

FORM ADV PART 2A
DISCLOSURE BROCHURE

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Logbook Financial Planning, LLC

This brochure provides information about the qualifications and business practices of Logbook Financial Planning, LLC. Being licensed as an investment adviser does not imply a certain level of skill or training. If you have any questions about the contents of this brochure, please contact us at 888-651-2317. 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 Logbook Financial Planning, LLC (CRD #286100) is available on the SEC's website at www.adviserinfo.sec.gov.

01.15.24

Item 2: Material Changes

Frequency of Brochure Updates

The Material Changes section of this brochure will be updated annually or when material changes occur since the previous release of the Firm Brochure. The previous ADV Part 2A & 2B was dated February 21, 2023.

Material Changes since the last update

Item 5: Fees and Compensation

Financial planning services are offered based on an hourly rate of \$375 per hour.

Fixed-fee “Core Plan” engagement pricing will reflect the number of meetings and complexity involved in a negotiable range between \$3,500-\$5,625.

Financial planning will be completed and delivered inside of ninety (90) days contingent upon timely client delivery of required documentation and client availability.

Refunds for financial planning will be pro-rated based on the number of hours, charged at \$375 per hour, spent on the compilation of the plan.

While we do not have a minimum investment account size, our minimum fee is \$900 per quarter.

Item 7: Types of Clients

While we do not have a minimum investment account size, our minimum fee is \$900 per quarter.

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Item 4: Advisory Business

Firm Description

Logbook Financial Planning, LLC (“Logbook”) was licensed (Maine) as an investment advisor in 2017. Christopher Cortese is the sole managing member and 100% owner.

Logbook is a fee-only financial planning and investment management firm. The firm does not sell annuities or insurance products and does not act as a custodian of client assets except as specified in Item Fifteen (15) of this brochure.

An evaluation of each client's initial situation is provided to the client, often in the form of a net worth statement, risk analysis or similar document. Periodic reviews are also communicated to provide reminders of the specific courses of action that need to be taken. More frequent reviews occur but are not necessarily communicated to the client unless immediate changes are recommended.

Clients may impose restrictions on investing in certain securities or types of securities.

Other professionals (e.g., lawyers, accountants, tax preparers, insurance agents, etc.) are engaged directly by the client on an as-needed basis and may charge fees of their own. Conflicts of interest will be disclosed to the client in the event they should occur.

Types of Advisory Services

Logbook provides investment supervisory services, also known as invest management services, and furnishes financial planning and investment advice through consultations.

Financial Planning

If financial planning services are applicable, the client will compensate Logbook on a fixed-fee or hourly basis as described in detail under the “Fees and Compensation” section of this brochure. Services include, but are not limited to, a thorough review of all applicable topics including qualified plans, Social Security, college funding, income analysis and planning, insurance policies, taxes, risk analysis, and asset allocation recommendations. Fixed-fee engagement pricing will reflect the number of meetings and complexity involved.

Additional information regarding financial planning can be found below in Item Five (5). If a conflict of interest exists between the interests of Logbook and the interests of the client, the client is under no obligation to act upon the investment advisor’s recommendation. If the client elects to act on any of the recommendations, the client is under no obligation to affect the transaction through Logbook.

Financial Planning & Investment Management

Logbook offers comprehensive financial planning & investment management (hereafter referred to as "Partnered Planning") to advisory clients. Clients will compensate Logbook on quarterly fee basis described in detail under the “Fees and Compensation” section of this brochure. This program includes, but is not limited to, two meetings a year, on-going phone and email support and annual rebalancing recommendations on their personally held employer accounts. As part of Partnered Planning, Logbook offers discretionary investment advisory services. With discretionary authority, Logbook is

given the authority to conduct trades in a client's account and give instructions to the account's custodian, without prior consent of the client. Investment discretion is explained to clients in detail when an advisory relationship has commenced.

