

# **Beacon Financial Planning, Inc.**

## **Form ADV Part 2A – Disclosure Brochure**

**Effective: March 28, 2023**

This Form ADV Part 2A (“Disclosure Brochure”) provides information about the qualifications and business practices of Beacon Financial Planning, Inc. (“Beacon” or the “Advisor”). If you have any questions about the content of this Disclosure Brochure, please contact the Advisor at (508) 790-7039 or by email at [michaela@bfpc.com](mailto:michaela@bfpc.com).

Beacon is a registered investment advisor registered with the U.S. Securities and Exchange Commission (“SEC”). The information in this Disclosure Brochure has not been approved or verified by the SEC or by any state securities authority. Registration of an investment advisor does not imply any specific level of skill or training. This Disclosure Brochure provides information about Beacon to assist you in determining whether to retain the Advisor.

Additional information about Beacon and its Advisory Persons is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching with the Advisor’s firm name or CRD# 175372.

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## Item 2 – Material Changes

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Form ADV 2 is divided into two parts: *Part 2A (the "Disclosure Brochure")* and *Part 2B (the "Brochure Supplement")*. The Disclosure Brochure provides information about a variety of topics relating to an Advisor's business practices and conflicts of interest. The Brochure Supplement provides information about the Advisory Persons of Beacon. For convenience, the Advisor has combined these documents into a single disclosure document.

Beacon believes that communication and transparency are the foundation of its relationship with clients and will continually strive to provide you with complete and accurate information at all times. Beacon encourages all current and prospective clients to read this Disclosure Brochure and discuss any questions you may have with the Advisor.

### Material Changes

No material changes have been made to this Disclosure Brochure since the last filing and distribution to Clients.

### Future Changes

From time to time, the Advisor may amend this Disclosure Brochure to reflect changes in business practices, changes in regulations or routine annual updates as required by the securities regulators. This complete Disclosure Brochure or a Summary of Material Changes shall be provided to each you annually and if a material change occurs.

At any time, you may view the current Disclosure Brochure on-line at the SEC's Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching with the Advisor's firm name or CRD# 175372. You may also request a copy of this Disclosure Brochure at any time by contacting the Advisor at (508) 790-7039 or by email at [michaela@bfpc.com](mailto:michaela@bfpc.com).

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## Item 4 – Advisory Services

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### A. Firm Information

Beacon Financial Planning, Inc. (“Beacon” or the “Advisor”) is a registered investment advisor with the U.S. Securities and Exchange Commission (“SEC”). The Advisor is organized as a Corporation under the laws of the Commonwealth of Massachusetts. Beacon was founded in March 2015. In March 2021, the firm changed its name to Beacon Financial Planning, Inc. Beacon is owned and operated by Michaela Herlihy (President and Chief Compliance Officer). This Disclosure Brochure provides information regarding the qualifications, business practices, and the advisory services provided by Beacon.

### B. Advisory Services Offered

Beacon offers investment advisory services to individuals, high net worth individuals, trusts, estates, corporations and charitable organizations (each referred to as a “Client”).

The Advisor serves as a fiduciary to Clients, as defined under the applicable laws and regulations. As a fiduciary, the Advisor upholds a duty of loyalty, fairness and good faith towards each Client and seeks to mitigate potential conflicts of interest. Beacon’s fiduciary commitment is further described in the Advisor’s Code of Ethics. For more information regarding the Code of Ethics, please see Item 11 – Code of Ethics, Participation or Interest in Client Transactions and Personal Trading.

### Wealth Management Services

Beacon provides customized wealth management solutions for its Clients. This is achieved through continuous personal Client contact and interaction while providing discretionary investment management and related financial planning services. Beacon works closely with each Client to identify their investment goals and objectives as well as risk tolerance and financial situation in order to create a portfolio strategy. Beacon will then construct an investment portfolio, primarily consisting of low-cost, diversified mutual funds to achieve the Client’s investment goals. The Advisor may also utilize exchange-traded funds (“ETFs”) individual stocks, bonds or options contracts to meet the needs of its Clients. The Advisor may retain certain types of investments based on a Client’s legacy investments based on portfolio fit and/or tax considerations.

Beacon will select, recommend and/or retain mutual funds on a fund by fund basis. Due to specific custodial and/or mutual fund company constraints, material tax consideration, and/or systematic investment plans, Beacon will select, recommend and/or retain a mutual fund share class that does not have trading costs, but do have higher internal expense ratios than institutional share class. Beacon will seek to select the lowest cost share class available that is in the best interest of each Client and will ensure the selection aligns with the Client’s financial objectives and stated investment guidelines.

Beacon’s investment approach is primarily long-term focused, but the Advisor may buy, sell or re-allocate positions that have been held for less than one year to meet the objectives of the Client or due to market conditions. Beacon will construct, implement and monitor the portfolio to ensure it meets the goals, objectives, circumstances, and risk tolerance agreed to by the Client. Each Client will have the opportunity to place reasonable restrictions on the types of investments to be held in their respective portfolio, subject to acceptance by the Advisor.

Beacon evaluates and selects investments for inclusion in Client portfolios only after applying its internal due diligence process. Beacon may recommend, on occasion, redistributing investment allocations to diversify the portfolio. Beacon may recommend specific positions to increase sector or asset class weightings. The Advisor may recommend employing cash positions as a possible hedge against market movement. Beacon may recommend selling positions for reasons that include, but are not limited to, harvesting capital gains or losses, business or sector risk exposure to a specific security or class of securities, overvaluation or overweighting of the position[s] in the portfolio, change in risk tolerance of the Client, generating cash to meet Client needs, or any risk deemed unacceptable for the Client’s risk tolerance.

At no time will Beacon accept or maintain custody of a Client's funds or securities, except for the limited authority as outlined in Item 15 - Custody. All Client assets will be managed within the designated account[s] at the Custodian, pursuant to the terms of the advisory agreement. Please see Item 12 – Brokerage Practices.

*Retirement Accounts* – When deemed to be in the Client's best interest, the Advisor will recommend that a Client take a distribution from an ERISA sponsored plan or to roll over the assets to an Individual Retirement Accounts ("IRAs"), or recommend a similar transaction including rollovers from one ERISA sponsored Plan to another, one IRA to another IRA, or from one type of account to another account (e.g., commission-based account to fee-based account). In such instances, the Advisor will serve as an investment fiduciary as that term is defined under The Employee Retirement Income Security Act of 1974 ("ERISA") and/or the Internal Revenue Code ("IRC"), as applicable, which are laws governing retirement accounts. Such a recommendation creates a conflict of interest if the Advisor will earn a new (or increase its current) advisory fee as a result of the transaction. No client is under any obligation to roll over a retirement account to an account managed by the Advisor.

#### Financial Planning Services

Beacon typically provides a variety of financial planning and consulting services to Clients as part of their overall wealth management engagement. Financial planning is also offered as a stand-alone service. Services are offered in several areas of a Client's financial situation, depending on their goals and objectives.

