



# **PARTNERSHIP FINANCIAL LLC**

Part 2A of Form ADV

**Partnership Financial LLC**

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**Columbus, OH 43214**

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This brochure provides information about the qualifications and business practices of PARTNERSHIP FINANCIAL LLC. If you have any questions about the contents of this brochure, please contact us at: 614.328.9319, or by email at: [jim@partnershipfinancial.com](mailto:jim@partnershipfinancial.com). The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission, or by any state securities authority.

Additional information about PARTNERSHIP FINANCIAL LLC is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov)

January 24<sup>th</sup>, 2024

Partnership Financial LLC

January 24<sup>th</sup>, 2024

## Item 2 - Material Changes

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### Annual Update

The Material Changes section of this brochure will be updated annually when material changes occur since the previous release of the Firm Brochure.

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### Material Changes since the Last Update

Additional office location:

3801 Avalon Park East Blvd, Suite 200 2<sup>nd</sup> Floor, Orlando, FL 32828

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### Full Brochure Available

Whenever you would like to receive a complete copy of our Firm Brochure, please contact us by telephone at: 614.328.9319 ext. 102 or by email at:

[jim@partnershipfinancial.com](mailto:jim@partnershipfinancial.com).

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## Item 4 - Advisory Business

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### Firm Description

PARTNERSHIP FINANCIAL LLC (Partnership Financial) was founded in 1996.

PARTNERSHIP FINANCIAL LLC is a fee-only, holistic financial planning firm that specializes in providing personalized and confidential financial planning and investment management to individuals. The firm is a fiduciary to its clients. Partnership Financial LLC has existed as a partnership from 2008 through 2018 and had two original partners: managing member, Jo Anne Paynter, CFP<sup>®</sup>, and Jim Davis, CFP<sup>®</sup>, EA. In 2013 Partnership Financial LLC merged with Reed Financial Planning LLC. The resulting firm had three partners: managing member Jim Davis, CFP<sup>®</sup>, EA, Jo Anne Paynter, CFP<sup>®</sup>, and Robert Reed, CFP<sup>®</sup>. From January 1<sup>st</sup>, 2019 through January 19<sup>th</sup>, 2023 Partnership Financial LLC had one owner: Jim Davis, CFP<sup>®</sup>, EA. Effective January 20<sup>th</sup>, 2023 Mark Bowes and Rachel Tufano are also owners. The firm serves as the trusted guide for providing clients a means to identify their personal financial goals and find solutions to their financial problem areas through:

- **Designing and simplifying their financial life**
- **Tax planning as well as individual tax preparation**
- **Advising on financial risk and investment allocations**
- **Retirement planning**
- **Estate planning**
- **Small business planning**
- **Risk management**
- **Goal setting**

All services are tailored to the client's unique objectives. **Partnership Financial LLC does not sell insurance or investment products, nor does it accept commissions as a result of any product recommendations. Partnership Financial LLC does not pay referral or finder's fees, nor does it accept such fees from other firms.**

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Firm Planners

Jim Davis, CFP<sup>®</sup>, EA, is an owner and the compliance officer. Mark Bowes, CFP<sup>®</sup> is an owner and Investment Adviser Representative.

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Types of Advisory Services

PARTNERSHIP FINANCIAL LLC provides the following two types of service:

1. Flat Fee Financial Planning Agreement: A Flat Fee Financial Planning Agreement provides holistic/comprehensive financial planning for a fixed annual fee. A Flat Fee Financial Planning Agreement is designed to be an ongoing, long term relationship. During the **Initial Year** there are a number of meetings covering five to seven client-relevant topics (see list below). Usually each topic is covered in a separate meeting; however, if requested, the number of meetings can be reduced by consolidating topics. Meetings may be held face-to-face or via secure computer and telephonic links. Non-discretionary implementation services are provided as needed.

