

**Form ADV Part 2A**  
**(Firm Brochure)**

**September 30, 2018**

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**CRD # 115877**

This brochure provides information about the qualifications and investment advisory business practices of Quantum Financial Planning Services, Inc., an investment adviser registered with the Securities and Exchange Commission. Registration does not imply a certain level of skill or training. If you have any questions about the contents of this brochure, please contact us by phone at: 509-328-6653 or by email at [QuantumTeam@quantumplanning.com](mailto:QuantumTeam@quantumplanning.com). 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.

Additional information about Quantum Financial Planning Services, Inc. is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). You can search this site by our unique identifying number known as a CRD number: 115877.

## Item 2 Material Changes

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### Annual Update

Quantum Financial Planning Services, Inc. updates its ADV Part 2A annually, or more frequently in the event of certain material changes. Below is a summary of the material changes made to this brochure since our last annual update as of 9/30/2017:

1. Eric Christiansen is now the sole owner of the firm; see the update in Item 4 of this brochure.
2. We have implemented a minimum annual fee for clients with assets under our management of less than \$300,000; see our updated fee schedule in Item 5 of this brochure.
3. We no longer generally offer semiannual billing for clients; see our updated description of how we charge fees in Item 5 of this brochure.
4. We no longer receive Additional Services through our custodian, TD Ameritrade; see Item 12 of this brochure for details of current soft dollar and other benefits we receive from our custodian.

We have made a number other changes to this brochure to simplify and clarify our advisory services and our potential conflicts of interest. We encourage you to read this brochure in its entirety.

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### Full Brochure Available

Whenever you would like to receive a complete copy of our Firm Brochure, please contact us by telephone at: 509-328-6653 or by email at: [quantumteam@quantumplanning.com](mailto:quantumteam@quantumplanning.com).

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## Item 4 Advisory Business

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### Firm Description

Quantum Financial Planning Services Inc. ("Quantum," "us" or "we") is an SEC-registered investment founded in 1979. Quantum is owned 100% by C. Eric Christiansen.

We are a fee-based, comprehensive financial planning and investment advisory firm. We provide personalized confidential financial planning and investment management to individuals, pension and profit sharing plans, trusts, estates, charitable organizations and small businesses. Advice is provided through consultation with the client and may include: determination of financial objectives, identification of financial problems, cash flow management, tax planning, insurance review, investment management, education funding, retirement planning and estate planning.

### **OUR MISSION**

Quantum was founded with the purpose of providing assistance in the planning of a client's overall financial affairs. Quantum practices independent comprehensive financial planning, which includes two major components: financial planning, including initial planning and ongoing review of financial planning goals (Asset Monitoring Services), and the design and monitoring of investment portfolios.

Our goal is to staff Quantum with a team of professionals qualified to assist our clients in achieving their financial objectives. We work with the client and his or her other trusted professionals, providing financial planning consultation and overall coordination on a personal basis.

Quantum offers investments advisory services through its Investment Advisory and Financial Planning Agreement. Our advice is tailored to your individual needs and goals. A written evaluation of each client's initial situation is provided to the client, often in the form of a cash flow illustration or net worth statement. Periodic reviews are also communicated to provide reminders of the specific courses of action that need to be taken. More frequent reviews occur but are not necessarily communicated to the client unless immediate changes are recommended.

The initial meeting we have with prospective clients, which may be by telephone, is free of charge and is considered an exploratory interview to determine the extent to which financial planning and investment management may be beneficial to the client.

Other professionals (e.g., lawyers, accountants, insurance agents, etc.) are engaged directly by the client on an as-needed basis. Although we do not

expect there to be conflicts of interest relating to use of these professionals, such conflicts will be disclosed to the client at the time of engagement whenever applicable.

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## Types of Advisory Services

### **INITIAL OR ONE-TIME FINANCIAL PLANNING SERVICES**

We typically begin a new client relationship with comprehensive financial planning services, which focus on the client's personal goals such as funding children's college education, achieving financial independence, and providing adequate funds for dependents in the event of premature death. Typical client concerns are listed on the schedule titled *Financial Planning Services* attached to the Client Agreement.

Our goal is to determine the optimum course of action for the realization of client financial planning objectives, taking into consideration client needs, earning power, financial resources and particular aversion to risk.

Clients are provided with personalized written and oral financial planning advice designed to help them to identify, prioritize and achieve their financial goals in all areas. Such advice normally involves the development of specific strategies, alternatives and integrated solutions.