Generally, such financial planning services involve preparing a formal financial plan or rendering a specific financial consultation based on the Client's financial goals and objectives. This planning or consulting may encompass one or more areas of need, including but not limited to, investment planning, retirement planning, personal savings, education savings, insurance needs and other areas of a Client's financial situation.

A financial plan developed for, or financial consultation rendered to the Client will usually include general recommendations for a course of activity or specific actions to be taken by the Client. For example, recommendations may be made that the Client start or revise their investment programs, commence or alter retirement savings, establish education savings and/or charitable giving programs.

Beacon may also refer Clients to an accountant, attorney or other specialists, as appropriate for their unique situation. For certain financial planning engagements, the Advisor will provide a written summary of the Client's financial situation, observations, and recommendations. For consulting or ad-hoc engagements, the Advisor may not provide a written summary. Plans or consultations are typically completed within six (6) months of contract date, assuming all information and documents requested are provided promptly.

Financial planning and consulting recommendations pose a conflict between the interests of the Advisor and the interests of the Client. For example, the Advisor has an incentive to recommend that Clients engage the Advisor for investment management services or to increase the level of investment assets with the Advisor, as it would increase the advisory fees paid to the Advisor. Clients are not obligated to implement any recommendations made by the Advisor or maintain an ongoing relationship with the Advisor. If the Client elects to act on any of the recommendations made by the Advisor, the Client is under no obligation to implement the transaction through the Advisor.

#### Educational Seminars, Workshops

Beacon may provide educational seminars or workshops for groups seeking general advice on investing and other areas of personal finance. The content of these seminars will vary depending upon the needs of the attendees. The Advisor's seminars and workshops are educational in nature and do not involve the sale of investment products. Information presented will not be based on any one person's need, nor does the Advisor provide individualized investment advice to attendees during our general sessions. These seminars and workshops are offered at no charge.

### **C. Client Account Management**

Prior to engaging Beacon to provide investment advisory services, each Client is required to enter into one or more agreements with the Advisor that define the terms, conditions, authority and responsibilities of the Advisor and the Client. These services may include:

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- Establishing an Investment Strategy – Beacon, in connection with the Client, will develop a strategy that seeks to achieve the Client’s goals and objectives.
- Asset Allocation – Beacon will develop a strategic asset allocation that is targeted to meet the investment objectives, time horizon, financial situation and tolerance for risk for each Client.
- Portfolio Construction – Beacon will develop a portfolio for the Client that is intended to meet the stated goals and objectives of the Client.
- Investment Management and Supervision – Beacon will provide investment management and ongoing oversight of the Client’s investment portfolio.

**D. Wrap Fee Programs**

Beacon does not manage or place Client assets into a wrap fee program. Investment management services are provided directly by Beacon.

**E. Assets Under Management**

As of December 31, 2022 Beacon manages \$244,402,835 on a discretionary basis. Clients may request more current information at any time by contacting the Advisor.

**Item 5 – Fees and Compensation**

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The following paragraphs detail the fee structure and compensation methodology for services provided by the Advisor. Each Client engaging the Advisor for services described herein shall be required to enter into a written agreement with the Advisor.

**A. Fees for Advisory Services**

Wealth Management Services

Wealth management fees are paid quarterly, at the end of each calendar quarter, pursuant to the terms of the wealth management agreement. Wealth management fees are based on the market value of assets under management at the end of each calendar quarter. Wealth management fees are based on the following schedule:

<b>Assets Under Management (\$)</b>	<b>Annual Rate (%)</b>
\$500,000 to \$1,000,000	1.00%
\$1,000,001 to \$5,000,000	0.80%
\$5,000,001 to \$10,000,000	0.60%
\$10,000,001 to above	0.40%

Client accounts below \$500,000 are subject to a flat fee of \$5,000. The wealth management fee in the first quarter of service is prorated from the inception date of the account[s] to the end of the first quarter. Fees may be negotiable at the sole discretion of the Advisor. Certain legacy clients may be billed under a different fee schedule. The Client’s fees will take into consideration the aggregate assets under management with the Advisor. All securities held in accounts managed by Beacon will be independently valued by the Custodian. Beacon will conduct periodic reviews of the Custodian’s valuations. Certain legacy clients may be billed under a different fee schedule.

The Advisor’s fee is exclusive of, and in addition to any applicable securities transaction and custody fees and other related costs and expense described in Item 5.C below, which may be incurred by the Client.

Financial Planning Services

Beacon offers on-going financial planning services for an annual fee of \$5,000, billed at the end of each calendar quarter. For Clients who enter into a Wealth Management agreement with Beacon, within one year of receiving the Advisor’s financial planning services, this fee will be credited towards the Client’s wealth management fees if the client selects to hire Beacon for wealth management Services.

## **B. Fee Billing**

### Wealth Management Services

Wealth management fees are calculated by the Advisor or its delegate and deducted from the Client's account[s] at the Custodian. The Advisor shall send an invoice to the Custodian indicating the amount of the fees to be deducted from the Client's account[s] at the end of the respective quarter date. The amount due is calculated by applying the quarterly rate (annual rate divided by 4) to the total assets under management with Beacon at the end of the quarter. Clients will be provided with a statement, at least quarterly, from the Custodian reflecting deduction of the wealth management fee. It is the responsibility of the Client to verify the accuracy of these fees as listed on the Custodian's brokerage statement as the Custodian does not assume this responsibility. Clients provide written authorization permitting advisory fees to be deducted by Beacon to be paid directly from their account[s] held by the Custodian as part of the wealth management agreement and separate account forms provided by the Custodian.

### Financial Planning Services

On-going financial planning fees are invoiced by the Advisor and billed at the end of each calendar quarter. At no point will the Advisor collect advance fees of \$1,200 or more for any services that will be completed six (6) months or more in advance.

## **C. Other Fees and Expenses**

Clients may incur certain fees or charges imposed by third parties, other than Beacon, in connection with investments made on behalf of the Client's account[s]. The Client is responsible for all custody and securities execution fees charged by the Custodian if applicable. The Advisor's recommended custodian does not charge securities transaction fees for ETF and equity trades in Client accounts, but typically charges for mutual funds and other types of investments. The fees charged by Beacon are separate and distinct from these custody and execution fees.

In addition, all fees paid to Beacon for wealth management services are separate and distinct from the expenses charged by mutual funds and ETFs to their shareholders, if applicable. These fees and expenses are described in each fund's prospectus. These fees and expenses will generally be used to pay management fees for the funds, other fund expenses, account administration (e.g., custody, brokerage and account reporting), and a possible distribution fee. A Client may be able to invest in these products directly, without the services of Beacon, but would not receive the services provided by Beacon which are designed, among other things, to assist the Client in determining which products or services are most appropriate for each Client's financial situation and objectives. Accordingly, the Client should review both the fees charged by the fund[s] and the fees charged by Beacon to fully understand the total fees to be paid. Please refer to Item 12 – Brokerage Practices for additional information.

Additionally, as noted above, the Advisor will select share classes which do not have trading costs, but do have higher internal expense ratios than institutional share classes. Please refer to Item 12 – Brokerage Practices for additional information.