<b>Tax preparation</b>	<b>Budgeting and cash flow</b>
<b>Tax planning</b>	<b>Record-keeping</b>
<b>Net worth review</b>	<b>Retirement planning</b>
<b>Portfolio analysis</b>	<b>Goal setting</b>
<b>Asset allocation/recommendations</b>	<b>Estate planning</b>
<b>Insurance analysis</b>	<b>Benefit and beneficiary review</b>

In **Renewal Years** the number of meetings typical for a client will depend on the level of service appropriate for the client. Typical renewal level services include:

<b>Tax planning &amp; preparation</b>	<b>Goal setting/review</b>
<b>Investment review/update</b>	<b>Asset rebalancing</b>
<b>Financial planning and/or any financial services as needed</b>	

1. Flat Fee Financial Planning Agreement: The client agrees to an on-going relationship with Partnership Financial LLC as their trusted guide in financial matters. Detailed investment advice and specific recommendations are provided as part of this process. The implementation of recommendations is always at the discretion of the client.
2. Financial Tune-Up: A Financial Tune-Up consists of a two hour review of up to three financial planning topics selected in advance by the client. No follow-up services are provided with the tune-up.
3. PathFinder: This service offering is aimed at young professionals who need professional, affordable advice on financial matters on an ongoing basis, but do not yet have the complexity to warrant the Flat Fee Financial Planning agreement.

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#### Tailored Relationships

The goals and objectives for each client are documented in our recommendation sheets created in each meeting with our clients. This will document their current situation, goals and next steps toward their goals. Clients may impose restrictions on investing in certain securities or types of securities. Agreements may not be assigned without client consent.

Partnership Financial LLC is a fee-only financial advisory firm and does not sell investment or insurance products. All fees are generally non-negotiable and are paid as described above directly by the client.

The client or Partnership Financial LLC may terminate an engagement upon written notice within 5 days of signing a retainer agreement with no penalty. Additionally, clients may terminate their agreements, without penalty, at any

time upon 30 days written notice. If the client has made an advanced payment, the unearned portion of that payment will be refunded.

Clients are under no obligation to implement any advice given.

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## Types of Agreements

The following agreements define the typical client relationships.

With the **Flat Fee Financial Planning Agreement** the client agrees to an ongoing relationship with Partnership Financial LLC as their trusted guide in the financial areas of their life.

The financial services provided may include, but are not limited to: net worth statements; cash flow statements; a review of investment accounts, including reviewing asset allocation and providing reallocation recommendations; strategic tax planning and individual tax preparation yearly (unless specifically excluded by the client); a review of retirement accounts and plans, including recommendations; a review of insurance policies and recommendations for changes; one or more retirement scenarios; estate planning review and recommendations; and education planning with funding recommendations.

Detailed investment advice and specific recommendations are provided as part of this process. Implementation of the recommendations is always at the discretion of the client.

With the **Financial Tune-Up** the client is asked to provide up to three issues to which they would like advice. The specificity of the provided answers are inversely proportional to the complexity of the issues due to the time limit of the engagement. This is not to be considered a full financial plan.

With the **PathFinder** agreement we typically help young professionals with student loans, cash flow, investments, and tax preparation. This is on-going relationship with the client. As the client's finances mature and they have more complexity, then they may transition to the Flat Fee Financial Planning Agreement.

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#### Tax Preparation Agreement

Tax preparation work is included in the *Flat Fee Financial Planning Agreement* and the *PathFinder Agreement* scope of work.

Tax preparation work performed separately from any *Flat Fee Financial Planning Agreement* or *Financial Tune-up* has a minimum fee of \$750. Eligible federal and applicable state returns are filed electronically without an additional fee.

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#### Past Due Accounts and Termination of Agreement

PARTNERSHIP FINANCIAL LLC reserves the right to stop work on any account that is more than 120 days overdue. In addition, PARTNERSHIP FINANCIAL LLC reserves the right to terminate any financial planning engagement where a client has willfully concealed, or has refused to provide, pertinent information about financial situations when necessary and appropriate, in PARTNERSHIP FINANCIAL LLC's judgment, for providing proper financial advice. Any unused portion of fees collected in advance will be refunded within 30 days.

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## Item 5 - Fees and Compensation

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#### Description

Pricing for clients under the **Flat Fee Financial Planning** agreement are based on several factors, including, but not limited to, the client's income and assets, the complexity of the client's personal and financial situation, the time anticipated to perform client services, the level of responsibility assumed by Partnership Financial LLC, and value provided by our services. An assessment of these factors, none of which is definitive in itself, determines the client's appropriate



service level. Fees currently run from \$2,800 to \$30,000.