Logbook provides a variety of planning services for all clients based on the individual needs of each client. Agreed-upon planned services are documented in the Client agreement by checking off relevant services from the table below:

Services will be provided for the following areas:

Retirement Planning	Investment Planning	Cash Flow Analysis
Succession Planning	Budget Planning	Debt Management Planning
College / Education Planning	Divorce Planning	Business Exit Planning
Legacy Planning	Tax Planning	College Financial Aid
Insurance Planning	Major Purchase Planning	Other: _____

Additional information regarding Partnered Planning can be found below in Item Five (5).

Webinars and Workshops

Logbook may hold webinars and workshops to educate the public on best practices in financial management and available resources, including information about the Firm's available services. The webinars are educational in nature and no specific investment or tax advice is given. Logbook will charge between \$0 and \$1,999 for access to live or recorded webinars.

Client Tailored Services and Client Imposed Restrictions

The goals and objectives for each client are documented in our client files. Investment strategies are created that reflect the stated goals and objective of each client. Clients may impose restrictions on investing in certain securities or types of securities.

Wrap Fee Programs

Logbook does not sponsor any wrap fee programs.

Statement as Required for Texas Residents

Client acknowledges receipt of Part 2 of Form ADV; a disclosure statement containing the equivalent information; or a disclosure statement containing at least the information required by Part 2A Appendix 1 of Form ADV, if the client is entering into a wrap fee program sponsored by the investment adviser. If the appropriate disclosure statement was not delivered to the client at least 48 hours prior to the client entering into any written or oral advisory contract with this investment adviser, then the client has the right to terminate the contract without penalty within five business days after entering into the contract. For the purposes of this provision, a contract is considered entered into when all parties to the contract have signed the contract, or, in the case of an oral contract, otherwise signified their acceptance, any other provisions of this contract notwithstanding.

Client Assets under Management

As of January 15, 2024, Logbook has **\$33,144,535** in discretionary assets under management.

Item 5: Fees and Compensation

Method of Compensation and Fee Schedule

Logbook bases its fees as follows:

Financial Planning

Logbook charges either an hourly fee or fixed-fee for financial planning. Financial planning fees are priced according to the degree of complexity associated with the client's situation. Prior to the planning process the client is provided an estimated plan fee. Services include, but are not limited to, a thorough review of all applicable topics including qualified plans, Social Security, college funding, income analysis and planning, insurance policies, taxes, risk analysis, and asset allocation recommendations.

Webinars and Workshops

Logbook may hold webinars and workshops to educate the public on best practices in financial management and available resources, including information about the Firm's available services. The webinars are educational in nature and no specific investment or tax advice is given. Logbook will charge between \$0 and \$1,999 for access to live or recorded webinars.

The fees for webinars and workshops are due upon commencement. Fees for this service may be paid by electronic funds transfer, credit card (subject to 3.0% additional fee) or check. Credit card information is not kept on file at Logbook.

Hourly Fees

Financial planning services are offered based on an hourly rate of \$375 per hour.

Fixed Fees

Fixed-fee "Core Plan" engagement pricing will reflect the number of meetings and complexity involved in a negotiable range between \$3,500-\$5,625.

The fees for financial planning are due upon commencement of the agreement. Fees for this service may be paid by electronic funds transfer, credit card (subject to 3.0% additional fee) or check. Credit card information is not kept on file at Logbook. Financial planning will be completed and delivered inside of ninety (90) days contingent upon timely client delivery of required documentation and client availability.

Clients may cancel services within five (5) business days of signing the financial planning agreement for a full refund. If the client cancels after five (5) business days, Logbook is entitled to retain a pro-rata portion of prepaid fees for work completed. Refunds for financial planning will be pro-rated based on the number of hours, charged at \$375 per

hour, spent on the compilation of the plan.

Partnered Planning

Logbook offers Partnered Planning for clients who want ongoing financial planning services and investment management.