At the client's request we will offer limited scope financial planning services. For example, research on investments brought to us by the client and with which we are unfamiliar would fall into this category. The scope of one-time, miscellaneous financial planning services will be detailed in the *Financial Planning Services* schedule attached to the Client Agreement.

### **FINANCIAL PLANNING ADVISORY SERVICES**

Financial planning advisory services involve reviewing the client's financial affairs, creating a written financial plan, aiding the client in implementing agreed upon recommendations, including asset allocation, and providing ongoing monitoring of goals and objectives.

The process begins with an initial consultation offered at no charge. The purpose is to determine if the client can benefit from financial planning and to what extent our services are needed. Before work begins, the scope of the work and the fee are agreed upon and the Client Agreement with the *Financial Planning Services* schedule is executed.

Financial planning requires a clear understanding of the client's current situation. Areas of examination include assets, liabilities, income, expenses, potential income taxes and estate taxes, trust agreements, wills, investments, insurance, personal and family obligations, employee benefit programs and careful consideration of investment vehicles. The client is expected to provide complete

information in all relevant areas. Quantum maintains stringent client and data privacy policies and we will keep all of your information and the recommendations furnished to you in confidence.

The various areas of client concern and recommendations are discussed orally and in writing in a series of meetings with the client. Upon agreement of specific recommendations an approved course of action is implemented.

### **INITIAL ASSET ALLOCATION**

This service is designed for those clients having no need or desire for financial planning, but who desire investment planning services. These may include pension plans, children's trust, or clients who desire to monitor their own investments after the initial allocation is made. Quantum analyzes the client's current investments and makes recommendations regarding the retention, purchase, or sale of investments. As much as possible, we attempt to move the client's portfolio toward the asset allocation mix of our current model appropriate for the goals and risk aversion of the particular client.

### **ASSET MONITORING SERVICES AND ONGOING FINANCIAL PLANNING SERVICES**

After the initial planning process, the client's goals and economic conditions continue to change. Revisions in the tax law, changes in inflation, fluctuation in interest rates and instability in investment mediums, combined with changes in the client's personal situation, require that financial and tax planning is an ongoing process.

Quantum offers asset monitoring and ongoing financial planning and goal tracking services to provide periodic review and revisions of the major components of a client's financial plan to help assure that goals are being achieved. These services may include semi-annual financial reports projecting current year taxes and cash flow, and summarizing individual investments.

Our ongoing services are available only to clients who have completed the initial financial planning process. Ongoing asset monitoring and financial planning does not include the monitoring, review or surveillance of investment of other assets.

Below are some services included in our Asset Monitoring Services.

### **INVESTMENT SERVICES**

These services include the design and construction of an investment portfolio consistent with the client's financial constraints and objectives, risk tolerance and prevailing economic conditions.

Economic factors such as the supply of money, various interest rates and changes in inflation are analyzed to help predict the future economic environment

which, in turn, guides our asset allocation model and the selection of investments suitable for particular investment portfolios. Political factors are considered in those areas that impact our overall economic environment.

Our asset allocation model helps us to determine what types of assets to include or exclude from portfolio considerations and in what proportion those asset types should be held. We do not adhere to the principle of attempting to “time” the market nor do we attempt to “switch” to a particular asset class to take advantage of peculiar and temporary insights into the capital markets.

### **ONGOING ASSET ALLOCATION AND MONITORING**

Quantum monitors the client's investment portfolio and makes investment recommendations as we believe they are needed. All or a portion of the client's investment portfolio may be monitored as agreed.

A list of assets to be monitored is incorporated as part of the initial Client Agreement and is updated on a regular basis. Assets that may be excluded are individual real properties, assets the client wishes to monitor, or assets we cannot or do not wish to monitor. Quantum will monitor all investments that the client has purchased at our recommendation through the associate.

The client's investment portfolio will be scrutinized and reevaluated on a regular basis. Quantum will assist in implementing any recommended changes. The client acknowledges the risk involved in any investment and that any one investment may or may not perform as expected.

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#### Tailored Relationships

Quantum services are always provided based on the individual needs of each client. This means, for example, that individual clients are given the ability to impose restrictions on the accounts under management, including specific investment selections and sectors. We work with each client on a one-on-one basis through interviews and ongoing conversation to determine the client's investment objectives and suitability information.

