



This brochure provides information about SMB Financial Services, Inc.'s ("SMB Financial Services") qualifications and business practices. If you have any questions about the contents of this brochure, please contact us at (503) 387-3222 or [info@smb.financial](mailto:info@smb.financial). The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission (SEC) or by any State Securities Authority.

Additional information about SMB Financial Services is also available at the SEC's website [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) (select "investment adviser firm" and type in our firm name). Results will provide you both Part 1 and 2 of our Form ADV.

We are a Registered Investment Advisor Firm. Our registration does not imply any level of skill or training. The oral and written communications we provide to you, including this brochure, are for you to evaluate us. Please use this information as factors in your decision to hire us or to continue our business relationship.

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**ITEM 1 – COVER PAGE ADV PART 2 A**

MARCH 13, 2023  
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[info@smb.financial](mailto:info@smb.financial)  
(503) 387-3222  
[www.smb.financial](http://www.smb.financial)

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**ITEM 2 – MATERIAL CHANGES**

Our previous annual update to our Brochure was filed on March 31, 2022. Since that date, we have made no material changes.

Our Brochure is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). The searchable IARD/CRD number for SMB Financial Services, Inc. is 154216. We may provide ongoing disclosure information about material changes as necessary and will further provide you with a new Brochure as necessary based on changes or new information, at any time, without charge.

Currently, our Brochure may be requested by contacting Tim Porter at (503) 387-3222, or by email to [info@smb.financial](mailto:info@smb.financial).

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## ITEM 4 – ADVISORY BUSINESS

### 4a: Firm Description

SMB Financial Services, Inc., was established in February 2003 by Bruce E. Porter and Tim L. Porter. Tim L. Porter purchased the firm from Bruce E. Porter in 2021. SMB was registered as an investment advisor in the State of Oregon in July of 2010 and in the state of Washington in July 2011. SMB Financial Services, Inc., transitioned to an SEC-registered firm in April of 2019. The firm's main office is located in Portland, Oregon.

### 4a1: Principal Members

- Tim L. Porter, President and Chief Compliance Officer. Mr. Porter may be contacted by email at tim@smb.financial or by telephone at (503) 387-3222.

### 4b: Types of Advisory Services

SMB Financial Services offers a wide range of investment advisory services to its clients. We tailor our advice and services to your objectives, means and timelines. We will create a document that will precisely define the types of services we are providing, our role and how we may carry out those services for you.

#### ***Discretionary Asset Management (Non-Wrap Program)***

SMB Financial Services ("SMB Financial Services") will emphasize continuous personal client contact and interaction in providing discretionary investment supervisory services. Further, SMB Financial Services will work with its clients to identify their investment goals and objectives, as well as risk tolerance, in order to create an initial portfolio allocation designed to complement their clients' financial goals and objectives. SMB Financial Services may create a portfolio, consisting of, but not limited to individual stocks or bonds, exchange traded funds, no-load funds and/or load-waived funds.

Each portfolio will be initially designed to meet a particular investment goal, which SMB Financial Services has determined to be suitable to the client's circumstances. Once the appropriate portfolio has been determined, SMB Financial Services will review the portfolio at least quarterly and if necessary, rebalance the account based upon the client's individual needs, stated goals and objectives. However, each client will have the opportunity to place reasonable restrictions on the types of investments to be held in the portfolio. SMB Financial Services' strategy, generally, will be to seek to meet client investment objectives while providing clients with access to personal advisory services on at least an annual basis, or more often, depending upon prior agreement. Client pays the transaction/execution costs associated with securities trading in the Non-Wrap Program

#### ***Discretionary Asset Management (Wrap Program)***

Information regarding our wrap fee program, "SMB Financial Services, Inc. Wrap Fee Program", can be found in the accompanying brochure. Advisor pays the transaction/execution costs associated with securities trading from a portion of the fee paid and the remainder is for services provided.

### ***Financial Planning***

The Advisor will work with the Client using the following process to determine whether and how the Client can meet their financial goals:

(a) Gather the data necessary to define the Client's goals, needs, priorities, and quantitative financial information relevant to the specific planning areas selected below:

- Retirement Planning – including target range of desired spending levels, retirement timeframe and duration, and asset levels / savings needed to meet those objectives
- Education Funding – including estimates of future costs, alternative funding strategies, and savings needed to meet those objectives
- Investment Planning – including a risk tolerance assessment, review of current portfolio holdings and development of asset allocation recommendations
- Other Goal Areas or Projects (Described as "additional financial planning services" on Schedule A)

(b) Analyze the information provided and evaluate the extent to which the goals, needs and priorities can be met with the current resources and course of action.