Partnered Planning includes, but is not limited to, two meetings a year, on-going phone and email support, annual rebalancing recommendations on their personally held employer accounts and discretionary asset management and limited power of attorney authority over their investment accounts that Logbook manages.

The fees for these services will be as follows:

Assets Under Management	Annual Advisory Fee
\$0 - \$500,000	1.00%
\$500,001 - \$2,000,000	0.75%
\$2,000,001 - \$5,000,000	0.50%
\$5,000,001+	0.35%

While we do not have a minimum investment account size, our minimum fee is \$900 per quarter. As part of our hybrid offering of financial planning and investment management, Logbook provides advice on employer-held accounts and college savings plans that we do not manage. Accordingly, the bulk of certain clients' assets may be held in these type accounts. In those situations, the minimum quarterly fee may be more than 3% of the assets being directly managed by Logbook. In no case will the quarterly fee be more than 3% of the total assets being advised on. On April 1st every other year, the minimum fee per quarter may increase up to the rate of the prior two calendar year's Consumer Price Index (CPI) change to adjust with the cost of living. Clients affected by the new minimum quarterly fee will receive a fee schedule addendum electronically for both parties to sign. The client will need to respond within 30 calendar days with the signed addendum agreeing to the new fee for the current year to avoid billing delays.

Partnered Planning fees are billed quarterly, in advance. Fees will be assessed on a pro-rata basis for the initial quarter and include a one-time set-up fee of \$1,200. The negotiable set-up fee is to compensate for the additional time spent during the first quarter of working with a client. If a client terminates the relationship, Logbook will determine if a refund for the initial set-up fee is warranted. The refund will be pro-rated based on the number of hours, charged at **\$375** per hour. There are no exit fees upon termination. The initial assessment may be paid via electronic funds transfer, credit card or check. After the initial quarter, client fees will be debited directly from the Clients' account by the custodian upon submission of an invoice to the custodian indicating the account number and amount of fees to be paid.

The advisory fee is calculated by assessing the percentage rates using the predefined levels of assets as shown in the above chart. For example, an account valued at \$1,000,000 would pay an effective fee of 0.875% with an annual fee of \$8,750.00. The quarterly fee is determined by the following calculation: $(\$500,000 \times 1.00\%) + (\$500,000 \times 0.75\%) \div 4 = \$2,187.50$. No increase in the annual fee shall be effective without the permission of the client.

The annual fee may be negotiable. Accounts within the same household may be combined for a reduced fee. Fees are billed quarterly in advance. The value of the client's assets under management will be recalculated quarterly based on the quarter-end balance. Fees for partial quarters are pro-rated. Logbook's quarterly advisory fees will be provided in the client's quarterly fee invoice. Lower fees for comparable services may be available from other sources.

Clients may cancel services within five (5) business days of signing the advisory agreement for a full refund. If the client cancels after five (5) business days, Logbook is entitled to retain a pro-rata portion of prepaid fees for work completed. Refunds for Partnered Planning will be pro-rated based on the number of days service was provided during the final billing quarter. The client will be refunded the balance by check within ten (10) days of termination of the agreement.

Clients or Logbook may terminate advisory services with thirty (30) days written notice. Client shall be given thirty (30) days prior written notice of any increase in fees. Client will acknowledge, in writing, before any increase in said fees occurs.

Webinars and Workshops

Logbook may hold webinars and workshops to educate the public on best practices in financial management and available resources, including information on the Firm's available services. The webinars are educational in nature and no specific investment or tax advice is given. Logbook will charge between \$0 and \$1,999 for access to live or recorded webinars depending on the marketing strategy, length and complexity of the information provided. The webinar or workshop fee may be negotiable. Existing clients, groups or prospects may qualify for a reduced fee. If fees are charged, they will be billed in advance of the webinar or workshop. Participants who are unsatisfied with the webinar or workshop or cancel prior to the event may request a full refund within five (5) business days of the event. The client will be refunded by check within ten (10) days of the event.