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#### Asset Management

Assets are invested primarily in mutual funds through a brokerage account. Fund companies charge fees and expenses disclosed in the fund prospectus. Stocks, bonds and mutual funds will be purchased or sold through a brokerage account. The brokerage firm charges a transaction fee for stock, bond and mutual fund trades, as well as other applicable fees. Additional details about brokerage fees, fund company fees, and other fees, charges and expenses can be found in Item 5 Fees and Compensation below.

Investments may also include: equities (stocks), warrants, corporate debt securities, commercial paper, certificates of deposit, municipal securities, investment company securities (variable annuities, and mutual funds shares),



U. S. government securities, and options contracts. Investments in private placements are not available through Quantum.

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#### Assets Under Management

As of September 30, 2018 Quantum managed approximately \$290,375,600 in client assets on a discretionary basis and \$26,540,000 on a non-discretionary basis.

## Item 5 Fees and Compensation

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#### Description of Fees

Quantum charges for its investment advisory services in a number of different ways. These include fees based on a percentage of assets under management, assets under advisory, hourly charges, fixed fees, or a combination of these. One-time and initial financial planning services are priced based on the complexity of work associated with the client's situation. Lower fees for comparable services may be available from other sources. All fees are negotiable.

Under no circumstances will a fee in excess of \$1200 be collected six months or more in advance.

Clients are advised that the investment recommendations and advice offered by Quantum does not constitute legal or accounting advice. Therefore, you should coordinate and discuss the impact of financial advice with your attorney and/or accountant. Clients are advised that it is necessary to inform Quantum promptly with respect to any changes in their financial situation, investment goals and objectives. Failure to notify Quantum of any such changes could result in investment recommendations not meeting the needs of the client.

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#### Fee Billing

##### **Periodic Asset Allocation and Monitoring**

Client Fee Schedule (blended/tiered)

<u>Assets Under Management</u>	<u>Annual Fee</u>
Assets under \$300,000	\$2400
Assets \$300,001 to \$3 million	.80% to 1.05%
Assets over \$3 million	.25%

The above fee schedule results in a blended rate for assets over \$300,000. This means we charge one rate on the first tier of assets under management and a different rate on the subsequent tiers of assets under management. The fee range above for assets between \$300,000 and \$3 million reflects the variation in fees between our two regional offices,

although the services offered between the two offices are similar. All fees are negotiable.

Our minimum annual fee is \$2400 per year. Accounts of \$300,000 or less will pay a flat fee of \$2400, not a percentage of assets under management, one-quarter of which is payable in advance at the beginning of each quarter.

All fees are negotiable.

We bill our ongoing asset management fees quarterly in advance. Although we have a small number of legacy clients we bill semiannually, we do not typically offer this billing structure to new clients.

The initial asset management fee billing for a new client will begin as described in that client's Client Agreement.

We value assets on the last day of the previous billing period for fee billing purposes. Quantum does not independently value assets; fees are assessed solely on the values provided by the custodian or a third-party data aggregator. If the custodian or third-party aggregator does not provide an account value for that date, we will use the next closest date for which a value is available.

### **Financial Planning Services**

We charge an hourly fee, or we propose a flat rate based on estimated time involved. Our financial planning services fee will be detailed in our Client Agreement with you. Our standard hourly fees are:

- \$250.00 per planner/hour
- \$75.00 per support staff/hour

All fees are negotiable.

Financial planning services are invoiced at one or more interim points during a project, or at the end of project, as described in the client's Client Agreement.

### **Initial Asset Allocation (Portfolio Design) and Transaction Implementation/Execution**

A combination of the fees discussed above will be charged when the work includes several different areas of assistance significantly different from the norm or when the assets are expected to vary greatly over the period of the agreement. Under no circumstances will a fee in excess of \$1200.00 be collected 6 months or more in advance.

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## Termination of Agreement

A client may terminate their Client Agreement with Quantum at any time without cause. We will refund any unearned fees based on work completed (for flat rate services) or on a pro-rated basis from the date we receive the written notice of termination through the end of the billing period (for asset monitoring fees billed as a percentage of assets under management).

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## Other Fees

Custodians typically charge transaction fees on purchases or sales of certain investments. These transaction charges are usually small and incidental to the purchase or sale of a security. The selection of the security is more important than the nominal fee that the custodian charges to buy or sell the security.

