

Mission Financial Planning, Inc.  
5410 W. 61<sup>st</sup> Place, Mission, KS 66205 – 913-948-9694

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Mission Financial Planning, Inc.

5410 W. 61st Place, Ste. 100

Mission, KS 66205

913-948-9686 direct

[MissionFinancialPlanning.com](http://MissionFinancialPlanning.com)

**March 29, 2018**

**Item 1 – Cover Page**

This Brochure provides information about the qualifications and business practices of Mission Financial Planning, Inc.

If you have any questions about the contents of this Brochure, please contact us at [info@missionfinancialplanning.com](mailto:info@missionfinancialplanning.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.

Mission Financial Planning, Inc. is a registered investment adviser registered with the state of Kansas. Registration does not imply a certain level of skill or training. The oral and written communications of an Adviser provide you with information about which you determine to hire or retain an Adviser.

Additional information about Mission Financial Planning, Inc. also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

You can follow Mission Financial Planning at  
<https://www.linkedin.com/company/mission-financial-planning-inc>.  
<https://www.linkedin.com/in/sharonkweaver/>  
<http://facebook.com/missionfinancialplanning>

## **Item 2 – Material Changes**

Pursuant to Kansas State Rules, you will be offered a summary of any material changes to this and subsequent Brochures once a year.

Currently, our Brochure (and any supplemental brochures, if applicable) may be requested by contacting Sharon Weaver, President, at 913-948-9686 or [info@missionfinancialplanning.com](mailto:info@missionfinancialplanning.com). Our Brochure is also available on our web site <http://www.missionfinancialplanning.com>, also free of charge.

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#### **Item 4 – Advisory Business**

Mission Financial Planning, Inc. is a fee-only financial planning firm offering comprehensive planning, education and monitoring to help clients pursue their financial goals. Sharon Weaver, CFP® purchased the firm in February 2011, and the Firm was subsequently registered as an Investment Adviser in December 2011.

Mission Financial Planning advises clients on budgeting and cash flow, investing, insuring, education funding, tax management, debt management, retirement planning, including Social Security analysis, and estate planning (wills and trusts).

Mission Financial Planning begins the financial planning process by collecting and compiling financial information that the client provides. In our initial meeting we will review your current situation and discuss what you hope to accomplish financially. We will identify any gaps in planning, and determine short, intermediate and long term goals and related action items. We will create a comprehensive and realistic financial model to use in planning. We monitor the model and discuss planning on a quarterly basis through scheduled quarterly calls, reviewing action items and detailing the process for implementation and achievement of them.

Due to the advice-only nature of our business, we do not have any reportable assets under management.

#### **Item 5 – Fees and Compensation**

New financial planning clients receive an initial consultation, typically an all day meeting in our offices, and three quarterly consults to complete a full year of services pertaining to personal and business planning.

After the first year, continuing clients return for an annual Monitoring Consultation, three scheduled quarterly phone calls with the planner throughout the year and ongoing planning and support.

The annual fee for this service is \$4800 for business owners and \$3800 for individuals.

Services are billed on a monthly or quarterly basis. Clients have the option to pay by check, credit card or an ACH payment. Payment terms will be clearly disclosed in the Planning Agreement signed by Mission Financial Planning and the client.

On a limited basis, Mission Financial Planning is also available for smaller-scope projects, providing second opinions, ad-hoc planning or advice. Project fees are estimated based on hourly fees for financial planning of \$200.00 per hour. Fifty percent (50%) of hourly fees will be due upon the Client's consent to the additional time needed, with the balance (based on actual hours) due upon presentation of project to the client.

Social Security Strategy assistance is offered on a project basis for a fixed fee of \$250.00. Retirement Withdrawal Strategy assistance is offered on a project basis for a fixed fee of \$500.00. Both include a one hour meeting and printed analysis.

Limited assistance with bookkeeping, financial accounting or reporting is also available for \$85.00 per hour (this service constitutes less than 10% of our time and revenue).

