Duncan
ADVISOR RESOURCES

Making It All Work **Together**

Weekly Rep Call

Click HERE to listen to a recording of this week's rep call.

Call Notes (Click on the red links to learn more):

Compliance and Administration Updates

Compliance Topics

Business Continuity Planning/Disaster Recovery
- Disaster Recovery information
- Sample Disaster Recovery Plan

Cybersecurity
- All advisors should have a written plan for identifying and managing cybersecurity risks.
- Additional resources are available Here

RMD Calculations
- When sending RMD calculations to clients make sure to include the calculation disclosure
    - The best practice is to have all communications with any calculations go through Adview.

Financial planning engagement form (FPE)
- Make sure that you have a FPE on file when suitable
- A good example would be helping a client with a 401K

Practice Management

Advisor Resources

Training Manual
- Please review the attached Beta Copy of the training manual that we are building
- This training material is from the onboarding manual that we developed over the past 18 months
- The goal of this training guide is for you to be able to use it when you bring someone into the office who is unfamiliar with Cambridge and their systems.
    - As this is still in development, please let us know anything that you would like to see added to the manual

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