

Contingency Planning Checklist

Make the Uncertain Certain



SRG

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Contingency Planning Checklist

Whether you have a contingency plan currently, or are working to develop a plan for your business, review the following checklist to ensure all of the applicable topics and issues have been addressed and your business assets are protected in the event of your premature exit. A written contingency plan is an important step to ensuring a successful transition is possible without you.

- Have your business valued and update your valuation annually (SRG provides annual valuations for advisors, billed \$100/mo.)
- If possible, find a suitable contingency plan partner
 - For example, a peer, licensed family member, or junior partner
 - Ideally, someone within the same broker-dealer or using the same custodial platform
 - Someone who has a similar business model and has the skills, licenses, and capacity to support your clients
 - If you don't have someone to name today, consider finding someone to step in a temporarily to operate your business in exchange for compensation until your business can be sold
- Create a Contingency Agreement and review it annually to ensure it is still applicable and viable
- Ensure that your estate plan aligns with your Contingency Agreement and vice versa
- Review and, if necessary, update beneficiary designations on insurance policies
- Inform key stakeholders of your contingency plan (e.g., clients, staff, family, CPA, attorney, custodian, and if applicable your broker-dealer)
- Ensure someone other than yourself has access to:
 - A key to your office and files
 - The business bank account, checks, etc.

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- Create a 'Contingency File' - Gather or update important personal and business information:
 - Detailed financial information, including financial statements and tax returns
 - Bank account/credit card information, including points of contact
 - Login information and passwords to key computers, software, and systems
 - Alarm codes
 - Employee information (job descriptions, salary information, benefits, etc.)
 - Detailed client information (keep your CRM system updated)
 - Maintain a list of important third parties (broker-dealer/custodian, insurance companies, CPA, attorney, name of executor, software companies, payroll company, landlord, etc.)
 - Update your office manual
 - Create an organizational chart
 - Have a record of all keys and key holders

- Compile and update important documents:
 - Entity documents (e.g., Articles of Incorporation, Bylaws, Shareholders' Agreement, Stock Ledger, etc.)
 - Insurance policies
 - Contracts such as lease, rental, and subscription agreements, employment contracts, advisory agreements with clients
 - Registrations and licenses

- Create a cash reserve sufficient to cover business expenses during transition period

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About Succession Resource Group

Ranked as one of the top 100 fastest growing private companies in Oregon by Portland Business Journal, Succession Resource Group, Inc. (SRG) is a boutique succession consulting firm specialized in helping financial professionals value, protect, merge/acquire, and develop exit strategies for their business.

With decades of combined industry experience, SRG possesses a unique combination of skills, resources, and expertise to help advisors understand the value of their business, develop strategies to improve that value, protect it with comprehensive contingency and succession plans, and grow through acquisition.



Questions? Need Assistance?

Schedule a call and learn more about how we can help you.

Schedule a call with us:
<https://srg.link/schedule>