The **Financial Tune-Up** fee is \$1,500 for the general public.

The **PathFinder** fee is the higher of 1.5% of income or \$1,800 per year.

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### Fee Billing

Flat Fee Financial Planning Agreement fees are invoiced quarterly with payments due January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>. Fees may occasionally be deducted from a designated client account to facilitate payment. In such a case, the client must consent in advance to direct debiting of their account(s) by signing a Limited Power of Attorney through Shareholders Service Group and Schwab.

Initial Flat Fee Financial Planning Agreement fees are invoiced one quarter at contract signing with payment required, and thereafter quarterly for a full year; if required to complete a partial quarter at the outset of the contract, a pro-rated fee is then billed to align with quarterly billing dates of January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>.

Financial Tune-Up meetings are scheduled when a signed agreement is received. Fees for Financial Tune-Ups are paid at the time of the meeting.

PathFinder agreements are a year contract and invoiced monthly with \$425 due the first month and the balance spread over the next 11 months in equal installments, due the 15<sup>th</sup> of every month.

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### Other Fees

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

PARTNERSHIP FINANCIAL LLC, in its sole discretion, may charge a lesser fee based upon a historical relationship.

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### Expense Ratios

Mutual funds generally charge a management fee for their services as investment managers. The management fee is called an expense ratio. For example, an expense ratio of 0.50 means that the mutual fund company charges 0.5% for their services. These fees are in addition to the fees paid by the client to PARTNERSHIP FINANCIAL LLC.

Performance figures quoted by mutual fund companies in various publications are after their fees have been deducted.

## **Item 6 - Performance Based Fees and Side-by-side Management**

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Does not apply.

## **Item 7 - Types of Clients**

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Description

PARTNERSHIP FINANCIAL LLC provides holistic financial planning and investment advisory services primarily to middle and high income individuals and families. We enjoy working with people from all different walks of life. As such, we maintain no minimum net-worth or asset requirements. As discussed above, your chosen relationship and fee will be based on your individual circumstances.

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

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Methods of Analysis

In determining investment recommendations, Partnership Financial LLC uses public information obtained from financial industry subscriptions, Steele Mutual Fund Expert, fund performance reporting software, Schwab, Shareholders Services Group, Dimensional Fund Advisors research work, and occasionally other public research.

Moreover, Partnership Financial LLC approaches investment portfolio analysis and implementation based on internal factors such as your tax situation,

overall risk tolerance, current financial situation and your personal goals and aspirations. After identifying these items, the portfolio will be structured around the client's individual needs while minimizing negative effects of external factors, interest rates, market performance, and the economy as a whole.

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### Investment Strategies

Partnership Financial LLC recommends almost exclusively no-load mutual funds (i.e. funds that have no upfront or backend sales fees), ETFs, US Government bonds, money market accounts, and certificates of deposit. However, in the course of providing investment advice, Partnership Financial LLC may address issues related to other types of assets that clients may already own. Any other products that may be deemed appropriate for the client will be discussed, based upon the client's goals, needs and objectives. For a portion of each client's portfolio, some holdings will be for long-term growth of wealth, and some for short- term spending needs.

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### Risk of Loss

Investing in securities involves risk of loss that clients should be prepared to bear. Our investment approach constantly keeps the risk of loss in mind. All investors face the following investment risks:

- *Interest-rate Risk:* Fluctuations in interest rates may cause investment prices to change. For example, when interest rates rise, yields on existing bonds become less attractive, causing their market values to decline.
- *Market Risk:* The price of a security, bond, or mutual fund may drop in reaction to tangible and intangible events and conditions. This type of risk is caused by external factors independent of a security's particular underlying circumstances. For example, political, economic and social conditions may trigger market events.

