

More About the PFO Binder

This resource will provide you with information related to the type of binder to use, how to organize it and ultimately what goes in it. At the end of the day, this binder needs to work for you and your clients. The key is to make it professional, functional and position you as the key coordinate for your client's financial affairs. This deliverable represents a meaningful and significant service offering you can provide for your best clients.



What Kind of Binder Should I Use?

Special Note: CUSO will provide you with an initial supply of these binders, tabs and basic content to provide you with an easy re-order process.

We recommend you use a binder that has a 2 or 3-inch ring diameter – anything smaller and it will become too full. A smaller ring size often makes it difficult to access the various binder contents.

We also recommend you use a quality binder that will stand the test of time with your best clients. In other words, we don't want the cover ripping and having exposed cardboard a year into using it. Since this is a valuable tool for your top clients consider it an important investment - it will be money *well spent*.

We often get asked if the binder needs to have branding and logos on it. You can save yourself the time and money by using a generic binder. Save the branding and logos for the contents on the inside of your binder. We recommend the color of the binder theme with your overall branding, if possible.

What Tabs Belong in the Binder?

The tabs in the Personal Financial Organizer (PFO) Binder flow as follows:

- Personal Financial Organizer
- Daily Living
- Tax Strategy
- Retirement Nest Egg
- Current Savings
- Family Security
- Caring for Others
- Leaving Your Legacy
- Business Succession

Now, some advisors rearrange the order of these tabs just due to personal preference. If you do this – we highly recommend you rearrange the PFO template to reflect the new tab order so it all integrates logically. We've also had advisors add tabs related to specific business solutions they could add. For instance, you may have a tab in there that helps them coordinate their mortgage, banking or borrowing needs.

What Type of Information goes in the Binder?

Here is a sample list of items that you may want to include the PFO Binder under each of the main sections of the binder (i.e. the individual tabs discussed above). All reference to 'statements' means the most recent one only - as this binder is not intended to manage statements or it will become cluttered and full very quickly. Older statements can be redirected to the client's personal filing system or an administrative binder specifically for designed for organizing their statements.



Daily Living

- Net Worth Statement
- Cash Flow Projections
- Up-to-date summary of regular Saving Accounts
- Up-to-date summary of Bank Checking Accounts
- Up-to-date Mortgage Statement
- Up-to-date summary of Personal Loans and/or Line of Credit
- Up-to-date summary of Credit Cards

Tax Strategy

- Tax Planning Strategies
- Tax Returns from the previous 2 years
- All Property Tax Receipts
- Information on Holding Companies or Limited Partnerships

To & Through Retirement

- Retirement Projections
- Retirement Pension Plan Statements (private and public pensions)
- Up-to-date summary of Registered Retirement Accounts (RRSPs and RRIFs)
- Up-to-date summary of TFSA Accounts
- Up-to-date summary of other Non-Registered Retirement Investments
- CPP and/or OAS Benefits Statement

Current Savings

- Asset Allocation
- Investment Policy Statement
- Investment Strategies
- Up-to-date summary of all brokerage accounts
- Up-to-date summary of all mutual funds
- Up-to-date summary from all Trust Companies
- Up-to-date summary of Bank Statements pertaining to investments
- Stock Certificates and/or Bond Certificates
- Up-to-date summary of Annuity Contracts
- Other (specify): _____

Family Security

- Health Insurance Policy
- Life Insurance Policy
- Disability Insurance Policy
- Extended Care or Critical Illness Insurance Policy
- Registered Disability Savings Plan (RDSP)
- Other (specify): _____

Caring for Others

- Educational Savings Projections
- Up-to-date summary of Educational Savings Plan (RESP)

Leaving Your Legacy

- Principal Residence Ownership
- A current copy of Will
- A current copy of Power of Attorney
- A current copy of Enduring Power of Attorney
- Trust information
- Deeds to all Property

Business Succession

- Buy-Sell Agreements
- Life Insurance Policy
- Succession Plan