(c) Develop alternatives and recommendations as appropriate to the Client's situation and present those recommendations to the Client along with suggestions for steps to take in implementing the recommendations.

The client is encouraged to review his or her plans on a regular basis.

### ***Rollover Recommendations***

As part of our investment advisory services to you, we may recommend that you roll assets from your employer's retirement plan, such as a 401(k), 457, or ERISA 403(b) account (collectively, a "Plan Account"), to an individual retirement account, such as a SIMPLE IRA, SEP IRA, Traditional IRA, or Roth IRA (collectively, an "IRA Account") that we will manage on your behalf. We may also recommend rollovers from IRA Accounts to Plan Accounts, from Plan Accounts to Plan Accounts, and from IRA Accounts to IRA Accounts. When we provide any of the foregoing rollover recommendations we are acting as fiduciaries within the meaning of Title I of the Employee Retirement Income Security Act ("ERISA") and/or the Internal Revenue Code ("IRC"), as applicable, which are laws governing retirement accounts.

If you elect to roll the assets to an IRA that is subject to our management, we will charge you an asset-based fee as set forth in the advisory agreement you executed with our firm. This creates a conflict of interest because it creates a financial incentive for our firm to recommend the rollover to you (*i.e.*, receipt of additional fee-based compensation). You are under no obligation, contractually or otherwise, to complete the rollover. Moreover, if you do complete the rollover, you are under no obligation to have the assets in an IRA managed by our firm. Due to the foregoing conflict of interest, when we make rollover recommendations, we operate under a special rule that requires us to act in your best interests and not put our interests ahead of yours.

Under this special rule's provisions, we must:

- meet a professional standard of care when making investment recommendations (give prudent advice);
- never put our financial interests ahead of yours when making recommendations (give loyal advice);
- avoid misleading statements about conflicts of interest, fees, and investments;
- follow policies and procedures designed to ensure that we give advice that is in your best interests;
- charge no more than a reasonable fee for our services; and
- give you basic information about conflicts of interest.

Many employers permit former employees to keep their retirement assets in their company plan. Also, current employees can sometimes move assets out of their company plan before they retire or change jobs. In determining whether to complete the rollover to an IRA, and to the extent the following options are available, you should consider the costs and benefits of a rollover.

Note that an employee will typically have four options in this situation:

1. leaving the funds in your employer's (former employer's) plan;
2. moving the funds to a new employer's retirement plan;
3. cashing out and taking a taxable distribution from the plan; or
4. rolling the funds into an IRA rollover account.

Each of these options has positives and negatives. Because of that, along with the importance of understanding the differences between these types of accounts, we will provide you with a written

explanation of the advantages and disadvantages of both account types and the basis for our belief that the rollover transaction we recommend is in your best interests.

As an alternative to providing you with a rollover recommendation, we may instead take an entirely educational approach in accordance with the U.S. Department of Labor's Interpretive Bulletin 96-1. Under this approach, our role will be limited only to providing you with general educational materials regarding the pros and cons of rollover transactions. We will make no recommendation to you regarding the prospective rollover of your assets and you are advised to speak with your trusted tax and legal advisors with respect to rollover decisions. As part of this educational approach, we may provide you with materials discussing some or all of the following topics: the general pros and cons of rollover transactions; the benefits of retirement plan participation; the impact of pre-retirement withdrawals on retirement income; the investment options available inside your Plan Account; and high level discussion of general investment concepts (e.g., risk versus return, the benefits of diversification and asset allocation, historical returns of certain asset classes, etc.). We may also provide you with questionnaires and/or interactive investment materials that may provide a means for you to independently determine your future retirement income needs and to assess the impact of different asset allocations on your retirement income. You will make the final rollover decision.

#### **4c: Client Tailored Relationships and Restrictions**

As a fiduciary, SMB Financial Services always acts solely in your best interests. Your portfolio is customized based on your investment objectives. You may make requests or make suggestions regarding the investments made in your portfolio. Restrictions on trading which, in our opinion, are not in your best interest cannot be honored and if forced may result in the termination of our agreement.