- *Inflation Risk:* When any type of inflation is present, a dollar today will not buy as much as a dollar next year, because purchasing power is eroding at the rate of inflation.
- *Currency Risk:* Overseas investments are subject to fluctuations in the value of the dollar against the currency of the investment's originating country. This is also referred to as exchange rate risk.
- *Reinvestment Risk:* This is the risk that future proceeds from investments may have to be reinvested at a potentially lower rate of return (i.e. interest rate). This primarily relates to fixed income securities.
- *Business Risk:* These risks are associated with a particular industry or a particular company within an industry. For example, oil-drilling companies depend on finding oil and then refining it before they can generate a profit. They carry a higher risk of profitability than an electric company, which generates its income from a steady stream of customers who buy electricity no matter what the economic environment is like.
- *Liquidity Risk:* Liquidity is the ability to readily convert an investment into cash. Generally, assets are more liquid if many traders are interested in a standardized product. For example, Treasury Bills are highly liquid while real estate properties are not.
- *Financial Risk:* Excessive borrowing to finance a business' operations increases the risk of profitability, because the company must meet the terms of its obligations in good times and bad. During periods of financial stress, the inability to meet loan obligations may result in bankruptcy and/or a declining market value.

Investing in both equities and bond securities involves various risks of loss. The risks associated with any investment recommended by Partnership Financial LLC listed above and inherent to the client's personal situation will be thoroughly reviewed and discussed with the client's goals, needs, and objectives at the forefront. This will help ensure the client fully understands his/her investments and that he/she is properly prepared to bear any associated risks.

## Item 9 - Disciplinary Information

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### Legal and Disciplinary

Partnership Financial LLC and its employees have not been involved in legal or disciplinary events related to past or present investment clients.

## Item 10 - Other Financial Industry Activities and Affiliations

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### Financial Industry Activities and Affiliations

PARTNERSHIP FINANCIAL LLC is a member of the **Alliance of Comprehensive Planners (ACP)**. This non-profit, member-owned organization provides training and support through an alliance of fee-only comprehensive financial advisors working with middle-income clients. As a member of the ACP, Partnership Financial LLC has the right to use proprietary products and systems designed by ACP. The organization provides ongoing training in the form of conferences and services produced by collaborative efforts of the fee-only financial advisors.

Partnership Financial is also a member of the **National Association of Personal Financial Advisors (NAPFA)**, which requires that their members are fee-only.

Partnership Financial LLC custodies client assets with **Schwab** and **Shareholders Service Group**. Both Custodians were chosen due to their robust custodial services for whose assets are both insured as well as free of account fees. While it is beneficial for clients to have Schwab and Shareholder Service Group accounts, clients are never required to have assets custodied there or at any other specific custodian.

Partnership Financial LLC is also an approved **Dimensional Fund Advisor**. As such we are allowed access to DFA funds for our clients. This well-respected fund group was started as a pension fund provider and since the early 1990's has been allowing selected advisors to utilize their funds for clients. Only fee-only, long term investing advisors are permitted to become DFA-authorized and DFA's low fees and distinct, disciplined asset class funds are unique to the industry.

## Item 11 - Code of Ethics

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### Code of Ethics

The employees of PARTNERSHIP FINANCIAL LLC have committed to a Code of Ethics that is available for review by clients and prospective clients upon request. Incorporated into our code of ethics are the standards set by the CERTIFIED FINANCIAL PLANNING™ Board, the Fiduciary Oath promulgated by NAPFA, and the Alliance of Comprehensive Planners (ACP) Pledge to Clients which forms the foundation of ACP ethics.

In concise terms Partnership Financial LLC members shall always:

- Act as a fiduciary and act in the best interest of each and every client;
- Act with integrity and dignity when dealing with clients, prospects, & others;
- Strive to maintain and continually enhance our high degree of professional education regarding all aspects of personal financial planning; and
- Seek at all times to preserve our firm's independence and to maintain our complete objectivity with respect to our advisory services and each recommendation made to our clients.

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### Participation or Interest in Client Transactions

PARTNERSHIP FINANCIAL LLC and its employees may buy or sell securities that are also held by clients if they are mutual funds. Employees may not trade their own securities ahead of client trades. Employees comply with the Insider Trading provisions of the PARTNERSHIP FINANCIAL LLC *Compliance Manual*.