**The initial planning, annual meeting with follow up, quarterly calls, and associated research and usual and reasonable interaction can all be expected to fall within the scope of the annual fee.** However, if it becomes necessary for a planner's time commitment to go above and beyond the scope of the original agreement (approximately 24 hours for business clients, 19 hours for individuals), the planner will notify the client in writing with an estimate detailing the need and cost of additional time. If the estimate is accepted, additional time will be charged at \$200 per hour.

Clients may terminate their Financial Planning Agreement by providing advance written notice. Mission Financial Planning will refund any unearned prepaid fees based on the number of days remaining in the quarter from the day following the receipt of notice to the end of the quarter.

The specific manner in which fees are charged and billed by Mission Financial Planning is established in a client's written agreement with Mission Financial Planning. All fees are subject to negotiation.

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

Mission Financial Planning is fee-only, meaning that we don't sell products and do not participate in any type of commissions, asset-based fees, referral fees or revenue

sharing. We believe that this independent position helps us to provide unbiased and impartial judgments and recommendations based on what's best for our clients.

Mission Financial Planning does not charge any performance-based fees (fees based on a share of capital gains on or capital appreciation of the assets of a client – we do not manage investments).

While we are not compensated on or by any investments that our advice may pertain to, this implied limitation on liability is valid only to the extent it does not violate federal and state securities laws. Federal and state securities laws impose liabilities under certain circumstances on persons who nonetheless act in good faith and this ADV Part 2A Brochure shall therefore not constitute a waiver or limitation of any right Client has under such laws.

### **Item 7 – Types of Clients**

Mission Financial Planning works with individuals and does not place requirements on minimum net worth or account size.

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

Mission Financial Planning does not manage investments. We limit our investment advice to personalized asset allocation counsel. Recommendations are made to be appropriate for the client's risk tolerance based on a written risk assessment performed for each client. If the client works with an investment manager or broker, we will monitor the investments on a non-discretionary and non-continuous basis, providing an allocation risk/return analysis from time to time.

While appropriate asset allocation has a significant effect on investment performance, there is no assurance of improved performance and no guarantee against loss. All asset classes and individual investments carry their own inherent risk. Investing in securities involves risk of loss that clients should be prepared to bear.

### **Item 9 – Disciplinary Information**

Registered Investment Advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of Mission Financial Planning, Inc. or the integrity of Mission Financial Planning, Inc.'s management. Mission Financial Planning, Inc. has no information to report applicable to this Item.

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

None.

### **Item 11 – Code of Ethics**

Mission Financial Planning, Inc. has adopted a Code of Ethics for all supervised persons of the firm describing its high standard of business conduct, and fiduciary duty to its clients. The Code of Ethics includes provisions relating to the confidentiality of client information, a prohibition on insider trading, restrictions on the acceptance of significant gifts and the reporting of certain gifts and business entertainment items, and personal securities trading procedures, among other things. All supervised persons at Mission Financial Planning, Inc. must acknowledge the terms of the Code of Ethics annually, or as amended.

Mission Financial Planning, Inc.'s clients or prospective clients may request a copy of the firm's Code of Ethics by contacting Sharon Weaver.

Mission Financial Planning (MFP) does not buy or sell investments for client accounts, and does not recommend or comment on individual securities. This helps us maintain our independent position. However, there may be situations where clients and advisors may own the same security, or the advisor may know that several clients own the same security. Mission Financial Planning's Advisor Representatives are required to follow Mission Financial Planning's Supervisory Areas of Consideration document. Subject to satisfying this policy and applicable laws, officers, directors and employees of MFP may trade for their own accounts in securities which are also owned by MFP's clients. The Supervisory Areas of Consideration is designed to assure that the personal securities transactions, activities and interests of the Advisor Representatives of Mission Financial

Planning will not interfere with making decisions in the best interest of advisory clients. Nonetheless, because in some circumstances Advisor Representatives could invest in the same securities as clients, there is a possibility that Advisor Representatives might benefit from market activity by a client in a security. Advisor Representatives trading is continually monitored under the Supervisory Areas of Consideration to reasonably prevent conflicts of interest between Mission Financial Planning and its clients.