Similarly, you are under no obligation to act upon SMB Financial Services' or associated person's recommendations. If you elect to act on any of the recommendations, you are under no obligation to effect the transaction through SMB Financial Services or its associated person when the person is an agent with a licensed broker-dealer or through any associate or affiliate of such person.

#### **4d: Wrap Fee Program**

Information regarding our wrap fee program can be found in a separate ADV Part 2 Appendix 1 brochure, which you will receive should you participate.

#### **4e: Assets under Management (AUM)**

SMB Financial Services, as of December 31, 2022, has \$122,053,671 in discretionary Assets Under Management.

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## **ITEM 5 – FEES AND COMPENSATION**

### **5a: Fee Schedules**

Non-Wrap Program

| <b>Assets Under Management</b> | <b>Annual Fee (%)</b> |
|--------------------------------|-----------------------|
| \$0 to \$250,000               | 1.55%                 |
| \$250,001 to \$500,000         | 1.35%                 |
| \$500,001 to \$1,000,000       | 1.20%                 |
| \$1,000,001 to \$3,000,000     | 1.00%                 |
| \$3,000,001 to \$10,000,000    | 0.90%                 |
| \$10,000,001 and above         | Negotiable            |

#### **Wrap Program**

Advisor pays the transaction/execution costs associated with securities trading. This may present a disincentive for the advisor to trade securities in a client account.

| <b>Assets Under Management</b> | <b>Annual Fee (%)</b> |
|--------------------------------|-----------------------|
| \$0 to \$250,000               | 1.55%                 |
| \$250,001 to \$500,000         | 1.35%                 |
| \$500,001 to \$1,000,000       | 1.20%                 |
| \$1,000,001 to \$3,000,000     | 1.00%                 |
| \$3,000,001 to \$10,000,000    | 0.90%                 |
| \$10,000,001 and above         | Negotiable            |

For purposes of determining value, securities and other instruments traded on a market for which actual transaction prices are publicly reported are valued at the last reported sale price on the principal market in which they are traded (or, if there are no sales on that date, then at the mean between the closing bid and asked prices on that date). Other readily marketable securities are priced using a pricing service or through quotations from one or more dealers. All other assets are valued at fair value by SMB Financial Services, whose determination shall be conclusive. Notwithstanding the above, fees are generally negotiable.

Compensation for our services will be calculated in accordance with the Schedule A of the Investment Advisory Agreement.

### ***Financial Planning Fees***

Hourly services will be billed quarterly as performed or upon completion of the agreed services at a rate of \$200.00 per hour. Project flat fees are paid partially in advance (the lesser of \$450 or 50% of the flat fee) and the remaining balance billed upon completion of the project.

### **5b: Fee Payments Options**

SMB Financial Services fees are paid from your account quarterly in advance by the custodian when we submit an invoice to them. If there is insufficient cash in your account, securities may be sold. In addition to our fees, there may be custodial, mutual fund or similar third party management fees and charges. When required by regulatory authorities, we will additionally send copies of the invoice directly to the client. Never hesitate to ask us about how we bill and invoice.

### **5c: Third Party Fees**

You are responsible for the payment of all third party fees (i.e. custodian fees, mutual fund fees, transaction fees, etc.). Those fees are separate and distinct from the fees we charge.

All brokerage commissions, stock transfer fees, and other similar charges incurred in connection with transactions for the account will be paid out of the assets in the account and are in addition to the investment management fees paid to us. While we take measures to ensure the fees charged are accurate, it is your responsibility to ensure the amount of fee charged is correct. You will receive statements directly from these brokers, custodians or mutual funds or other investments you hold. We strongly urge you to compare these statements for accuracy.

### **5d: Fee Payments**

#### ***Investment Management Fees***

SMB Financial Services fees are paid quarterly in advance. Our fee is determined by taking the percentage rate we charge, times the market value of the account, divided by the number of days in the year and multiplied by the number of days in the quarter. The market value is the sum of the values of all assets in the account, not adjusted by any margin debit. Fees for partial quarters at the commencement or termination of the Investment Advisory Agreement will be billed or refunded on a pro-rated basis contingent on the number of days the account was open during the quarter. While SMB Financial Services strives to maintain competitive fees, the same or similar services may be available from other firms at higher or lower fees.

### **Financial Planning Fees**

Hourly services will be billed quarterly as performed or upon completion of the agreed services at a rate of \$200.00 per hour. Project flat fees are paid partially in advance (the lesser of \$450 or 50% of the flat fee) and the remaining balance billed upon completion of the project.