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Personal Trading

The Chief Compliance Officer of PARTNERSHIP FINANCIAL LLC is Jim Davis. Since most employee trades are miniscule mutual fund trades (compared with the fund sizes), the trades do not affect the securities markets and are all placed at net asset value (NAV) price at market close.

Partnership Financial LLC further prohibits the use of material non-public information and protects the confidentiality of the client information. We require that all individuals must act in accordance with all applicable federal and state regulations governing registered investment advisory practices. Any individual not in observance of the above may be subject to disciplinary action.

## Item 12 - Brokerage Practices

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### Selecting Brokerage Firms

PARTNERSHIP FINANCIAL LLC does not have any affiliation with traditional "product sales firms," although access to research information and discounted software and services are a feature of our Schwab and Shareholder Services Group Advisor relationships.

Specific custodian recommendations are made to clients based on their need for such services. PARTNERSHIP FINANCIAL LLC recommends custodians based on the proven integrity and financial responsibility of the firm and the best execution of orders at reasonable commission rates, but it **never** requires its clients to utilize any given custodian/broker-dealer. Partnership Financial LLC has recommended Schwab and Shareholders Service Group as custodians to other clients. These custodians offer access to over 10,000 mutual funds and share classes of funds (with lower expense ratios) not available to retail investors.

PARTNERSHIP FINANCIAL LLC **does not** receive fees or commissions from



any of these arrangements.

Advisor is not affiliated with the brokerage firm. Broker does not supervise the advisor, its agents or activities.

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#### Best Execution

In recommending a broker dealer for specific trades, PARTNERSHIP FINANCIAL LLC will generally seek "best execution." Factors considered include, but are not limited to, the broker-dealer's facilities, costs, reliability and financial responsibility, the ability of the broker-dealer to effect transactions, and the research and related brokerage services provided to the client and/or Partnership Financial LLC. A vast majority of the trades made in client accounts at Partnership Financial LLC are for sales and purchases of mutual funds which trade at NAV, and have no best execution applicability.

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#### Soft Dollars

PARTNERSHIP FINANCIAL LLC receives occasional small gifts from firms that are recommended to clients, but all at a de minimus level (i.e. there is minimal value to the firm or its employees). Schwab and Shareholders Service Group provides market research and discounted services to PARTNERSHIP FINANCIAL LLC and its clients.

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#### Order Aggregation

Whenever possible PARTNERSHIP FINANCIAL LLC will aggregate trades so as to minimize trade costs to clients. Since there are no assets under management, however, this occurs **very infrequently** and most trades are placed on an individual basis with minimal, if any, trading fees.

## Item 13 - Review of Accounts

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### Periodic Reviews and Triggers

Account reviews are performed annually by Jim Davis and Mark Bowes in conjunction with the relevant client meeting. Account reviews may be performed more frequently when client situations dictate.

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### Regular Reports

PARTNERSHIP FINANCIAL LLC makes written recommendations annually, including a net worth statement, portfolio analysis, tax return, and one or more tax planning recommendations for most clients. Clients may opt out of having Partnership Financial LLC do their individual taxes. Recommendations are typed and given to clients after each meeting to document past and future actions

If the client has any brokerage accounts, including those at Schwab and Shareholders Service Group, clients will receive monthly or quarterly statements from the custodians, either in paper or electronic form, pertaining to your account(s).

## Item 14 - Client Referrals and Other Compensation

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### Referrals

PARTNERSHIP FINANCIAL LLC has been fortunate to receive many client referrals over the years. Referrals have come from current clients, employees, personal friends of employees and other similar sources. The firm does not compensate referring parties for these referrals, nor does it accept such fees from other firms or individuals.

## Item 15 - Custody

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### Account Statements

All assets are held at qualified custodians, which means the custodians provide account statements directly to clients at their address of record at least quarterly.

Clients are urged to compare the account statements received directly from their custodians to the spreadsheets provided by PARTNERSHIP FINANCIAL LLC. Our reports may vary from custodial statements based on accounting procedures, reporting dates, or valuation methodologies of certain securities.

Custody is limited to Partnership Financial LLC's ability to directly deduct fees from client accounts.