## **D. Advance Payment of Fees and Termination**

### Wealth Management Services

Beacon may be compensated for its services at the end of the quarter after wealth management services are rendered. Either party may terminate the wealth management agreement, at any time, by providing advance written notice to the other party. The Client may also terminate the investment advisory agreement within five (5) business days of signing the Advisor's agreement at no cost to the Client. After the five-day period, the Client will incur charges for bona fide advisory services rendered to the point of termination and such fees will be due and payable by the Client. The Client's wealth management agreement with the Advisor is non-transferable without the Client's prior consent.

### Financial Planning Services

Beacon may require an advance deposit as described above. Either party may terminate the financial planning agreement by providing advance written notice to the other party. The Client may also terminate the financial planning agreement within five (5) business days of signing the Advisor's agreement at no cost to the Client. After

the five-day period, the Client will incur charges for bona fide advisory services rendered to the point of termination and such fees will be due and payable by the Client. Upon termination, the Client shall be billed for the percentage of the engagement scope completed by the Advisor. The Client's financial planning agreement with the Advisor is non-transferable without the Client's prior consent.

#### **E. Compensation for Sales of Securities**

Beacon does not buy or sell securities to earn commissions and does not receive any compensation for securities transactions in any Client account, other than the investment advisory fees noted above.

#### **Item 6 – Performance-Based Fees and Side-By-Side Management**

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Beacon does not charge performance-based fees for its investment advisory services. The fees charged by Beacon are as described in Item 5 above and are not based upon the capital appreciation of the funds or securities held by any Client.

Beacon does not manage any proprietary investment funds or limited partnerships (for example, a mutual fund or a hedge fund) and has no financial incentive to recommend any particular investment options to its Clients.

#### **Item 7 – Types of Clients**

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Beacon offers investment advisory services to individuals, high net worth individuals, trusts, estates, corporations and charitable organizations. The amount of each type of Client is available on Beacon's Form ADV Part 1A. These amounts may change over time and are updated at least annually by the Advisor.

Beacon generally requires a minimum relationship size of \$500,000 to effectively implement its investment process for new clients. The minimum can be waived at the sole discretion of the Advisor. Client accounts below \$500,000 are subject to a flat fee of \$5,000.

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

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##### **A. Methods of Analysis**

Beacon primarily employs a fundamental analysis method in developing investment strategies for its Clients. Research and analysis from Beacon are derived from numerous sources, including financial media companies, third-party research materials, Internet sources, and review of company activities, including annual reports, prospectuses, press releases and research prepared by others.

*Fundamental analysis* utilizes economic and business indicators as investment selection criteria. This criteria consists generally of ratios and trends that may indicate the overall strength and financial viability of the entity being analyzed. Assets are deemed suitable if they meet certain criteria to indicate that they are a strong investment with a value discounted by the market. While this type of analysis helps the Advisor in evaluating a potential investment, it does not guarantee that the investment will increase in value. Assets meeting the investment criteria utilized in the fundamental analysis may lose value and may have negative investment performance. The Advisor monitors these economic indicators to determine if adjustments to strategic allocations are appropriate. More details on the Advisor's review process are included below in Item 13 – Review of Accounts.

Additionally, Beacon uses Modern Portfolio Theory and asset allocation. Modern Portfolio Theory is a theory of investing which attempts to maximize a portfolio's expected return based on a given amount of portfolio risk by carefully choosing the appropriate amount of various assets.



As noted above, Beacon generally employs a long-term investment strategy for its Clients, as consistent with their financial goals. Beacon will typically hold all or a portion of a security for more than a year, but may hold for shorter periods for the purpose of rebalancing a portfolio or meeting the cash needs of Clients. At times, Beacon may also buy and sell positions that are more short-term in nature, depending on the goals of the Client and/or the fundamentals of the security, sector or asset class.

## **B. Risk of Loss**

Investing in securities involves certain investment risks. Securities may fluctuate in value or lose value. Clients should be prepared to bear the potential risk of loss. Beacon will assist Clients in determining an appropriate strategy based on their tolerance for risk and other factors noted above. However, there is no guarantee that a Client will meet their investment goals.

While the methods of analysis help the Advisor in evaluating a potential investment, it does not guarantee that the investment will increase in value. Assets meeting the investment criteria utilized in these methods of analysis may lose value and may have negative investment performance. The Advisor monitors these economic indicators to determine if adjustments to strategic allocations are appropriate. More details on the Advisor's review process are included below in Item 13 – Review of Accounts.

Each Client engagement will entail a review of the Client's investment goals, financial situation, time horizon, tolerance for risk and other factors to develop an appropriate strategy for managing a Client's account. Client participation in this process, including full and accurate disclosure of requested information, is essential for the analysis of a Client's account[s]. The Advisor shall rely on the financial and other information provided by the Client or their designees without the duty or obligation to validate the accuracy and completeness of the provided information. It is the responsibility of the Client to inform the Advisor of any changes in financial condition, goals or other factors that may affect this analysis.

The risks associated with a particular strategy are provided to each Client in advance of investing Client accounts. The Advisor will work with each Client to determine their tolerance for risk as part of the portfolio construction process. Following are some of the risks associated with the Advisor's investment approach:

### Market Risks

The value of a Client's holdings may fluctuate in response to events specific to companies or markets, as well as economic, political, or social events in the U.S. and abroad. This risk is linked to the performance of the overall financial markets.

### ETF Risks

The performance of ETFs is subject to market risk, including the possible loss of principal. The price of the ETFs will fluctuate with the price of the underlying securities that make up the funds. In addition, ETFs have a trading risk based on the loss of cost efficiency if the ETFs are traded actively and a liquidity risk if the ETFs have a large bid-ask spread and low trading volume. The price of an ETF fluctuates based upon the market movements and may dissociate from the index being tracked by the ETF or the price of the underlying investments. An ETF purchased or sold at one point in the day may have a different price than the same ETF purchased or sold a short time later.

### Bond ETFs

Bond ETFs are subject to specific risks, including the following: (1) interest rate risks, i.e., the risk that bond prices will fall if interest rates rise, and vice versa, the risk depends on two things, the bond's time to maturity, and the coupon rate of the bond. (2) reinvestment risk, i.e. the risk that any profit gained must be reinvested at a lower rate than was previously being earned, (3) inflation risk, i.e. the risk that the cost of living and inflation increase at a rate that exceeds the income investment thereby decreasing the investor's rate of return, (4) credit default risk, i.e. the risk associated with purchasing a debt instrument which includes the possibility of the company defaulting on its repayment obligation, (5) rating downgrades, i.e. the risk associated with a rating agency's downgrade of the company's rating which impacts the investor's confidence in the company's ability to repay its debt and (6) Liquidity Risks, i.e. the risk that a bond may not be sold as quickly as there is no readily available market for the bond.

### Mutual Fund Risks

The performance of mutual funds is subject to market risk, including the possible loss of principal. The price of the mutual funds will fluctuate with the value of the underlying securities that make up the funds. The price of a mutual fund is typically set daily therefore a mutual fund purchased at one point in the day will typically have the same price as a mutual fund purchased later that same day.