Quantum, in its sole discretion, may waive its minimum fee and/or charge a lesser investment advisory fee based upon certain criteria (e.g., historical relationship, type of assets, anticipated future earning capacity, anticipated future additional assets, dollar amounts of assets to be managed, related accounts, account composition, negotiations with clients, etc.). You are responsible for any and all account charges by your custodian, including standard broker-dealer transaction charges and confirmation fees, wire transfer fees, and other fees which may be assessed to your account that we manage. You will pay separately for IRA custodial services and may be assessed inactivity fees.

All fees paid to Quantum for investment advisor services are separate and distinct from the fees and expenses charged by the mutual fund or variable annuity product sponsor. These fees are described in the fund or variable annuity's prospectus. These fees generally include a management fee, other fund expenses, and a possible distribution fee. We recommend only no-load share classes for mutual funds and variable annuity products and do not receive any commissions or other sales charges on these products. It is important to be aware, however, that if you have an existing mutual fund or variable annuity position when your assets transfer into us, the mutual fund or variable company could impose a sales charge in certain circumstances, even when the asset is held through Quantum, such as a deferred sales charge when you liquidate a B or C share class position.

Variable Annuities often carry higher internal expense ratios than mutual fund investments due to their insurance related features. If you opt for management of a variable annuity, you will be subject to higher annual fees than if only invested in the variable annuity as fees paid to Quantum are separate from the annuity expenses. Furthermore, you will have the same investment options and could possibly invest in a similar fashion without management services on their own. A complete explanation of the product-

related fees and expenses is contained in the prospectus for the particular investment product.

Illiquid assets (e.g. partnerships, illiquid REITs) are not included in the calculation of assets under management and advisory fees.

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#### Past Due Accounts

Quantum reserves the right to stop work on any account that is more than 90 days overdue. In addition, Quantum reserves the right to terminate any financial planning engagement where a client has willfully concealed or has refused to provide pertinent information about financial situations when necessary and appropriate, in Quantum's judgment, to providing proper financial advice. Any unused portion of fees collected in advance will be refunded within 30 days.

## Item 6 Performance-Based Fees

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#### Sharing of Capital Gains

Our fees are never based on a share of the capital gains or capital appreciation of managed securities. Quantum does not use a performance-based fee structure because of the potential conflict of interest. Performance-based compensation may create an incentive for the adviser to recommend an investment that may carry a higher degree of risk to the client for the potential of a higher return.

## Item 7 Types of Clients

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#### Description

Quantum generally provides investment advice to individuals, small business owners, pension and profit sharing plans, trusts, estates, or charitable organizations, corporations or business entities.

Client relationships vary in scope and length of service.

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#### Account Minimums on Asset Monitoring Service

We do not currently have a minimum on account size, but we do charge a minimum annual fee for clients with total assets under \$300,000. See Item 5 of this brochure for more information on the fees we charge.

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

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#### Methods of Analysis

To determine investment advice and formulate recommendations, Quantum starts from a macro approach, evaluating the total allocation percentage to each asset class (stocks, bonds and cash) based on a client's investment

time horizon, risk and/or loss aversion, near term expenditures, ability to handle volatility, etc. Quantum then further analyze their holdings to each sector within each asset class (International stocks, domestic stocks, long/short term bonds, precious metals, cash, REIT's, etc.).

The main sources of research information Quantum uses include financial newspapers and magazines, research materials prepared by others, prospectuses, company press releases, as well as other information made generally available. Quantum may also use Morningstar Advisor in its research.

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### Investment Strategies

The primary investment strategy used on client accounts is strategic asset allocation. We use actively-managed funds and our portfolios are globally diversified to control the risk associated with traditional markets.

The investment strategy for a specific client is based upon the objectives stated by the client during consultations. The client may change these objectives at any time. We set a target allocation with each individual client and then we reallocate each individual client portfolio on a semi-annual or annual basis back towards the selected target allocation.

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### Risk of Loss

All investment programs have certain risks that are borne by the investor. Our investment approach constantly keeps the risk of loss in mind. Investors face the following investment risks:

- **Interest-rate Risk:** Fluctuations in interest rates may cause investment prices to fluctuate. For example, when interest rates rise, yields on existing bonds become less attractive, causing their market values to decline.
- **Market Risk:** The price of a security, bond, or mutual fund may drop in reaction to tangible and intangible events and conditions. This type of risk is caused by external factors independent of a security's particular underlying circumstances. For example, political, economic and social conditions may trigger market events.
- **Inflation Risk:** When any type of inflation is present, a dollar today will not buy as much as a dollar next year, because purchasing power is eroding at the rate of inflation.
- **Currency Risk:** Overseas investments are subject to fluctuations in the value of the dollar against the currency of the investment's originating country. This is also referred to as exchange rate risk.
- **Reinvestment Risk:** This is the risk that future proceeds from investments may have to be reinvested at a potentially lower rate of

return (i.e. interest rate). This primarily relates to fixed income securities.