Advisor is not affiliated with the custodian. The custodian does not supervise the advisor, its agents or activities.

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### Net Worth Statements

Clients are frequently provided Financial Asset Allocation statements and net worth graphs that are generated from our ACP software. Net worth statements contain approximations of bank account balances provided by the client, as well as the value of land and hard-to-price real estate. The net worth statements are used for long-term financial planning where the exact values of assets are not material to the financial planning tasks.

## Item 16 - Investment Discretion

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### Discretionary Authority for Trading

At the client's request, PARTNERSHIP FINANCIAL LLC may execute the sale and/or purchase of investments where authorized to do so by the client on a non-discretionary basis. Non-discretionary refers to the requirement to obtain the client's express permission and approval, on each individual trade. Although, clients may wish to sign a written Limited Power of Attorney with Schwab and Shareholders Service Group so that trades the client has authorized PARTNERSHIP FINANCIAL LLC to make for them can easily and economically be placed, the Engagement Contract (Flat Fee Financial Planning Agreement) **specifically prohibits us from making trades in client accounts without having obtained agreement on the trade beforehand.** Those who do not sign a Limited Power of Attorney must place their trades themselves.

PARTNERSHIP FINANCIAL LLC does not receive any portion of the transaction fees or commissions paid by the client to the custodian on certain trades.

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### Limited Power of Attorney

A limited power of attorney is a trading authorization for this purpose. Clients often sign a limited power of attorney so that we may execute the trades that the client has approved.

## Item 17 - Voting Client Securities

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### Proxy Votes

As a matter of firm policy and practice, PARTNERSHIP FINANCIAL LLC does not have any authority to, and does not, vote proxies on behalf of their clients.

Clients retain the responsibility for receiving and voting proxies for any and all securities maintained in their portfolios. When assistance on voting proxies is requested, PARTNERSHIP FINANCIAL LLC will provide recommendations to the client. If a conflict of interest exists, it will be disclosed to the client at that time.

## **Item 18 - Financial Information**

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### Financial Condition

PARTNERSHIP FINANCIAL LLC does not have any financial impairment that will preclude the firm from meeting contractual commitments to clients. A balance sheet is not required to be provided because PARTNERSHIP FINANCIAL LLC does not serve as a custodian for client funds or securities, and it does not require prepayment of fees of more than \$500 per client, six months or more in advance.

## **Item 19 – Requirements for State Registered Advisors**

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### **19A – Principal Executive Officers and Management Persons: Their Formal Education and Business Background**

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Please see the **Brochure Supplement** (Part 2B of form ADV).

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### **19B – Other Businesses in Which This Advisory Firm or its Personnel are Engaged and Time Spent on Those (If Any)**

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Not Applicable

## **19C – How Performance Based Fees are Calculated and Degree of Risk to Clients**

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Partnership Financial LLC does not accept performance-based fees or other fees based on a share of capital gains on, or capital appreciation of, the assets of a client.

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## **19D – Material Disciplinary Disclosures for Management of Persons of this Firm**

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No management person at PARTNERSHIP FINANCIAL LLC has ever been involved in an arbitration claim of any kind or been found liable in a civil, self regulatory organization, or administrative proceeding.

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## **19E – Material Relationships That Management Persons Have With Issuers of Securities (If Any)**

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Neither PARTNERSHIP FINANCIAL LLC, nor its management persons, has any relationship or arrangement with issuers of securities.

## Brochure Supplement (Part 2B of Form ADV)

### Item 1 – Cover Page

James M Davis CFP®, EA  
Partnership Financial LLC  
34 W Weisheimer Rd  
Columbus, OH 43214

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This Brochure Supplement provides information about James M Davis CFP®, EA, Investment Advisor Representative, which supplements the Partnership Financial LLC Form ADV Part 2A Brochure. Please contact James M Davis CFP®, EA, also the Compliance Officer, at 614.328.9319 ext. 102 or [jim@partnershipfinancial.com](mailto:jim@partnershipfinancial.com), if you did not receive Partnership Financial LLC's Form ADV Part 2A Brochure or if you have any questions about the contents of this supplement. Additional information about James M Davis CFP®, EA is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

Professional Certifications – Employees may have earned, or are in the process of earning, certifications and credentials that are required to be explained in further detail.

