



PLAN OF CARE

Plan of Care Service Calendar

Q1			Q2		
January	February	March	April	May	June
Cap Gains Reporting	Balance Sheet Review	Retirement Plan & IRA Contribution Review	Cash Flow & Debt Review	Risk Assessment	Tax Return Review
Update Financial Plan Ambitions	Tax Allocation Review	Task Review	Liquidity Analysis	Tax Withholding Review (W4)	Task Review
Credit Score Update	Investment Performance and Allocation Review	Annual Income Sources Projection	Tax Rate Review		
Monthly Newsletter	Monthly Newsletter	Monthly Newsletter	Savings Rate Review Monthly Newsletter	Monthly Newsletter	Monthly Newsletter
Q3			Q4		
July	August	September	October	November	December
Insurance Review	Balance Sheet Review	Client Satisfaction Survey	Cash Flow & Debt Review	Open Enrollment	Net Worth Statement Update
Beneficiary Review	Tax Allocation Review	Task Review	Liquidity Analysis	End of Year Tax Planning	Estate Plan Review
	Investment Performance and Allocation Review	Recertify Student Loans	Tax Rate Review	Review Investment Performance	Task Review
Monthly Newsletter	Monthly Newsletter	Monthly Newsletter	Savings Rate Review FAFSA Applications Monthly Newsletter	Monthly Newsletter	Monthly Newsletter