#### **5.d.1: Termination**

Either SMB Financial Services or our clients can terminate our agreement upon receipt of written notice to the other party, to include written agreement to changes by the client. Additionally, the client has the right to terminate the contact without penalty within five (5) business days after entering into the contract.

When an agreement is terminated, we will refund any pre-paid, unearned fees based on the number of days remaining in the quarter after termination. Refunds will be made within 30 calendar days of the effective date of termination.

When an agreement is terminated, all assets may need to be transferred from the current custodian. You will be responsible for paying all fees including full quarterly custodial administrative fees, account closure fees, mutual fund fees and all trading costs due to the termination. Custodian may assess additional fees for transfer of illiquid investments. If there is insufficient cash in the account, the liquidation of some securities may be used to pay the fees. Prior to termination of an agreement, we can provide a good-faith estimate of these fees.

#### **5e: Other Investment Compensation**

SMB Financial Services does not accept commission for the sale of securities or other investment products, including asset-based sales charges or service fees from the sale of mutual funds.

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### **ITEM 6 – PERFORMANCE-BASED FEES AND SIDE-BY-SIDE MANAGEMENT**

SMB Financial Services does not charge advisory fees on the performance of funds or securities in your account.

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### **ITEM 7 – TYPES OF CLIENTS**

SMB Financial Services generally provides asset management and financial planning services to the following types of clients:

- Individuals
- High-Net-Worth Individuals
- Pension and Profit Sharing Plans
- Corporations or Other Businesses

#### **Minimum Account Size**

SMB Financial Services does not have an account minimum. However, we may decline to accept clients with smaller portfolios.

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### **ITEM 8 – METHODS OF ANALYSIS, INVESTMENT STRATEGIES AND RISK OF LOSS**

#### **8a: Analysis**

SMB Financial Services uses multiple sources of information to obtain analysis and strategies. They include sources such as financial newspapers, inspections of corporate activities, research prepared by others, corporate rating services, prospectuses, company press releases and corporate conference calls.

#### **8b: Investment Strategies**

SMB Financial Services utilizes multiple investment strategies to meet your investment objectives. These methodologies are formulated based on a comprehensive review and assessment of your expectations, investment time horizon, risk tolerance level, present investment allocation, and current and projected financial requirements.

Ultimately, each strategy must maximize return within reasonable and prudent levels of risk. Also, the approach taken must provide exposure to a wide range of investment opportunities in various markets while limiting risk exposure through prudent diversification. Finally, the costs of administering and managing the investments related to the strategy cannot be excessive.

### **8c: Risk of Loss**

All investments include a risk of loss. In addition, as recent global and domestic economic events have indicated, performance of any investment is not guaranteed. As a result, there is a risk of loss of the assets we manage that may be out of our control. We use our best efforts and expertise to manage your assets. However, we cannot guarantee any level of performance or that you will not experience financial loss.

SMB Financial Services will use our best judgment and good faith efforts in rendering services to you. We cannot warrant or guarantee any particular level of account performance, or that the account will be profitable over time. Not every investment decision or recommendation made by us will be profitable. You assume all market risk involved in the investment of account assets under the Investment Advisory Agreement and understand that investment decisions made for this account are subject to various market, currency, economic, political and business risks. Except as may otherwise be provided by law, we will not be liable to you for (a) any loss that you may suffer by reason of any investment decision made or other action taken or omitted in good faith by SMB Financial Services with that degree of care, skill, prudence and diligence under the circumstances that a prudent person acting in a fiduciary capacity would use; (b) any loss arising from our adherence to your instructions; or (c) any unauthorized act or failure to act by a custodian of your account. Nothing in this document shall relieve us from any responsibility or liability we may have under state or federal statutes.

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## **ITEM 9 – DISCIPLINARY INFORMATION**

### **9a: Civil or Criminal Actions**

SMB Financial Services and its managers have never been found guilty, convicted or plead no contest to a criminal or civil action in a domestic, foreign or military court.

### **9b: Administrative Enforcement Proceedings**

SMB Financial Services and its managers have never been found by the SEC, any other state or federal agency or any foreign regulatory agency to have caused loss of the ability of an investment-related business to do business or been sanctioned, barred or limited in investment-related activities.