CERTIFIED FINANCIAL PLANNER™ (CFP): CERTIFIED FINANCIAL PLANNERS™ are licensed by the CFP® Board to use the CFP® mark. CFP® certification requirements:

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

ENROLLED AGENT (EA): An ENROLLED AGENT is a person who has earned the privilege of representing taxpayers before the Internal Revenue Service by either passing a three-part comprehensive IRS test covering individual and business tax returns, or through experience as a former IRS employee.

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### Item 2 – Educational Background and Business Experience

- Date of birth: July 5<sup>th</sup>, 1967

Educational Background:

- B.S. Franklin University 1992

Applicable Business Experience:

- 2008 - Present: Partnership Financial LLC

Item 3 – Disciplinary Information: None

Item 4 – Other Business Activities: None

Item 5 – Additional Compensation: None

Item 6 – Supervision: James M Davis CFP®, EA is an Owner of the firm and Compliance Officer, and is responsible for all supervision. Processes and a rigid framework is in place to ensure that the advisor is giving consistent advice to all clients. Weekly meetings are held to review and refine our processes and procedures of delivering financial planning advice to clients. We are members of the Alliance of Comprehensive Planners which provides the framework of delivering financial planning advice and enables each advisor to deliver consistent advice.

Item 7 – Requirements for State-Registered Advisers: Mr. Davis has not been involved in an award or otherwise found liable in an arbitration claim alleging any damages; an award or otherwise being found liable in a civil, self-regulatory organization, or administrative proceedings; nor the subject of a bankruptcy petition.



## Brochure Supplement (Part 2B of Form ADV)

### Item 1 – Cover Page

Mark C Bowes CFP®  
Partnership Financial LLC  
770 Hendrix Ave  
Orlando, FL 32825

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This Brochure Supplement provides information about Mark Bowes, Investment Advisor Representative, which supplements the Partnership Financial LLC Form ADV Part 2A Brochure. Please contact James M Davis CFP®, EA, the Compliance Officer, at 614.328.9319 ext. 102 or [jim@partnershipfinancial.com](mailto:jim@partnershipfinancial.com), if you did not receive Partnership Financial LLC's Form ADV Part 2A Brochure or if you have any questions about the contents of this supplement. Additional information about Mark C Bowes is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

Professional Certifications – Employees may have earned, or are in the process of earning, certifications and credentials that are required to be explained in further detail.

CERTIFIED FINANCIAL PLANNER™ (CFP): CERTIFIED FINANCIAL PLANNERS™ are licensed by the CFP® Board to use the CFP® mark. CFP® certification requirements:

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

ENROLLED AGENT (EA): An ENROLLED AGENT is a person who has earned the privilege of representing taxpayers before the Internal Revenue Service by either passing a three-part comprehensive IRS test covering individual and business tax returns, or through experience as a former IRS employee.

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## Item 2 – Educational Background and Business Experience

- Date of birth: July 4<sup>th</sup>, 1990

### Educational Background:

- B.S. / B.A. Ohio State 2016

### Applicable Business Experience:

- 2017 – Present: Partnership Financial LLC
- 2016 – Outsourced Planning
- 2015 – Budros, Ruhlin, & Roe

Item 3 – Disciplinary Information: None

Item 4 – Other Business Activities: None

Item 5 – Additional Compensation: None

**Item 6 – Supervision:** James M Davis CFP®, EA is an Owner of the firm and Compliance Officer, and is responsible for all supervision. Processes and a rigid framework is in place to ensure that the advisor is giving consistent advice to all clients. Weekly meetings are held to review and refine our processes and procedures of delivering financial planning advice to clients. We are members of the Alliance of Comprehensive Planners which provides the framework of delivering financial planning advice and enables each advisor to deliver consistent advice.

**Item 7 – Requirements for State-Registered Advisers:** Mr. Bowes has not been involved in an award or otherwise found liable in an arbitration claim alleging any damages; an award or otherwise being found liable in a civil, self-regulatory organization, or administrative proceedings; nor the subject of a bankruptcy petition.