- **Business Risk:** These risks are associated with a particular industry or a particular company within an industry. For example, oil-drilling companies depend on finding oil and then refining it, a lengthy process, before they can generate a profit. They carry a higher risk of profitability than an electric company, which generates its income from a steady stream of customers who buy electricity no matter what the economic environment is like.
- **Liquidity Risk:** Liquidity is the ability to readily convert an investment into cash. Generally, assets are more liquid if many traders are interested in a standardized product. For example, Treasury Bills are highly liquid, while real estate properties are not.
- **Financial Risk:** Excessive borrowing to finance a business' operations increases the risk of profitability, because the company must meet the terms of its obligations in good times and bad. During periods of financial stress, the inability to meet loan obligations may result in bankruptcy and/or a declining market value.

## **Item 9 Disciplinary Information**

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### Legal and Disciplinary

We are required to disclose any legal or disciplinary events that are material to your evaluation of our advisory business or the integrity of our management of your account. Neither Quantum nor its employees have been involved in legal or disciplinary events or have anything reportable events to disclose.

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

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### Financial Industry Activities

Quantum is an independent investment advisory firm and only provides investment advisory services. The firm is not engaged in any other business activities and offers no other services than those described in this Disclosure Brochure. Neither Quantum nor its associates has any registrations or other material relationships with a broker-dealer or other registered entity.

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

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### Code of Ethics

Quantum has adopted a Code of Ethics ("the Code"), which sets forth the high ethical standards of business conduct that we expect of our employees,

including compliance with applicable federal securities laws. Employees must avoid situations where their personal interests conflict with the interest of our clients. The firm's Code of Ethics is designed to ensure we meet our fiduciary obligations to you and to detect and prevent violations of securities laws. Our Code of Ethics includes:

- Requirements to retain the confidentiality of our clients' personal, business and financial information
- Prohibitions on insider trading
- Reports of gifts and business entertainment
- Reporting and oversight of Quantum associates' personal securities transactions

A copy of our Code of Ethics is available to current and prospective clients. You may request a copy by email to [QuantumTeam@quantumplanning.com](mailto:QuantumTeam@quantumplanning.com).

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#### Participation or Interest in Client Transactions

Quantum and its employees may buy or sell securities that are also held by clients. Employees may not trade their own securities ahead of client trades.

## **Item 12 Brokerage Practices**

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#### Selecting a Brokerage Firm

As part of our asset management and asset monitoring services Quantum recommends TD Ameritrade Institutional, Division of TD Ameritrade, Inc., ("TD Ameritrade"), member FINRA/SIPC, as your custodian and broker-dealer. TD Ameritrade is an independent and unaffiliated SEC-registered broker-dealer. Specific custodian or investment company recommendations are made to clients based on their need for such services. We have selected TD Ameritrade based on price, reliability, speed of processing, tools and best execution," in addition to the integrity and financial responsibility of the firm.

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#### Best Execution

Most of Quantum's investment accounts are primarily invested into mutual funds. These accounts are held in a brokerage account. Quantum does not regularly advise investing in individual stocks in our client's portfolios. Clients may elect to invest in some individual stocks, but very few stock trades occur annually and we do not review best execution regularly.

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#### Soft Dollar and Other Benefits

Quantum participates in the institutional advisor program (the "Program") offered by TD Ameritrade. TD Ameritrade offers services to independent investment advisors which include custody of securities, trade execution, clearance and settlement of transactions. We receive some benefits from TD Ameritrade through our participation in the Program. We consider the value of various services, including research or additional brokerage products a

broker-dealer has provided or may be willing to provide to us. This is known as paying for those services or products with "soft dollars."

Because many of the services or products are considered a benefit to Quantum, and because the "soft dollars" used to acquire them are client assets, we have a conflict of interest in allocating client brokerage business: we receive valuable benefits by selecting TD Ameritrade to custody client assets and 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. There is no direct link between our participation in the Program and the investment advice we give our Clients, although the economic benefits we receive through our participation in the Program are not typically available to TD Ameritrade retail investors.