### Margin Borrowings

The use of short-term margin borrowings may result in certain additional risks to a Client. For example, if securities pledged to brokers to secure a Client's margin accounts decline in value, the Client could be subject to a "margin call", pursuant to which it must either deposit additional funds with the broker or be the subject of mandatory liquidation of the pledged securities to compensate for the decline in value.

### Concentrated Portfolios

Concentrated portfolios are an aggressive and highly volatile approach to trading and investing and should be viewed as complementary to a stable, highly predictable investment approach. Concentrated portfolios hold fewer different stocks than a diversified portfolio and are much more likely to experience sudden dramatic price swings. In addition, the rise or drop in price of any given holding in the portfolio is likely to have a larger impact on portfolio performance, than a more broadly diversified portfolio.

**Past performance is not a guarantee of future returns. Investing in securities and other investments involve a risk of loss that each Client should understand and be willing to bear. Clients are reminded to discuss these risks with the Advisor.**

## **Item 9 – Disciplinary Information**

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**There are no legal, regulatory or disciplinary events involving Beacon or its owner.** Beacon values the trust Clients place in the Advisor. The Advisor encourages Clients to perform the requisite due diligence on any advisor or service provider that the Client Engages. The backgrounds of the Advisory and its Advisory Persons are available on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching with the Advisor's firm name or CRD# 175372.

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

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The sole business of Beacon and it's Advisory Persons is to provide investment advisory services to its Clients. Neither Beacon nor its Advisory Persons are involved in other business endeavors. Beacon does not maintain any affiliations with other firms, other than contracted service providers to assist with the servicing of its Client's accounts.

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

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### **A. Code of Ethics**

Beacon has implemented a Code of Ethics (the "Code") that defines the Advisor's fiduciary commitment to each Client. This Code applies to all persons associated with Beacon ("Supervised Persons"). The Code was developed to provide general ethical guidelines and specific instructions regarding the Advisors duties to the Client. Beacon and its Supervised Persons owe a duty of loyalty, fairness and good faith towards each Client. It is the obligation of Beacon's Supervised Persons to adhere not only to the specific provisions of the Code, but also to the general principles that guide the Code. The Code covers a range of topics that address employee ethics and conflicts of interest. To request a copy of the Code, please contact the Advisor at (508) 790-7039 or via email at [michaela@bfpc.com](mailto:michaela@bfpc.com).

### **B. Personal Trading with Material Interest**

Beacon allows Supervised Persons to purchase or sell the same securities that may be recommended to and purchased on behalf of Clients. Beacon does not act as principal in any transactions. In addition, the Advisor

does not act as the general partner of a fund, or advise an investment company. Beacon does not have a material interest in any securities traded in Client accounts.

### **C. Personal Trading in Same Securities as Clients**

Beacon allows Supervised Persons to purchase or sell the same securities that may be recommended to and purchased on behalf of Clients. Owning the same securities that are recommended (purchase or sell) to Clients presents a conflict of interest that, as fiduciaries, must be disclosed to clients and mitigated through policies and procedures. As noted above, the Advisor has adopted the Code to address insider trading (material non-public information controls); gifts and entertainment; outside business activities and personal securities reporting. When trading for personal accounts, Supervised Persons have a conflict of interest if trading in the same securities. The fiduciary duty to act in the best interest of its Clients can be violated if personal trades are made with more advantageous terms than Client trades, or by trading based on material non-public information. This risk is mitigated by Beacon requiring reporting of personal securities trades by its Supervised Persons for review by the Chief Compliance Officer ("CCO") or delegate. The Advisor has also adopted written policies and procedures to detect the misuse of material, non-public information.

### **D. Personal Trading at Same Time as Client**

While Beacon allows Supervised Persons to purchase or sell the same securities that may be recommended to and purchased on behalf of Clients, such trades are typically aggregated with Client orders or traded afterwards. **At no time will Beacon, or any Supervised Person of Beacon, transact in any security to the detriment of any Client.**

## **Item 12 – Brokerage Practices**

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### **A. Recommendation of Custodian[s]**

Beacon does not have discretionary authority to select the broker-dealer/custodian for custody and execution services. The Client will engage the broker-dealer/custodian (herein the "Custodian") to safeguard Client assets and authorize Beacon to direct trades to the Custodian as agreed upon in the investment advisory agreement. Further, Beacon does not have the discretionary authority to negotiate commissions on behalf of Clients on a trade-by-trade basis.

Where Beacon does not exercise discretion over the selection of the Custodian, it may recommend the Custodian[s] to Clients for custody and execution services. Clients are not obligated to use the custodian recommended by the Advisor and will not incur any extra fee or cost associated with using a Custodian not recommended by Beacon. However, the Advisor may be limited in the services it can provide if the recommended Custodian is not engaged. Beacon may recommend the Custodian based on criteria such as, but not limited to, reasonableness of commissions charged to the Client, services made available to the Client, and its reputation and/or the location of the Custodian's offices.

Beacon will generally recommend that Clients establish their account[s] at Charles Schwab & Co., Inc. ("Schwab"), a FINRA-registered broker-dealer and member SIPC. Schwab will serve as the Client's "qualified custodian". Beacon maintains an institutional relationship with Schwab, whereby the Advisor receives economic benefits from Schwab (Please see Item 14 below.)

Following are additional details regarding the brokerage practices of the Advisor:

**1. Soft Dollars** - Soft dollars are revenue programs offered by broker-dealers/custodians whereby an advisor enters into an agreement to place security trades with a broker-dealer/custodian in exchange for research and other services. **Beacon does not participate in soft dollar programs sponsored or offered by any broker-dealer/custodian. However, the Advisor receives certain economic benefits from the Custodian. Please see Item 14 below.**

**2. Brokerage Referrals** - Beacon does not receive any compensation from any third party in connection with the recommendation for establishing an account.

**3. Directed Brokerage** - All Clients are serviced on a “directed brokerage basis”, where Beacon will place trades within the established account[s] at the Custodian designated by the Client. Further, all Client accounts are traded within their respective account[s]. The Advisor will not engage in any principal transactions (i.e., trade of any security from or to the Advisor’s own account) or cross transactions with other Client accounts (i.e., purchase of a security into one Client account from another Client’s account[s]). Beacon will not be obligated to select competitive bids on securities transactions and does not have an obligation to seek the lowest available transaction costs. These costs are determined by the Custodian.

#### **B. Aggregating and Allocating Trades**

The primary objective in placing orders for the purchase and sale of securities for Client accounts is to obtain the most favorable net results taking into account such factors as 1) price, 2) size of the order, 3) difficulty of execution, 4) confidentiality and 5) skill required of the Custodian. Beacon will execute its transactions through the Custodian as authorized by the Client.

Beacon may aggregate orders in a block trade or trades when securities are purchased or sold through the Custodian for multiple (discretionary) accounts in the same trading day. If a block trade cannot be executed in full at the same price or time, the securities actually purchased or sold by the close of each business day must be allocated in a manner that is consistent with the initial pre-allocation or other written statement. This must be done in a way that does not consistently advantage or disadvantage any particular Clients’ accounts.