### **9c: Self-Regulatory Organization Enforcement Proceedings**

SMB Financial Services and its managers have never been found by a self-regulatory agency to have caused loss of the ability of an investment-related business to do business. Additionally, SMB Financial Services and its managers have never been found in violation of self-regulatory agencies rules such that they were barred, suspended, limited in advisory functions or fined.

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## **ITEM 10 – OTHER FINANCIAL INDUSTRY ACTIVITIES AND AFFILIATIONS**

### **10a: Broker Dealers and Registered Representatives**

SMB Financial Services is not registered as a broker-dealer and our employees are not registered representatives of any broker-dealer.

### **10b: Registration as a Futures Commission Merchant, Commodity Pool Operator, or a Commodity Trading Advisor**

Neither SMB Financial Services nor our employees hold any of the above registrations.

### **10c: Registration Relationships Material to this Advisory Business and Possible Conflicts of Interests**

The principal business of SMB Financial Services is that of a registered investment advisor and provider of financial planning services. Some of our members may be insurance agents. Time spent on insurance related business is comprised of less than 5% of our employees' time. Employees who are insurance agents may also be paid based on these services they provide. In cases where we receive additional payment, there

may be a conflict of interest. At all times, you are free to choose an outside agency to avoid the possibility of there being a conflict of interest.

SMB Financial Services will disclose any material conflict of interest relating to SMB Financial Services, our representatives, or any of our employees which could reasonably be expected to impair the rendering of unbiased and objective advice.

#### **10d: Selection of Other Advisors and How this Advisor is Compensated for those Selections**

SMB Financial Services does not select other advisors.

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### **ITEM 11 – CODE OF ETHICS, PARTICIPATION OR INTEREST IN CLIENT TRANSACTIONS AND PERSONAL TRADING**

#### **11a: Code of Ethics Description**

SMB Financial Services has adopted a Code of Ethics that governs a number of potential conflicts of interest we have when providing our advisory services to you. This Code of Ethics is designed to ensure we meet our fiduciary obligation to you and to stress the importance of a culture of compliance within our firm. An additional benefit of our Code of Ethics is to detect and prevent violations of securities laws, including our obligations we owe to you.

SMB Financial Services' Code of Ethics is comprehensive, is distributed to each employee at the time of hire, and annually thereafter (if there are changes). We also supplement the Code of Ethics with annual training and on-going monitoring of employee activity. A complete copy of our Code of Ethics will be supplied to you, free of charge, if you request it.

SMB Financial Services' Code of Ethics includes the following:

- Requirements related to the confidentiality of your personal, business and financial information
- Prohibitions on insider trading (if we are in possession of material, non-public information)
- Reporting of gifts and business entertainment
- Pre-clearance of employee and firm transactions
- Reporting (on an on-going and quarterly basis) all personal securities transactions (what we call "reportable securities" as mandated by regulation)
- On an annual basis, we require all employees to re-certify to our Code of Ethics, identify members of their household and any account to which they have a beneficial ownership (they "own" the account or have "authority" over the account), securities held in certificate form and all securities they own at that time

#### **11b, c & d: Participation or Interest in Client Transactions**

SMB Financial Services, or its employees, may buy and sell some of the same securities for our own accounts that we buy and sell for our clients. We will always buy or sell from our clients' accounts before we buy or sell from our accounts. In some cases SMB Financial Services, or its employees, may buy or sell securities for our own accounts and not for clients' accounts, as it may not meet the objectives or plans for the client.

SMB Financial Services will always maintain full disclosure with our clients so that you can make informed decisions. We will always evaluate our activity from the view of our clients to ensure that any and all required disclosures are made. For example, we will disclose anything that would cause you to be unfairly influenced to make any decision regarding actions or inactions in your account.

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### **ITEM 12 – BROKERAGE PRACTICES**

#### **12a: Selecting Brokerage Firms**

Except to the extent that you direct otherwise, we may recommend a broker-dealer. You are not obligated to effect transactions through any broker-dealer recommended by SMB Financial Services. In recommending broker-dealers, we generally seek "best execution." In recommending a broker-dealer we will comply with our fiduciary duty to obtain best execution and with the Securities Exchange Act of 1934 and will take into account such relevant factors as (a) price, (b) the broker-dealer's facilities, reliability and financial responsibility, (c) the ability of the broker-dealer to effect transactions, particularly with regard to

such aspects as timing, order size and execution of order, (d) the research and related brokerage services provided by such broker or dealer to SMB Financial Services, notwithstanding that the account may not be the direct or exclusive beneficiary of such services and (e) any other factors SMB Financial Services considers to be relevant.