Client Payment of Fees

Partnered Planning fees are billed quarterly in advance, for each upcoming three-month period. Payment in full is expected on the first day of the new quarter.

Fees for financial planning are due in advance as outlined in Item Five (5) of this brochure.

Additional Client Fees Charged

Custodians may charge transaction fees on purchases or sales of certain mutual funds, equities, and exchange-traded funds. These charges may include mutual fund transactions fees, postage and handling and miscellaneous fees (fee levied to recover

costs associated with fees assessed by self-regulatory organizations).

Logbook, in its sole discretion, may waive its minimum fee and/or charge a lesser investment advisory fee based upon certain criteria (e.g., historical relationship, type of assets, anticipated future earning capacity, anticipated future additional assets, dollar amounts of assets to be managed, related accounts, account composition, negotiations with clients, etc.).

For more details on the brokerage practices, see Item Twelve (12) of this brochure.

Prepayment of Client Fees

Partnered Planning fees are billed quarterly in advance as outlined above.

Financial planning fees will be due, in full, in advance as outlined above.

If the client cancels after five (5) business days, any unearned fees will be refunded to the client. All refunds from services provided will be sent, via check, to client's address of record within 10 business days of termination.

External Compensation for the Sale of Securities to Clients

Logbook does not receive any external compensation for the sale of securities to clients, nor do any of the investment advisor representatives of Logbook.

Item 6: Performance-Based Fees and Side-by-Side Management

Sharing of Capital Gains

Fees are not based on a share of the capital gains or capital appreciation of managed securities.

Logbook does not use a performance-based fee structure because of the conflict of interest. Performance based compensation may create an incentive for the adviser to recommend an investment that may carry a higher degree of risk to the clients.

Item 7: Types of Clients

Description

Logbook generally provides investment advice to individuals and high net worth individuals.

Account Minimums

Client relationships vary in scope and length of service. While we do not have a minimum investment account size, our minimum fee is \$900 per quarter. On April 1st every other year, the minimum fee per quarter may increase up to the rate of the prior two calendar year's Consumer Price Index (CPI) change to adjust with the cost of living. Clients affected by the new minimum quarterly fee will receive a fee schedule addendum electronically for both parties to sign. The client will need to respond within 30 calendar days with the signed addendum agreeing to the new fee for the current year to avoid billing delays.

Item 8: Methods of Analysis, Investment Strategies and Risk of Loss

Methods of Analysis

Security analysis methods may include fundamental analysis and technical analysis. Investing in securities involves risk of loss that clients should be prepared to bear. Past performance is not a guarantee of future returns.

Fundamental analysis involves evaluating a stock using real data such as company revenues, earnings, return on equity, and profits margins to determine underlying value and potential growth. Technical analysis involves evaluating securities based on past prices and volume. The risk of fundamental analysis is that information obtained may be incorrect and the analysis may not provide an accurate estimate of earnings, which may be the basis for a stock's value. If securities prices adjust rapidly to new information, utilizing fundamental analysis may not result in favorable performance. Other risks to fundamental analysis may involve interest rate risk, business risk, and financial risk as defined in the Security Specific Material Risks section below. The risk to technical analysis is that price, volume and other trends may not persist. During changing market conditions, technical analysis may not result in favorable performance. Other risks involved in technical analysis are inflation risk and reinvestment risk, defined in the Security Specific Material Risks section below.

In developing a financial plan for a client, Logbook's analysis may include cash flow analysis, investment planning, risk management, tax planning and estate planning. Based on the information gathered, a detailed strategy is tailored to the client's specific situation.

The main sources of information include financial newspapers and magazines, annual reports, prospectuses, and filings with the Securities and Exchange Commission.