### **Item 13 – Review of Accounts**

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#### **A. Frequency of Reviews**

Securities in Client accounts are monitored on a regular and continuous basis by Michaela Herlihy Chief Compliance Officer of Beacon. Formal reviews are generally conducted at least annually or more frequently depending on the needs of the Client.

#### **B. Causes for Reviews**

In addition to the investment monitoring noted in Item 13.A., each Client account shall be reviewed at least annually. Reviews may be conducted more frequently at the Client’s request. Accounts may be reviewed as a result of major changes in economic conditions, known changes in the Client’s financial situation, and/or large deposits or withdrawals in the Client’s account[s]. The Client is encouraged to notify Beacon if changes occur in the Client’s personal financial situation that might adversely affect the Client’s investment plan. Additional reviews may be triggered by material market, economic or political events.

#### **C. Review Reports**

The Client will receive brokerage statements no less than quarterly from the Custodian. These brokerage statements are sent directly from the Custodian to the Client. The Client may also establish electronic access to the Custodian’s website so that the Client may view these reports and their account activity. Client brokerage statements will include all positions, transactions and fees relating to the Client’s account[s]. The Advisor may also provide Clients with periodic reports regarding their holdings, allocations, and performance.

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

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#### **A. Compensation Received by Beacon**

Product vendors recommended by Beacon provide monetary and non-monetary assistance with client events and provide educational tools and resources. Investment decisions are not influenced by this support.

The receipt of products or services is a benefit for us and presents a conflict of interest. Beacon mitigates this conflict of interest by notifying you of the conflict and informing you that you are free to consult other financial professionals. We also mitigate this conflict by not selecting products as a result of any monetary or non-monetary assistance.

Beacon may refer Clients to various unaffiliated, non-advisory professionals (e.g., attorneys, accountants, estate planners) to provide certain financial services necessary to meet the goals of its Clients. Likewise, Beacon may receive non-compensated referrals of new Clients from various third-parties.

#### Participation in Institutional Advisor Platform

Beacon has established an institutional relationship with Schwab through its “Schwab Advisor Services” unit, a division of Schwab dedicated to serving independent advisory firms like Beacon. As a registered investment advisor participating on the Schwab Advisor Services platform, Beacon receives access to software and related support without cost because the Advisor renders investment management services to Clients that maintain assets at Schwab. Services provided by Schwab Advisor Services benefit the Advisor and many, but not all services provided by Schwab will benefit Clients. In fulfilling its duties to its Clients, the Advisor endeavors at all times to put the interests of its Clients first. Clients should be aware, however, that the receipt of economic benefits from a custodian creates a conflict of interest since these benefits may influence the Advisor's recommendation of this custodian over one that does not furnish similar software, systems support, or services.

*Services that Benefit the Client* – Schwab’s institutional brokerage services include access to a broad range of investment products, execution of securities transactions, and custody of Client’s funds and securities. Through Schwab, the Advisor may be able to access certain investments and asset classes that the Client would not be able to obtain directly or through other sources. Further, the Advisor may be able to invest in certain mutual funds and other investments without having to adhere to investment minimums that might be required if the Client were to directly access the investments.

*Services that May Indirectly Benefit the Client* – Schwab provides participating advisors with access to technology, research, discounts and other services. In addition, the Advisor receives duplicate statements for Client accounts, the ability to deduct advisory fees, trading tools, and back office support services as part of its relationship with Schwab. These services are intended to assist the Advisor in effectively managing accounts for its Clients, but may not directly benefit all Clients.

*Services that May Only Benefit the Advisor* – Schwab also offers other services and financial support to Beacon that may not benefit the Client, including: educational conferences and events, financial start-up support, consulting services and discounts for various service providers. Access to these services creates a financial incentive for the Advisor to recommend Schwab, which results in a conflict of interest. Beacon believes, however, that the selection of Schwab as Custodian is in the best interests of its Clients.

#### **B. Client Referrals from Promoters**

Beacon does not compensate, either directly or indirectly, any affiliated or unaffiliated parties (“Promoters”) for Client referrals.

#### **Item 15 – Custody**

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Beacon does not accept or maintain custody of any Client accounts, except for the authorized deduction of the Advisor’s fees and certain money movement authority as described below. All Clients must place their assets with a “qualified custodian”. Clients are required to engage the Custodian to retain their funds and securities and direct Beacon to utilize that Custodian for the Client’s security transactions. Clients should review statements provided by the Custodian and compare to any reports provided by Beacon to ensure accuracy, as the Custodian does not perform this review. For more information about custodians and brokerage practices, see Item 12 – Brokerage Practices.

#### **Item 16 – Investment Discretion**

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Beacon Financial Planning, Inc.  
72 Pine Street, Hyannis, MA 02601  
Phone: (508) 790-7039 \* Fax: 617-334-7967  
<https://www.beaconfinancialplanning.com/>

Beacon generally has discretion over the selection and amount of securities to be bought or sold in Client accounts without obtaining prior consent or approval from the Client. However, these purchases or sales may be subject to specified investment objectives, guidelines, or limitations previously set forth by the Client and agreed to by Beacon. Discretionary authority will only be authorized upon full disclosure to the Client. The granting of such authority will be evidenced by the Client's execution of wealth management agreement containing all applicable limitations to such authority. All discretionary trades made by Beacon will be in accordance with each Client's investment objectives and goals.

### **Item 17 – Voting Client Securities**

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Beacon does not accept proxy-voting responsibility for any Client. Clients will receive proxy statements directly from the Custodian. The Advisor will assist in answering questions relating to proxies, however, the Client retains the sole responsibility for proxy decisions and voting.

### **Item 18 – Financial Information**

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Neither Beacon, nor its management, have any adverse financial situations that would reasonably impair the ability of Beacon to meet all obligations to its Clients. Neither Beacon, nor any of its Advisory Persons, have been subject to a bankruptcy or financial compromise. Beacon is not required to deliver a balance sheet along with this Disclosure Brochure as the Advisor does not collect advance fees of \$1,200 or more for services to be performed six months or more in the future.

## **Form ADV Part 2B – Brochure Supplement**

**for**

**Michaela G. Herlihy, CFP®  
President and Chief Compliance Officer**

**Effective: March 28, 2023**

This Form ADV 2B (“Brochure Supplement”) provides information about the background and qualifications of Michaela G. Herlihy (CRD# 5309597) in addition to the information contained in the Beacon Financial Planning, Inc. (“Beacon” or the “Advisor”, CRD# 175372) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the Beacon Disclosure Brochure or this Brochure Supplement, please contact the Advisor at (508) 790-7039 or by email at [michaela@bfpc.com](mailto:michaela@bfpc.com).

Additional information about Ms. Herlihy is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching with her full name or her Individual CRD# 5309597.

