "custody" of client funds if certain conditions are met. From time to time, LMK may be technically considered to have "custody" of certain types of accounts, such as when a staff member acts as a trustee of an unrelated trust and LMK acts as the investment adviser to that trust. In this case, the SEC requires an annual surprise audit of those "custodied" accounts by an independent CPA firm.

## **Investment Discretion (Item 16)**

#### **Discretionary Authority for Trading**

In a discretionary account, the client gives the IAR or TPM the authorization to make purchases and sales in the account without first obtaining the client's permission. In a non-discretionary account, the IAR must obtain the client's permission to make purchases and sales.

LMK receives limited discretionary authority from clients at the time they sign the Advisory Services Agreement or the LMK Advisory Services Addendum. Choosing discretionary authority grants us the ability to decide, without obtaining the client's specific consent, the securities to be bought or sold for the portfolio, the quantity of securities to be bought or sold, and in most cases, the broker-dealer to be used and the commission rate to be paid if any (not to exceed amount showed on advisory agreement). In all cases, however, such discretion is to be exercised in a manner consistent with the stated investment goals for the account, by considering the size of the account, and the risk tolerance.

Also, clients may sign an agreement with the custodian which generally includes a limited power of attorney granting LMK authority to direct and implement the investment and reinvestment of the assets within the account, but not to direct the assets outside of the account.

When selecting securities and deciding amounts, LMK observes any investment policies, limitations and restrictions provided to us in writing. For registered investment companies, our authority to trade securities may also be limited by certain federal securities and tax laws that require diversification of investments and favor the holding of investments once made.

## Voting Client Securities (Item 17)

#### **Proxy Votes**

As a matter of firm policy and practice, LMK does not have any authority to and does not vote for proxies on behalf of advisory clients. However, a client may elect a Money Manager to vote on their behalf in some cases. Clients keep the responsibility for receiving and voting proxies for all securities kept in client portfolios. LMK may supply advice to clients about the clients voting of proxies. If you want clarification in voting proxies, please contact Mike Bell at 513-792-0301 or <u>compliance@lmkohn.com</u>.

## **Financial Information (Item 18)**

#### **Financial Condition**

LMK does not have any financial impairment that will prevent the firm from meeting contractual commitments to clients. A balance sheet does not have to be supplied because LMK does not serve as a custodian for client funds or securities, other than as described above, and does not require prepayment of fees of more than \$1,200 per client, six months or more in advance.

## **Business Continuity Plan (Item 19)**

#### General

LMK has a Business Continuity Plan in place that provides detailed steps to mitigate and recover from the loss of office space, communications, services, or key people.

#### Disasters

The Business Continuity Plan (BCP) covers natural disasters such as snowstorms, pandemics, hurricanes, tornados, fire, and flooding, in addition to disasters such as loss of electrical power, loss of water pressure, fire, bomb threat, nuclear emergency, chemical event, biological events, communications line outage, Internet outage, railway accident and plane accident. Electronic files are backed up daily and archived offsite. The current LMK BCP may be found at <a href="https://www.lmkohn.com">www.lmkohn.com</a>.

#### **Alternate Offices**

Alternate work locations are found to support ongoing operations if the central office is unavailable. It is our intention to contact all clients within five days of a disaster that dictates moving our office to an alternate location.

#### **Loss of Key Personnel**

LMK has provisions in place for loss of key personnel as part of the Business Continuity Plan.

## Information Security Program (Item 20)

#### **Information Security**

LMK maintains an information security program to reduce the risk that personal and confidential information may be breached.

#### **Privacy Notice**

We are an independent registered investment advisor, committed to safeguarding the confidential information of our clients. Respect for our client's privacy is critical to the way we do business. Our privacy promise derives from basic principles of trust, ethics, and integrity.

The full version of our Privacy Notice is sent to clients within 30 days of signing a New Account form or Client Acknowledgement form and annually thereafter. Clients may request a copy in advance (of signing) if they wish. Additionally, the full version of our Privacy Notice is available on our website, <u>www.lmkohn.com</u>, under "<u>Others Links/Privacy Notice</u>".