Investment Strategy

The investment strategy for a specific client is based upon the objectives stated by the client during consultations. The client may change these objectives at any time. Each client executes a written investment policy on their client profile and risk tolerance that documents their objectives and their desired investment strategy

Security Specific Material Risks

All investing strategies we offer involve risk and may result in a loss of your original investment which you should be prepared to bear. Investment program risks are borne by the investor. Fundamental analysis may involve interest rate risk, market risk, business risk, and financial risk. Risks involved in technical analysis are inflation risk, reinvestment risk, and market risk.

Our investment approach constantly keeps the risk of loss in mind. Investors face the following investment risks and should discuss these risks with Logbook:

- *Interest-rate Risk:* Fluctuations in interest rates may cause investment prices to fluctuate. 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 buy more than a dollar next year, because purchasing power is eroding at the rate of inflation.
- *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, a lengthy process, 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.
- *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.
- *Long-term purchases:* Long-term investments are those vehicles purchased with the intention of being held for more than one year. Typically, the expectation of the investment is to increase in value so that it can eventually be sold for a profit. In addition, there may be an expectation for the investment to provide income. One of the biggest risks associated with long-term investments is volatility, the fluctuations in the financial markets that can cause investments to lose value.

Item 9: Disciplinary Information

Criminal or Civil Actions

Logbook and its management have not been involved in any criminal or civil action.

Administrative Enforcement Proceedings

Logbook and its management have not been involved in administrative enforcement proceedings.

Self-Regulatory Organization Enforcement Proceedings

Logbook and its management have not been involved in legal or disciplinary events related to past or present investment clients.

Item 10: Other Financial Industry Activities and Affiliations

Broker-Dealer or Representative Registration

No affiliated representatives of Logbook are registered representatives of a broker-dealer.

Futures or Commodity Registration

Neither Logbook nor its employees are registered or has an application pending to register as a futures commission merchant, commodity pool operator, or a commodity trading advisor.

Material Relationships Maintained by this Advisory Business and Conflicts of Interest

Managing member Christopher Cortese may provide part-time consulting to his previous employer, the U.S. Department of State. This part-time consulting is not related to financial planning or investment management and does not conflict with the advisory business.

Recommendations or Selections of Other Investment Advisors and Conflicts of Interest

Logbook does not utilize the services of Third-Party Money Managers to manage client accounts.

Item 11: Code of Ethics, Participation or Interest in Client Transactions and Personal Trading

Code of Ethics Description

The employees of Logbook have committed to a Code of Ethics (“Code”). The purpose of our Code is to set forth standards of conduct expected of Logbook employees and addresses conflicts that may arise. The Code defines acceptable behavior for employees of Logbook. The Code reflects Logbook and its supervised persons’ responsibility to act in the best interest of their client.

One area the Code addresses is when employees buy or sell securities for their personal accounts and how to mitigate any conflict of interest with our clients. We do not allow any employees to use non-public material information for their personal profit or to use internal research for their personal benefit in conflict with the benefit to our clients.

Logbook’s policy prohibits any person from acting upon or otherwise misusing non-public or inside information. No advisory representative or other employee, officer or director of Logbook may recommend any transaction in a security or its derivative to advisory clients or engage in personal securities transactions for a security or its derivatives if the advisory representative possesses material, non-public information regarding the security.

Logbook’s Code is based on the guiding principle that the interests of the client are our top priority. Logbook’s officers, directors, advisors, and other employees have a fiduciary duty to our clients and must diligently perform that duty to maintain the complete trust and confidence of our clients. When a conflict arises, it is our obligation to put the client’s interests over the interests of either employees or the company.

The Code applies to “access” persons. “Access” persons are employees who have access to non-public information regarding any clients’ purchase or sale of securities, or non-public information regarding the portfolio holdings of any reportable fund, who are

involved in making securities recommendations to clients, or who have access to such recommendations that are non-public.

The firm will provide a copy of the Code of Ethics to any client or prospective client upon request.

Investment Recommendations Involving a Material Financial Interest and Conflict of Interest

Logbook and its employees do not recommend to clients, securities in which we have a material financial interest.