## Item 2 – Educational Background and Business Experience

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Michaela G. Herlihy, born in 1981, is dedicated to advising Clients of Beacon as the President and Chief Compliance Officer. Ms. Herlihy earned a Bachelor's of Arts in English Writing from Boise State University in 2005. Ms. Herlihy also earned a CERTIFIED FINANCIAL PLANNER designation from Boston University in 2008. Additional information regarding Ms. Herlihy's employment history is included below.

### Employment History:

President and Chief Compliance Officer, Beacon Financial Planning, Inc.	03/2015 to Present
Advisory Representative, Beacon Financial Planning of Cape Cod, Inc	05/2002 to 03/2015
Advisory Representative, Michael A. Schreiber & Associates	11/2009 to 05/2012

### CERTIFIED FINANCIAL PLANNER™ (“CFP®”)

The CERTIFIED FINANCIAL PLANNER™, CFP® and federally registered CFP® (with flame design) marks (collectively, the “CFP® marks”) are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. (“CFP® Board”).

The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 71,000 individuals have obtained CFP® certification in the United States.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

- *Education* – Complete an advanced college-level course of study addressing the financial planning subject areas that CFP® Board's studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor's Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP® Board's financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;
- *Examination* – Pass the comprehensive CFP® Certification Examination. The examination includes case studies and client scenarios designed to test one's ability to correctly diagnose financial planning issues and apply one's knowledge of financial planning to real world circumstances;
- *Experience* – Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and
- *Ethics* – Agree to be bound by CFP® Board's *Standards of Professional Conduct*, a set of documents outlining the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP® marks:

- *Continuing Education* – Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*, to maintain competence and keep up with developments in the financial planning field; and
- *Ethics* – Renew an agreement to be bound by the *Standards of Professional Conduct*. The *Standards* prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP® Board's enforcement process, which could result in suspension or permanent revocation of their CFP® certification.



### **Item 3 – Disciplinary Information**

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***There are no legal, civil or disciplinary events to disclose regarding Ms. Herlihy.*** Ms. Herlihy has never been involved in any regulatory, civil or criminal action. There have been no client complaints, lawsuits, arbitration claims or administrative proceedings against Ms. Herlihy.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. ***As previously noted, there are no legal, civil or disciplinary events to disclose regarding Ms. Herlihy.***

However, we do encourage you to independently view the background of Ms. Herlihy on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching with her full name or her Individual CRD# 5309597.

### **Item 4 – Other Business Activities**

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#### ChoZenFam

Ms. Herlihy is the owner of ChoZenFam, an online retail shop. She spends approximately 10% of her time per month on this activity. No time is spent on this activity during trading hours.

### **Item 5 – Additional Compensation**

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Ms. Herlihy has an additional business activity where compensation is received that is detailed in Item 4 above.

### **Item 6 – Supervision**

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Ms. Herlihy serves as the President and Chief Compliance Officer of Beacon. Ms. Herlihy can be reached at (508) 790-7039.

Beacon has implemented a Code of Ethics, an internal compliance document that guides each Supervised Person in meeting their fiduciary obligations to Clients of Beacon. Further, Beacon is subject to regulatory oversight by various agencies. These agencies require registration by Beacon and its Supervised Persons. As a registered entity, Beacon is subject to examinations by regulators, which may be announced or unannounced. Beacon is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.

# **Form ADV Part 2B – Brochure Supplement**

**for**

**Kathleen E. Kane**  
**Vice President, Operations & Client Services**

**Effective: March 28, 2023**

This Form ADV 2B (“Brochure Supplement”) provides information about the background and qualifications of Kathleen E. Kane (CRD# 7073181) in addition to the information contained in the Beacon Financial Planning, Inc. (“Beacon” or the “Advisor”, CRD# 175372) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the Beacon Disclosure Brochure or this Brochure Supplement, please contact the Advisor at (508) 790-7039 or by email at [michaela@bfpc.com](mailto:michaela@bfpc.com).

Additional information about Mrs. Kane is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching with her full name or her Individual CRD# 7073181.

## Item 2 – Educational Background and Business Experience

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Kathleen E. Kane, born in 1979, is dedicated to advising Clients of Beacon as the Vice President, Operations and Client Services. Mrs. Kane earned a Bachelor's of Science from Mount St. Mary's University in 2001. Additional information regarding Mrs. Kane's employment history is included below.

### Employment History:

Vice President, Operations and Client Services, Beacon Financial Planning, Inc.	08/2014 to Present
Interior Design Consultant, Chatham Bars Inn	06/2014 to 08/2014
Director, Design Operations, Ralph Lauren Corporation	12/2007 to 03/2014

## Item 3 – Disciplinary Information

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**There are no legal, civil or disciplinary events to disclose regarding Mrs. Kane.** Mrs. Kane has never been involved in any regulatory, civil or criminal action. There have been no client complaints, lawsuits, arbitration claims or administrative proceedings against Mrs. Kane.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. **As previously noted, there are no legal, civil or disciplinary events to disclose regarding Mrs. Kane.**

However, we do encourage you to independently view the background of Mrs. Kane on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching with her full name or her Individual CRD# 7073181.

## Item 4 – Other Business Activities

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Mrs. Kane is dedicated to the investment advisory activities of Beacon's Clients. Mrs. Kane does not have any other business activities.

## Item 5 – Additional Compensation

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Mrs. Kane is dedicated to the investment advisory activities of Beacon's Clients. Mrs. Kane does not receive any additional forms of compensation.

## Item 6 – Supervision

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Mrs. Kane serves as the Vice President, Operations and Client Services of Beacon and is supervised by Michaela Herlihy, President and Chief Compliance Officer. Ms. Herlihy can be reached at (508) 790-7039.

Beacon has implemented a Code of Ethics, an internal compliance document that guides each Supervised Person in meeting their fiduciary obligations to Clients of Beacon. Further, Beacon is subject to regulatory oversight by various agencies. These agencies require registration by Beacon and its Supervised Persons. As a registered entity, Beacon is subject to examinations by regulators, which may be announced or unannounced. Beacon is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.

# Form ADV Part 2B – Brochure Supplement

for

**Kelli M. Grew, CFP®  
Financial Advisor**

**Effective: March 28, 2023**

This Form ADV 2B (“Brochure Supplement”) provides information about the background and qualifications of Kelli M. Grew (CRD# 6100911) in addition to the information contained in the Beacon Financial Planning of, Inc. (“Beacon” or the “Advisor”, CRD# 175372) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the Beacon Disclosure Brochure or this Brochure Supplement, please contact the Advisor at (508) 790-7039 or by email at [michaela@bfpsc.com](mailto:michaela@bfpsc.com).

Additional information about Mrs. Grew is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching with her full name or her Individual CRD# 6100911.

## Item 2 – Educational Background and Business Experience

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Kelli M. Grew, born in 1988, is dedicated to advising Clients of Beacon as a Certified Financial Planner. Mrs. Grew earned a Bachelor's of Science in Business Management and Finance from The University of New Hampshire in 2010. She also earned a CERTIFIED FINANCIAL PLANNER designation in 2015. Additional information regarding Mrs. Grew's employment history is included below.