Benefits we receive from TD include:

- receipt of duplicate Client statements and confirmations;
- research-related products and tools;
- consulting services;
- access to a trading desk serving Program participants
- access to block trading
- direct debit of advisory fees from client accounts;
- access to an electronic communications network for client order entry and account information; and
- discounts on third-party vendor compliance, marketing, research, technology, and practice management products or services.

Some of these products and services benefit Quantum, but do not benefit Clients accounts directly, although these benefits often assist us in managing and administering Client accounts, including accounts not maintained at TD Ameritrade.

Services made available by TD Ameritrade are intended to help Quantum manage and further develop our business enterprise. The benefits that we receive through participation in TD Ameritrade's Program do not depend on the amount of brokerage transactions direct to TD Ameritrade. Clients should be aware, however, that the receipt of economic benefits by Quantum or our associated persons in and of itself creates a potential conflict of interest and may indirectly influence our choice of TD Ameritrade for custody and brokerage services. As part of our fiduciary duty to clients, we endeavor at all times to put the interests of our clients first.

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#### Brokerage for Client Referrals

We do not consider client referrals as a factor in selecting or recommending broker-dealers. We also have no arrangements or processes in place to direct client transactions to a particular broker-dealer in return for client referrals.



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#### Directed Brokerage

Because we generally require clients to execute trades in accounts under our management through TD Ameritrade as custodian, we are effectively requiring clients to “direct” their brokerage to TD Ameritrade. Not all advisers execute through a single broker-dealer or require their clients to do so. Because we are not selecting a broker-dealer on a trade-by-trade basis, we may not be able to achieve the most favorable execution of client transactions and this practice may cost clients more money. TD Ameritrade, however, permits trade aggregation, and is itself obligated to seek best execution for the trades executed through TD Ameritrade.

Notwithstanding the above, we may, on a case-by-case basis, accept instruction from you to direct transactions to a broker dealer other than TD Ameritrade.

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#### Order Aggregation

We do not generally aggregate buys and sales since most trades are in mutual funds where trade aggregation does not garner any client benefit.

## **Item 13 Review of Accounts**

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#### Periodic Reviews

Account reviews are performed at least annually by advisors. Account reviews are performed more frequently when agreed to between advisor and client, or when market conditions dictate.

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#### Review Triggers

Other conditions that may trigger a review are changes in the tax laws, new investment information, and changes in a client's own situation.

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#### Regular Statements and Reports

Clients will receive statements at least quarterly from the qualified custodian at which their accounts are maintained. Quantum provides performance and position reports on a Semi-Annual or as needed basis. Clients are encouraged to always compare reports provided by Quantum against the accounts statements delivered from the qualified custodian.

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

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#### Additional Compensation

Quantum receives certain economic benefits from TD Ameritrade, described above in Item 12 under the section describing “Soft Dollar and Other Benefits.” Our receipt of such services creates a conflict of interest because it gives us incentives to recommend TD Ameritrade over other custodians who do not provide such services to us. However, as part of our fiduciary duty to

our clients, we endeavor at all times to put our clients' interest before our own. We discuss the services TD Ameritrade provides to us in detail in Item 12.

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#### Incoming Referrals

Quantum 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 similar sources. The firm does not compensate referring parties for these referrals.

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#### Referrals Out

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

## Item 15 Custody

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#### Custody of Client Assets

All client funds and securities are held at a qualified custodians. Our clients will receive account statements directly from the custodians to the client's address of record at least quarterly. We urge clients to carefully review their statements and carefully compare the custodian's account statement with the periodic statements and report received from us, and to notify us promptly of any discrepancies.

Quantum has custody of certain 401(k) participant assets by virtue of being given online access by the client to those assets. When Quantum has such custody, engage an independent CPA firm each year to perform a surprise audit of those assets where we have been deemed to have custody. The auditor uploads a report, available to the public by searching under Quantum's name or CRD number at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

Quantum has the ability to deduct our advisory fees directly from client accounts based on the Client's written authorization to do so, and this ability is technically considered "custody" but doesn't require separate reporting or surprise audits. In addition, in some cases Clients provide us with standing letters of authorization ("SLOAs"). These are written directives from the client authorizing us to initiate payments from their custodial accounts to specified third parties. This authority is considered "custody" under current SEC guidance and requires us to report that we have custody over these account assets on our ADV 1A. To the extent the SLOAs comply with certain conditions, however, including that clients have the right to terminate the SLOA, and that the qualified custodian will confirm the status of the SLOA annually directly with the client, we are not subject to a surprise custody audit.