Advisory Firm Purchase of Same Securities Recommended to Clients and Conflicts of Interest

Logbook and its employees may buy or sell securities that are also held by clients. In order to mitigate conflicts of interest such as trading ahead of client transactions, employees are required to disclose all reportable securities transactions as well as provide Logbook with copies of their brokerage statements.

The Chief Compliance Officer of Logbook is Christopher Cortese. He reviews all employee trades each quarter. The personal trading reviews ensure that the personal trading of employees does not affect the markets and that clients of the firm receive preferential treatment over employee transactions.

Client Securities Recommendations or Trades and Concurrent Advisory Firm Securities Transactions and Conflicts of Interest

Logbook does not maintain a firm proprietary trading account and does not have a material financial interest in any securities being recommended and therefore no conflicts of interest exist. However, employees can buy and sell the same securities at the same time they buy or sell securities for clients. In order to mitigate conflicts of interest such as front running, employees are required to disclose all reportable securities transactions as well as provide Logbook with copies of their brokerage statements.

Item 12: Brokerage Practices

Factors Used to Select Broker-Dealers for Client Transactions

Logbook may recommend the use of a particular broker-dealer or may utilize a broker-dealer of the client's choosing. Logbook will select appropriate brokers based on a number of factors including but not limited to their relatively low transaction fees and reporting ability. Logbook relies on its broker to provide its execution services at the best prices available. Lower fees for comparable services may be available from other sources. Clients pay for any and all custodial fees in addition to the advisory fee charged by Logbook.

- *Directed Brokerage*

In circumstances where a client directs Logbook to use a certain broker-dealer, Logbook still has a fiduciary duty to its clients. The following may apply with Directed Brokerage: Logbook's inability to negotiate commissions, to obtain volume discounts, there may be a disparity in commission charges among clients, and conflicts

of interest arising from brokerage firm referrals.

- *Best Execution*

Investment advisers who manage or supervise client portfolios have a fiduciary obligation of best execution. The determination of what may constitute best execution and price in the execution of a securities transaction by a broker involves a number of considerations and is subjective. Factors affecting brokerage selection include the overall direct net economic result to the portfolios, the efficiency with which the transaction is affected, the ability to affect the transaction where a large block is involved, the operational facilities of the broker-dealer, the value of an ongoing relationship with such broker and the financial strength and stability of the broker. The firm does not receive any portion of the trading fees.

- *Soft Dollar Arrangements*

Logbook does not maintain any soft dollar arrangements.

The Custodian and Broker We Use

Logbook participates in Charles Schwab's institutional customer program and may recommend Charles Schwab to clients for custody and brokerage services. There is no direct link between Logbook's participation in the program and the investment advice it gives to its clients, although Logbook receives economic benefits through its participation in the program that are typically not available to retail investors. These benefits include the following products and services (provided without cost or at a discount): receipt of duplicate client statements and confirmations; research-related products and tools on technology sites; consulting services; access to a trading desk serving Logbook participants; access to block trading (which provides the ability to aggregate securities transactions for execution and then allocate the appropriate shares to client accounts); the ability to have advisory fees deducted directly from client accounts; access to an electronic communications network for client order entry and account information; access to mutual funds with no transaction fees and to certain institutional money managers; and discounts on compliance, marketing, research, technology, and practice management products or services provided to Logbook by third party vendors. Charles Schwab may also have paid for business consulting and professional services received by Logbook's related persons. Some of the products and services made available by Charles Schwab through the program may benefit Logbook but may not benefit its client accounts. These products or services may assist Logbook in managing and administering client accounts, including accounts not maintained at Charles Schwab. Other services made available by Charles Schwab are intended to help Logbook manage and further develop its business enterprise. The benefits received by Logbook or its personnel through participation in the program do not depend on the amount of brokerage transactions directed to Charles Schwab. As part of its fiduciary duties to clients, Logbook endeavors at all times to put the interests of its clients first. Clients should be aware, however, that the receipt of economic benefits by Logbook or its related persons in and of itself creates a potential conflict of interest and may indirectly influence Logbook's choice of Charles Schwab for custody and brokerage services.