### Employment History:

Financial Advisor, Beacon Financial Planning, Inc.	04/2019 to Present
Certified Financial Advisor, AAFCPA's Wealth Management	02/2011 to 03/2019
Mortgage Processor, Cape Cod Five Cents Savings Bank	09/2010 to 01/2011

### CERTIFIED FINANCIAL PLANNER™ (“CFP®”)

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The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 71,000 individuals have obtained CFP® certification in the United States.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

- *Education* – Complete an advanced college-level course of study addressing the financial planning subject areas that CFP® Board's studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor's Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP® Board's financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;
- *Examination* – Pass the comprehensive CFP® Certification Examination. The examination includes case studies and client scenarios designed to test one's ability to correctly diagnose financial planning issues and apply one's knowledge of financial planning to real world circumstances;
- *Experience* – Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and
- *Ethics* – Agree to be bound by CFP® Board's *Standards of Professional Conduct*, a set of documents outlining the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP® marks:

- *Continuing Education* – Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*, to maintain competence and keep up with developments in the financial planning field; and
- *Ethics* – Renew an agreement to be bound by the *Standards of Professional Conduct*. The *Standards* prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP® Board's enforcement process, which could result in suspension or permanent revocation of their CFP® certification.

### **Item 3 – Disciplinary Information**

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***There are no legal, civil or disciplinary events to disclose regarding Mrs. Grew.*** Mrs. Grew has never been involved in any regulatory, civil or criminal action. There have been no client complaints, lawsuits, arbitration claims or administrative proceedings against Mrs. Grew.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. ***As previously noted, there are no legal, civil or disciplinary events to disclose regarding Mrs. Grew.***

However, we do encourage you to independently view the background of Mrs. Grew on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching with her full name or her Individual CRD# 6100911.

### **Item 4 – Other Business Activities**

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Mrs. Grew is dedicated to the investment advisory activities of Beacon's Clients. Mrs. Grew does not have any other business activities.

### **Item 5 – Additional Compensation**

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Mrs. Grew is dedicated to the investment advisory activities of Beacon's Clients. Mrs. Grew does not receive any additional forms of compensation.

### **Item 6 – Supervision**

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Mrs. Grew serves as a Certified Financial Planner of Beacon and is supervised by Michaela Herlihy, President and Chief Compliance Officer. Ms. Herlihy can be reached at (508) 790-7039.

Beacon has implemented a Code of Ethics, an internal compliance document that guides each Supervised Person in meeting their fiduciary obligations to Clients of Beacon. Further, Beacon is subject to regulatory oversight by various agencies. These agencies require registration by Beacon and its Supervised Persons. As a registered entity, Beacon is subject to examinations by regulators, which may be announced or unannounced. Beacon is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.

## **Form ADV Part 2B – Brochure Supplement**

**for**

**Lauren G. Lindsay, CFP®  
Financial Advisor**

**Effective: March 28, 2023**

This Form ADV 2B (“Brochure Supplement”) provides information about the background and qualifications of Lauren G. Lindsay (CRD# 3139075) in addition to the information contained in the Beacon Financial Planning Inc. (“Beacon” or the “Advisor”, CRD# 175372) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the Beacon Disclosure Brochure or this Brochure Supplement, please contact the Advisor at (508) 790-7039 or by email at [michaela@bfpc.com](mailto:michaela@bfpc.com).

Additional information about Mrs. Lindsay is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching with her full name or her Individual CRD# 3139075.

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**Beacon Financial Planning, Inc.**  
72 Pine Street, Hyannis, MA 02601  
Phone: (508) 790-7039 \* Fax: 617-334-7967  
<https://www.beaconfinancialplanning.com/>

## Item 2 – Educational Background and Business Experience

Lauren G. Lindsay, born in 1970, is dedicated to advising Clients of Beacon as a Certified Financial Planner. Mrs. Lindsay earned a PGCE in Secondary Education from Kings' College, University of London in 1994. Mrs. Lindsay also earned a B.A. in English from The College of William and Mary in 1992. Mrs. Lindsay also earned a Certified Financial Planner™ (“CFP®”) designation from Merrimack College in 2001. Additional information regarding Mrs. Lindsay’s employment history is included below.

### Employment History:

Financial Advisor, Beacon Financial Planning, Inc.	12/2020 to Present
Wealth Advisor, Westwood Wealth Management	12/2019 to 12/2020
unemployed	07/2019 to 12/2019
Director of Financial Planning, Personal Financial Advisors	01/2006 to 06/2019

### CERTIFIED FINANCIAL PLANNER™ (“CFP®”)

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The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 71,000 individuals have obtained CFP® certification in the United States.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

- *Education* – Complete an advanced college-level course of study addressing the financial planning subject areas that CFP® Board’s studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor’s Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP® Board’s financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;
- *Examination* – Pass the comprehensive CFP® Certification Examination. The examination includes case studies and client scenarios designed to test one’s ability to correctly diagnose financial planning issues and apply one’s knowledge of financial planning to real world circumstances;
- *Experience* – Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and
- *Ethics* – Agree to be bound by CFP® Board’s *Standards of Professional Conduct*, a set of documents outlining the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP® marks:

- *Continuing Education* – Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*, to maintain competence and keep up with developments in the financial planning field; and
- *Ethics* – Renew an agreement to be bound by the *Standards of Professional Conduct*. The *Standards* prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP® Board’s enforcement process, which could result in suspension or permanent revocation of their CFP®



### **Item 3 – Disciplinary Information**

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***There are no legal, civil or disciplinary events to disclose regarding Mrs. Lindsay.*** Mrs. Lindsay has never been involved in any regulatory, civil or criminal action. There have been no client complaints, lawsuits, arbitration claims or administrative proceedings against Mrs. Lindsay.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. ***As previously noted, there are no legal, civil or disciplinary events to disclose regarding Mrs. Lindsay.***

However, we do encourage you to independently view the background of Mrs. Lindsay on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching with her full name or her Individual CRD# 3139075.

### **Item 4 – Other Business Activities**

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Mrs. Lindsay is dedicated to the investment advisory activities of Beacon's Clients. Mrs. Lindsay does not have any other business activities.

### **Item 5 – Additional Compensation**

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Mrs. Lindsay is dedicated to the investment advisory activities of Beacon's Clients. Mrs. Lindsay does not receive any additional forms of compensation.

### **Item 6 – Supervision**

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Mrs. Lindsay serves as a Certified Financial Planner of Beacon and is supervised by Michaela Herlihy, the Chief Compliance Officer. Ms. Herlihy can be reached at (508) 790-7039.

Beacon has implemented a Code of Ethics, an internal compliance document that guides each Supervised Person in meeting their fiduciary obligations to Clients of Beacon. Further, Beacon is subject to regulatory oversight by various agencies. These agencies require registration by Beacon and its Supervised Persons. As a registered entity, Beacon is subject to examinations by regulators, which may be announced or unannounced. Beacon is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.