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#### Account Statements

Quantum provides periodic performance report statements in addition to the statements you receive from your qualified custodian. We urge clients to

compare Quantum's performance reports with the account statements received from their qualified custodian.

## **Item 16 Investment Discretion**

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### **Discretionary Authority for Trading**

We provide investment portfolio services on both a discretionary and non-discretionary basis, as identified in the Client Agreement. Our ability to exercise both discretionary and non-discretionary authority requires the execution of a limited power of attorney contained in our Client Agreement, as well as any limited power of attorney form required by the qualified custodian holding your assets.

When you grant us discretionary authority that means we execute investment transactions in your accounts without having to obtain prior approval from you.

Non-discretionary authority means we obtain permission from you prior to any trading activity in your account.

The client approves the custodian to be used and the commission rates paid to the custodian.

## **Item 17 Voting Client Securities**

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### **Proxy Votes**

Quantum does not vote proxies on securities. Clients are expected to vote their own proxies.

When assistance on voting proxies is requested, Quantum will provide recommendations to the client. If a conflict of interest exists, it will be disclosed to the client.

## **Item 18 Financial Information**

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### **Financial Condition**

Quantum does not have any financial impairment that will preclude the firm from meeting contractual commitments to clients.

A balance sheet is not required to be provided because Quantum does not serve as a custodian for clients' funds or securities or require prepayment of fees of more than \$1200 per client and six months or more in advance.

## **Brochure Supplements**

(Part 2B of Form ADV)

**Quantum Financial Planning Services, Inc.**

**1212 N. Washington St. Suite 220**

**Spokane, WA 99201**

**Phone: 509-328-6653**

**Fax: 509-328-1469**

**[www.quantumplanning.com](http://www.quantumplanning.com)**

**[quantumteam@quantumplanning.com](mailto:quantumteam@quantumplanning.com)**

**CRD # 115877**

**September 30, 2018**

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The following brochure supplements provide information about supervised persons that supplement Quantum Financial Planning Services' brochure. You should have received a copy of that brochure. Please contact [quantumteam@quantumplanning.com](mailto:quantumteam@quantumplanning.com) or call (509) 328-1469 if you did not receive Quantum's brochure or if you have any questions about the contents of the following supplements.

- 
- Houston E. Scudder
  - C. Eric Christiansen
  - John James
  - Micah Coski
  - Jordan Curnutt

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Additional information about each of the associates named above is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). You can search this site using the associate's name or unique CRD number, listed next to the associate's name on his corresponding brochure supplement.

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## Education and Business Standards for Quantum Associates

Quantum associates typically have obtained a bachelor's degree. Outside of, or beyond, a bachelor's degree, associates must complete coursework demonstrating knowledge of financial planning or obtain related certifications. Examples include an MBA degree or a certification from the College for Financial Planning®. Additionally, advisors must have work experience that demonstrates their aptitude for financial planning and investment management. The individual advisor's brochure supplement will show any professional designations or certifications he has obtained. The requirements and continuing education requirements for these is detailed on the following page.

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## Professional Designations or Certifications

Associates have earned different certifications and credentials that are required to be explained in further detail.

Certified Financial Planner (CFP®): Certified Financial Planners are licensed by the CFP Board to use the CFP® mark. CFP® certification requirements include:

- Bachelor's degree from an accredited college or university.
- Three-year qualifying full-time work experience.
- Completion of the financial planning education requirements set by the CFP Board ([www.cfp.net](http://www.cfp.net)).
- Successful completion of the 6-hour CFP® Certification Exam.
- Successfully pass the Candidate Fitness Standards and background check.
- Completion of 30 hours of continuing education every two years

Certified Retirement Planning Counselor<sup>SM</sup> (CRPC®): A Certified Retirement Planning Counselor is licensed by the College for Financial Planning. The CRPC® certification requirements are as follows:

- Successful completion of the CRPC® course of study and end-of-course examination that encompasses pre- and post-retirement needs, asset management, estate planning and the entire retirement planning process using models and techniques from real client situations.
- Agreement to adhere to standards of professional conduct as established by the College for Financial Planning
- Completion of 16 hours of continuing education every two years.