### **Item 12 – Brokerage Practices**

Mission Financial Planning does not place brokerage trades for clients.

### **Item 13 – Review of Accounts**

Client financial plans are reviewed quarterly by the client's financial planning representative via a phone call with the client. This review will typically include comparing Client's investment accounts' performance against benchmarks and reviewing asset allocation. At a minimum, written reviews will be provided annually. Mission Financial Planning, Inc. does not manage, custody or audit Client investment accounts.

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

No compensation is paid or received for client referrals.

### **Item 15 – Custody**

Mission Financial Planning does not custody assets. Clients should receive at least quarterly statements from the broker dealer, bank or other qualified custodian that holds and maintains client's investment assets. Mission Financial Planning, Inc. urges clients to carefully review such statements.

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

Mission Financial Planning, Inc. does not request or accept discretionary authority to trade securities for the client.

Mission Financial Planning can help clients write investment guidelines and restrictions, and can provide an Investment Policy Statement for use by the client or their money manager in managing the client's assets.

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

As a matter of the firm's business model, policies and practice, Mission Financial Planning, Inc. does not have any authority to and does not vote proxies on behalf of advisory clients. Clients or their investment manager retain the responsibility for receiving and voting proxies for any and all securities maintained in client portfolios. Clients may contact us regarding advice on voting their proxies. We may suggest that their investment management may have a better knowledge of how to vote them.

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

Registered Investment Advisers are required in this Item to provide you with certain financial information or disclosures about Mission Financial Planning, Inc.'s financial condition. Mission Financial Planning, Inc. has no financial commitment that impairs its ability to meet contractual and fiduciary commitments to clients, and has not been the subject of a bankruptcy proceeding.

### **Item 19 – Requirements for State-Registered Advisers**

As of 1/1/2013, the State of Kansas requires all investment advisors to notify clients and prospective clients in Kansas of the presence or absence of professional liability insurance coverage for its investment advisory clients. Mission Financial Planning carries professional liability insurance coverage with Philadelphia Insurance Companies

Biographical information on registered individuals:

Sharon K. Weaver

DOB 8/2/1961

Kansas State University, currently in the Financial Therapy Graduate Certificate program  
Friends University, BS, Human Resources Management

Initial Securities registration 1987

Certified Financial Planner (CFP®) 1993\*

Accredited Wealth Management Advisor (AWMA®) 2010\*\*

Past Experience

- Advisor Marketing at Kornitzer Capital Management / Buffalo Funds  
May 2003 – Feb 2011
- Advisor Liaison / Product Manager at Jones & Babson/BMA  
Jan 1995 – May 2003
- Relationship Manager at CNBS  
Nov 1993 – Nov 1994
- Financial Consultant / Regional Manager at US Bank (previously Mark Twain Bank)  
Aug 1986 – May 1988, Nov 1989 – Jul 1993
- Financial Consultant at B. C. Christopher  
May 1988 – Nov 1989

The CFP®, CERTIFIED FINANCIAL PLANNER™ and  certification marks are financial planning credentials awarded by Certified Financial Planner Board of Standards Inc. (CFP Board) to individuals who meet education, examination, experience and ethics requirements.

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 62,000 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, administered in 10 hours over a two-day period, 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.

\*\*The Accredited Wealth Management Advisor designation is sponsored by the College for Financial Planning®. It is a course of study encompassing wealth strategies, equity-based compensation plans, tax reduction alternatives, and asset protection alternatives. Additionally, individuals must pass an end-of-course examination that tests their ability to synthesize complex concepts and apply theoretical concepts to real-life situations as well as complying with the Code

of Ethics, which includes agreeing to abide by the Standards of Professional Conduct and Terms and Conditions and are subject to a disciplinary process. Designees renew their designation every two-years by completing 16 hours of continuing education, reaffirming adherence to the Standards of Professional Conduct and complying with self-disclosure requirements.