SMB Financial Services participates in the TD Ameritrade Institutional program. TD Ameritrade Institutional is a division of TD Ameritrade, Inc. ("TD Ameritrade") member FINRA/SIPC. TD Ameritrade is an independent and unaffiliated SEC-registered broker-dealer and FINRA member. TD Ameritrade offers to independent investment advisors services which include custody of securities, trade execution, clearance and settlement of transactions. SMB Financial Services receives some benefits from TD Ameritrade through its participation in the program. (Please see the disclosure under Item 14.a below.)

To avoid creating a possible conflict of interest in recommending broker-dealers, we have established the following restrictions in order to ensure its fiduciary responsibilities:

- SMB Financial Services adheres to our Code of Ethics as outlined in Item 11 above.
- If SMB Financial Services receives separate compensation for transactions, we will fully disclose them.
- SMB Financial Services emphasizes the unrestricted right of you to select and choose your own broker or dealer.
- SMB Financial Services will always act in accordance with all applicable federal and state regulations governing registered investment advisory practices.

Generally, in addition to a broker's ability to provide "best execution," we may also consider the value of "research" or additional brokerage products and services a broker-dealer has provided or may be willing to provide. This is known as paying for those services or products with "soft dollars." Because many of the services or products could be considered to provide a benefit to SMB Financial Services, and because the "soft dollars" used to acquire them are client assets, it could be considered to be a conflict of interest in allocating client brokerage business: we could receive valuable benefits by selecting a particular broker or dealer to execute client transactions and the transaction compensation charged by that broker or dealer might not be the lowest compensation we might otherwise be able to negotiate. In addition, we could have an incentive to cause clients to engage in more securities transactions than would otherwise be optimal in order to generate brokerage compensation with which to acquire products and services.

SMB Financial Services' use of soft dollars is intended to comply with the requirements of Section 28(e) of the Securities Exchange Act of 1934. Section 28(e) provides a "safe harbor" for investment managers who use commissions or transaction fees paid by their advised accounts to obtain investment research services that provide lawful and appropriate assistance to the manager in performing investment decision-making responsibilities. As required by Section 28(e), SMB Financial Services will make a good faith determination that the amount of commission or other fees paid is reasonable in relation to the value of the brokerage and research services provided. That is, before placing orders with a particular broker, we generally determine, considering all the factors described above, that the compensation to be paid to TD Ameritrade is reasonable in relation to the value of all the brokerage and research products and services provided by TD Ameritrade.

In making this determination, we typically consider not only the particular transaction or transactions, and not only the value of brokerage and research services and products to a particular client, but also the value of those services and products in our performance of our overall responsibilities to all of our clients. In some cases, the commissions or other transaction fees charged by a particular broker-dealer for a particular transaction or set of transactions may be greater than the amounts another broker-dealer who did not provide research services or products might charge.

### **12.b: Sales Aggregation**

SMB Financial Services is authorized to aggregate purchases and sales and other transactions made for your account with purchases and sales and other transactions in the same or similar securities or instruments for

other clients of ours. When we aggregate transactions, the actual prices applicable to the aggregated transactions will be averaged, and the account will be deemed to have purchased or sold its proportionate share of the securities or instruments involved at the average price obtained. Stock exchange regulations may in certain instances prevent the executing broker-dealer from delivering to the account a confirmation slip with respect to its participation in the aggregated transaction and, in such event, we will advise you in writing of any purchase or disposition of instruments for the account with respect to any such aggregated transaction. We will direct that confirmations of any transactions effected for the account will be sent, in conformity with applicable law, to you.

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## **ITEM 13 – REVIEW OF ACCOUNTS**

### **13a: Periodic Reviews**

Accounts are reviewed by Tim Porter or qualified staff members. All reviews are either conducted or supervised by Tim L. Porter. The frequency of reviews is determined based on your investment objectives, but no less than quarterly.

Financial planning clients receive their financial plans and recommendations at the time the service is completed. Depending on the type of financial planning service requested, we may meet on a regular basis with you to discuss any potential changes to your financial plan.

### **13b: Review Triggers**

More frequent reviews are triggered by a change in your investment objectives; tax considerations; large deposits or withdrawals; large sales or purchases; loss of confidence in corporate management; or, changes in economic climate.