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## Item 1 Houston E. Scudder, CFP®, CRD#417393

### Item 2 Educational Background

- Year of Birth: 1945
- Pre-Law degree from Washington State University in 1967

- Specialty courses in retirement planning and estate planning at Farleigh - Dickinson, Notre Dame and the University of Miami.
- Obtained CERTIFIED FINANCIAL PLANNER™ certification from the CFP Board in 1980

Business Experience:

- Quantum Financial Planning Services, Financial Planner, 1979 – Present
- Securities Service Network, Registered Rep, 1999 – 2017

Item 3 Disciplinary Information: None

Item 4 Other Business Activities: None

Item 5 Additional Compensation: None

Item 6 Supervision:

Mr. Scudder is supervised by C. Eric Christiansen. Mr. Christiansen reviews Mr. Scudder's work through frequent office interactions, our client relationship management system, and reports generated from our custodian. Mr. Christiansen can be reached at (509) 328-6653.

**Item 1 C. Eric Christiansen, CFP®, CRD# 3005759**

Item 2 Educational Background:

- Year of Birth: 1973
- BA degree of Business Finance from Gonzaga University in 1996
- Obtained Certified Financial Planner™ designation from the CFP Board in 1999

Business Experience:

- Quantum Financial Planning Services, Financial Planner, 1995 – Present
- Securities Service Network, Registered Rep, 1999 – 2017

Item 3 Disciplinary Information: None

Item 4 Other Business Activities: None

Item 5 Additional Compensation: None

Item 6 Supervision:

Mr. Christiansen is supervised by Houston Scudder. Mr. Scudder reviews Mr. Christiansen's work through frequent office interactions, our client relationship management system, and reports generated from our custodian. Mr. Scudder can be reached at (509) 328-6653.

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**Item 1 John James, CFP®, CRD# 1656833**

11335 NE 122<sup>nd</sup> Way, Ste. 105  
Kirkland WA 98034  
(425) 828-7540

**Item 2 Educational Background:**

- Year of Birth: 1944
- BS in AG Econ, Washington State University in 1967

**Business Experience:**

- Quantum Financial Planning Services, Financial Planner, 2010 – Present
- Securities Service Network, Registered Rep, 2010 – 2017

Item 3 Disciplinary Information: None

Item 4 Other Business Activities: None

Item 5 Additional Compensation: None

**Item 6 Supervision:**

Mr. James is supervised by C. Eric Christiansen. Mr. Christiansen reviews Mr. James' work through frequent office interactions, our client relationship management system, and reports generated from our custodian. Mr. Christiansen can be reached at (509) 328-6653.

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**Item 1 Micah Coski, CRPC®, CRD# 6002518****Item 2 Educational Background:**

- Year of Birth: 1982
- Attended Ecola Bible College from 2001 to 2002
- Obtained Certified Retirement Planning Counselor<sup>SM</sup> (CRPC®) designation in 2016

**Business Experience:**

- Quantum Financial Planning, Financial Planner, 2017– Present
- Quantum Financial Planning, Asset Monitoring Director, 2002 – 2017
- Securities Service Network, Registered Rep, 2014 – 2017

Item 3 Disciplinary Information: None

Item 4 Other Business Activities: None

Item 5 Additional Compensation: None

**Item 6 Supervision:**

Mr. Coski is supervised by C. Eric Christiansen. Mr. Christiansen reviews Mr. Coski's work through frequent office interactions, our client

relationship management system, and reports generated from our custodian. Mr. Christiansen can be reached at (509) 328-6653.

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**Item 1 Jordan Curnutt, CFP®, CRD# 6425327**

Item 2 Educational Background:

- Year of Birth: 1990
- BA in Business Administration with emphasis in Finance from Eastern Washington University in 2013
- Obtained Certified Financial Planner™ designation from the CFP Board in 2017

Business Experience:

- Quantum Financial Planning, Financial Planner, 2017– Present
- Quantum Financial Planning, Paraplanner, 2012 – 2017
- Securities Service Network, Registered Rep, 2015 – 2017

Item 3 Disciplinary Information: None

Item 4 Other Business Activities: None

Item 5 Additional Compensation: None

Item 6 Supervision:

Mr. Curnutt is supervised by C. Eric Christiansen. Mr. Christiansen reviews Mr. Curnutt's work through frequent office interactions, our client relationship management system, and reports generated from our custodian. Mr. Christiansen can be reached at (509) 328-6653.