

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/Administration

- Audit Alerts: Key areas of audit focus

- Outside Business Activities (OBA) - Stricter focus going forward, especially with regard to ensuring OSJ & CIR approval is obtained PRIOR to beginning proposed OBAs
 - Advertising, Private Securities Transactions & Political Contributions are ALSO areas of focus for confirming that PRE-approval has been obtained
- [Hard-copy correspondence](#) - Late submissions from individual reps are being scrutinized more heavily. We regularly send E-mails with reminders of upcoming/late correspondence, but if you would like an additional way to give yourself a reminder, you can also use [Outlook](#)
- Personally identifiable information (PII) in E-mails - With cyber-security constantly at the front and center of public concern, auditors are conducting more thorough examinations of E-mail records. Be sure to use a trigger word (e.g. "secure") whenever PII is involved
- Client notes - We are seeing a much greater interest in viewing client notes during regular branch reviews. Ensure completeness, storage security, and relevance to client investment & money management choices.
 - Cambridge may also reach out for information (mostly related to advisor-directed accounts) in a capacity outside the scope of a regular audit

- Paperwork Status Monitor

- Whenever Cambridge needs additional information to process submitted business, they will reach out via [Paperwork Status Monitor](#). An E-mail reminder is also sent to the impacted rep/s and the associated OSJ team
 - Very important to check and respond ASAP
 - Holds up account transactions
 - Delays compensation
 - Disadvantages client

Practice Management

- Join us at [Ignite!](#) September 25-27 in Aurora, CO

- Take advantage of:
 - Business ideas
 - Financial reimbursement from Cambridge
 - Continuing Education credits
 - Networking opportunities
 - Hosted dinner with our branch

- [Succession Planning](#)

- Without a succession plan in place, an unexpected death can present challenges for heirs, clients, and partners. Having a current & thorough succession plan can provide:
 - Peace of mind for your family
 - Concrete plan to reassure clients
 - A clear, lucrative, path to retirement
- As demonstrated by the [Succession Link 2017 Acquisition Report](#), there is a growing market for succession planning
- Continuity Express (offered through [Cambridge](#)) is a good stop-gap just to have something in place immediately
- For the best deal you can get for your business, an article by Ryan Grau CVA, CBA "[Components of a Deal](#)" can help
- Entering into a business succession plan can potentially require OBA or Personal Securities Transaction disclosures

*** Before executing your own succession plan,
be sure to notify your OSJ ***

Larry L. Qvistgaard
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