### **13c: Regular Reports**

Investment advisory clients have performance and index comparison reports available for review. Investment advisory clients also receive standard account statements from the custodian of their accounts on a monthly basis.

Financial planning clients do not normally receive investment reports.

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## **ITEM 14 – CLIENT REFERRALS AND OTHER COMPENSATION**

### **14a: Economic Benefits Provided by Third Parties for Advice Rendered to Clients**

As disclosed under Item 12 above, SMB Financial Services participates in TD Ameritrade's institutional customer program and may recommend TD Ameritrade to clients for custody and brokerage services. There is no direct link between our participation in the program and the investment advice we give to our clients, although we receive economic benefits through our participation in the program that are typically not available to TD Ameritrade retail investors.

These benefits include the following products and services (provided without cost or at a discount): receipt of duplicate client statements and confirmations; research related products and tools; consulting services; access to a trading desk serving SMB Financial Services 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 transaction fees and to certain institutional money managers; and discounts on compliance, marketing, research, technology, and practice management products or services provided to SMB Financial Services by third party vendors.

TD Ameritrade may also have paid for business consulting and professional services received by SMB Financial Services' related persons. Some of the products and services made available by TD Ameritrade through the program may benefit us but may not benefit our client accounts. These products or services may assist us in managing and administering client accounts, including accounts not maintained at TD

Ameritrade. Other services made available by TD Ameritrade are intended to help us manage and further develop our business enterprise.

The benefits received by SMB Financial Services or our personnel through participation in the program does not depend on the amount of brokerage transactions directed to TD Ameritrade. As part of our fiduciary duties to clients, SMB Financial Services endeavors at all times to put the interests of our clients first. Clients should be aware, however, that the receipt of economic benefits by SMB Financial Services or our related persons in and of itself creates a potential conflict of interest and may indirectly influence the our choice of TD Ameritrade for custody and brokerage services.

SMB Financial Services will always act in accordance with all applicable federal and state regulations governing registered investment advisory practices.

#### **14b: Compensation to Non-Advisory Personnel for Client Referrals**

SMB Financial Services does not directly or indirectly compensate any person for client referrals.

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### **ITEM 15 – CUSTODY**

In certain instances, our clients may grant written authorization to a qualified custodian which results in SMB Financial Services having custody of client assets. In such instances, SMB Financial Services has limited authority to withdraw client assets upon our instruction to the custodian. With the exception of the aforementioned custody, SMB Financial Services clients' accounts are held by a qualified custodian and other than to withdraw advisory fees, SMB Financial Services shall have no liability to the client for any loss or other harm to any property in the account, including any harm to any property in the account resulting from the insolvency of the custodian or any unauthorized acts of the agents or employees of the custodian and whether or not the full amount or such loss is covered by the Securities Investor Protection Corporation ("SIPC") or any other insurance which may be carried by the custodian. The client understands that SIPC provides only limited protection for the loss of property held by a broker-dealer. As a fiduciary, SMB Financial Services will always act in the client's best interests and in doing so, the above does not limit or modify that duty to our clients. Custodial statements will include fees charged by SMB Financial Services. We strongly urge you to review the investment advisory fees contained in the custodial statement for accuracy.

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### **ITEM 16 – INVESTMENT DISCRETION**

SMB Financial Services asks our clients to give us discretionary authority to execute transactions without our client's prior approval. These transactions may include the purchase and selling of securities, arranging for payments or generally acting on behalf of our clients in most matters necessary to the handling of the account.

In certain circumstances, we will request non-discretionary authority over our clients' accounts. Non-discretionary authority requires us to obtain your prior approval of each specific transaction prior to executing investment recommendations.

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### **ITEM 17 – VOTING CLIENT SECURITIES**

The clients of SMB Financial Services retain the authority to proxy vote. You should ensure that proxy ballots are mailed directly to you by selecting this option on your custodial application forms. You are welcome to delegate said proxy voting authority to a third-party representative (non-advisory personnel) by filing the appropriate custodial form.

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### **ITEM 18 – FINANCIAL INFORMATION**

#### **18a: Balance Sheet**

SMB Financial Services does not solicit prepayment of more than \$1,200 in fees per client six months in advance.

**18b: Financial Conditions**

SMB Financial Services has no financial issues that could impair our ability to carry out our fiduciary duty to our clients.

**18c: Bankruptcy Petition**

SMB Financial Services has never been the subject of a bankruptcy petition.

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