## **Form ADV Part 2B – Brochure Supplement**

**for**

**Heather M. Lynch  
Financial Advisor**

**Effective: March 28, 2023**

This Form ADV 2B (“Brochure Supplement”) provides information about the background and qualifications of Heather M. Lynch (CRD# 5880833) in addition to the information contained in the Beacon Financial Planning, Inc (“Beacon” or the “Advisor”, CRD# 175372) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the Beacon Disclosure Brochure or this Brochure Supplement, please contact us at (508) 790-7039.

Additional information about Ms. Lynch is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching with her full name or her Individual CRD# 5880833.

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**Beacon Financial Planning, Inc.**  
72 Pine Street, Hyannis, MA 02601  
Phone: (508) 790-7039 \* Fax: 617-334-7967  
<https://www.beaconfinancialplanning.com/>

## Item 2 – Educational Background and Business Experience

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Heather M. Lynch, born in 1986, is dedicated to advising Clients of Beacon as a Financial Advisor. Ms. Lynch earned a BS in Business Administration (Finance and Management) from Northeastern University in 2008. Additional information regarding Ms. Lynch's employment history is included below.

### Employment History:

Financial Advisor, Beacon Financial Planning, Inc	08/2022 to Present
Unemployed, Unemployed	02/2022 to 08/2022
Senior Wealth Strategist, UBS Financial Services	12/2017 to 02/2022
Director, Client Advisor, Boston Private Wealth	09/2015 to 07/2017
Senior Client Service Manager, Fidelity Investments	01/2008 to 08/2015

## Item 3 – Disciplinary Information

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**There are no legal, civil or disciplinary events to disclose regarding Ms. Lynch.** Ms. Lynch has never been involved in any regulatory, civil or criminal action. There have been no client complaints, lawsuits, arbitration claims or administrative proceedings against Ms. Lynch.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. **As previously noted, there are no legal, civil or disciplinary events to disclose regarding Ms. Lynch.**

However, we do encourage you to independently view the background of Ms. Lynch on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching with her full name or her Individual CRD# 5880833.

## Item 4 – Other Business Activities

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Ms. Lynch is dedicated to the investment advisory activities of Beacon's Clients. Ms. Lynch does not have any other business activities.

## Item 5 – Additional Compensation

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Ms. Lynch is dedicated to the investment advisory activities of Beacon's Clients. Ms. Lynch does not receive any additional forms of compensation.

## Item 6 – Supervision

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Ms. Lynch serves as a Financial Advisor of Beacon and is supervised by Michaela Herlihy, the Chief Compliance Officer. Ms. Herlihy can be reached at (508) 790-7039.

Beacon has implemented a Code of Ethics, an internal compliance document that guides each Supervised Person in meeting their fiduciary obligations to Clients of Beacon. Further, Beacon is subject to regulatory oversight by various agencies. These agencies require registration by Beacon and its Supervised Persons. As a registered entity, Beacon is subject to examinations by regulators, which may be announced or unannounced. Beacon is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.

## Privacy Policy

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### Our Commitment to You

Beacon Financial Planning, Inc. ("Beacon" or the "Advisor") is committed to safeguarding the use of personal information of our Clients (also referred to as "you" and "your") that we obtain as your Investment Advisor, as described here in our Privacy Policy ("Policy").

Our relationship with you is our most important asset. We understand that you have entrusted us with your private information, and we do everything that we can to maintain that trust. Beacon (also referred to as "we", "our" and "us") protects the security and confidentiality of the personal information we have and implements controls to ensure that such information is used for proper business purposes in connection with the management or servicing of our relationship with you.

Beacon does not sell your non-public personal information to anyone. Nor do we provide such information to others except for discrete and reasonable business purposes in connection with the servicing and management of our relationship with you, as discussed below.

Details of our approach to privacy and how your personal non-public information is collected and used are set forth in this Policy.

### Why you need to know?

Registered Investment Advisors ("RIAs") must share some of your personal information in the course of servicing your account. Federal and State laws give you the right to limit some of this sharing and require RIAs to disclose how we collect, share, and protect your personal information.

### What information do we collect from you?

Driver's license number	Date of birth
Social security or taxpayer identification number	Assets and liabilities
Name, address and phone number[s]	Income and expenses
E-mail address[es]	Investment activity
Account information (including other institutions)	Investment experience and goals

### What Information do we collect from other sources?

Custody, brokerage and advisory agreements	Account applications and forms
Other advisory agreements and legal documents	Investment questionnaires and suitability documents
Transactional information with us or others	Other information needed to service account

### How do we protect your information?

To safeguard your personal information from unauthorized access and use we maintain physical, procedural and electronic security measures. These include such safeguards as secure passwords, encrypted file storage and a secure office environment. Our technology vendors provide security and access control over personal information and have policies over the transmission of data. Our associates are trained on their responsibilities to protect Client's personal information.

We require third parties that assist in providing our services to you to protect the personal information they receive from us.

**How do we share your information?**

An RIA shares Client personal information to effectively implement its services. In the section below, we list some reasons we may share your personal information.

Basis For Sharing	Do we share?	Can you limit?
<p><b>Servicing our Clients</b> We may share non-public personal information with non-affiliated third parties (such as administrators, brokers, custodians, regulators, credit agencies, other financial institutions) as necessary for us to provide agreed upon services to you, consistent with applicable law, including but not limited to: processing transactions; general account maintenance; responding to regulators or legal investigations; and credit reporting.</p>	Yes	No
<p><b>Marketing Purposes</b> Beacon does not disclose, and does not intend to disclose, personal information with non-affiliated third parties to offer you services. Certain laws may give us the right to share your personal information with financial institutions where you are a customer and where Beacon or the client has a formal agreement with the financial institution. <b>We will only share information for purposes of servicing your accounts, not for marketing purposes.</b></p>	No	Not Shared
<p><b>Authorized Users</b> Your non-public personal information may be disclosed to you and persons that we believe to be your authorized agent[s] or representative[s].</p>	Yes	Yes
<p><b>Information About Former Clients</b> Beacon does not disclose and does not intend to disclose, non-public personal information to non-affiliated third parties with respect to persons who are no longer our Clients.</p>	No	Not Shared

**State-specific Regulations**

Massachusetts	In response to Massachusetts law, the Client must “opt-in” to share non-public personal information with non-affiliated third parties before any personal information is disclosed. Client opt-in is obtained through the Client’s execution of authorization forms provided by the third parties, by executing an Information Sharing Authorization Form, or by other written consent by the Client, as appropriate and consistent with applicable laws and regulations
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**Changes to our Privacy Policy**

We will send you a copy of this Policy annually for as long as you maintain an ongoing relationship with us.

Periodically we may revise this Policy and will provide you with a revised Policy if the changes materially alter the previous Privacy Policy. We will not, however, revise our Privacy Policy to permit the sharing of non-public personal information other than as described in this notice unless we first notify you and provide you with an opportunity to prevent the information sharing.

**Any Questions?**

You may ask questions or voice any concerns, as well as obtain a copy of our current Privacy Policy by contacting us at (508) 790-7039 or via email at [michaela@bfpcc.com](mailto:michaela@bfpcc.com).