Item 13: Review of Accounts

Schedule for Periodic Review of Client Accounts or Financial Plans and Advisory Persons Involved

Account reviews are performed quarterly by the Christopher Cortese, Chief Compliance Officer of Logbook. Account reviews are performed more frequently when market conditions dictate. Financial planning engagements are considered complete when recommendations are delivered to the client.

Review of Client Accounts on Non-Periodic Basis

Other conditions that may trigger a review of clients' accounts are changes in the tax laws, new investment information, and changes in a client's own situation.

Content of Client Provided Reports and Frequency

Partnered Planning clients receive account statements issued by Logbook's custodians. Clients receive confirmation of each transaction in their accounts from the Custodian and an additional statement during any month in which a transaction occurs.

Item 14: Client Referrals and Other Compensation

Economic benefits provided to the Advisory Firm from External Sources and Conflicts of Interest

Logbook does not receive any economic benefits from external sources.

Advisory Firm Payments for Client Referrals

Logbook does not compensate for client referrals and does not receive client referrals from broker-dealers or third parties.

Item 15: Custody

Account Statements

Logbook does not accept custody of client funds except in the instance of withdrawing client fees.

For client accounts in which Logbook directly debits their advisory fee:

- i. Logbook will send a copy of the invoice to the custodian at the same time that it sends the client a copy.
- ii. The custodian will send at least quarterly statements to the client showing all disbursements for the account, including the amount of the advisory fee.
- iii. The client will provide written authorization to Logbook, permitting direct payment for accounts held by the custodian.

The client should directly receive at least quarterly statements from the qualified custodian that holds and maintains client's investment assets. The client should compare the account statements from the custodian to the invoice received from Logbook regarding asset management fees.

Item 16: Investment Discretion

Discretionary Authority for Trading

Logbook offers discretionary investment management over Partnered Planning client accounts

with respect to securities to be bought and sold and the amount of securities to be bought and sold. Investment discretion is explained to clients in detail when an advisory relationship has commenced. At the start of the advisory relationship, the client will execute a Limited Power of Attorney which will grant our firm discretion over the account. Additionally, the discretionary relationship will be outlined in the client agreement and signed by the client. Clients may place limits on certain types of investments such as restrictions around purchasing fossil-fuel companies or other environmental, social and governance (ESG) factors that are clearly documented between advisor and client.

The client approves the custodian to be used and the commission rates paid to the custodian. Logbook does not receive any portion of the transaction fees or commissions paid by the client to the custodian on certain trades.

Item 17: Voting Client Securities

Proxy Votes

Logbook does not vote proxies on securities. Clients are expected to vote their own proxies. The client will receive their proxies directly from the custodian of their account or from a transfer agent.

When assistance on voting proxies is requested, Logbook will provide recommendations to the client. If a conflict of interest exists, it will be disclosed to the client.

Item 18: Financial Information

Financial Conditions Reasonably Likely to Impair Advisory Firm's Ability to Meet Commitments to Clients

Logbook has no condition that is reasonably likely to impair our ability to meet contractual commitments to our clients.

Balance Sheet

A balance sheet is not required to be provided because Logbook does not serve as a custodian for client funds or securities and Logbook does not require prepayment of fees of more than \$500 per client and six months or more in advance.

Bankruptcy Petitions during the Past Ten Years

Neither Logbook nor its management has had any bankruptcy petitions in the last ten years.

Item 19: Requirements for State Licensed Advisors

Education and business background, including any outside business activities for all management and supervised persons can be found in the Supplement to this Brochure (Part 2B of Form ADV Part 2).

Material Relationship Maintained by this Advisory Business or Management persons with Issuers of Securities

None to report

Item 20: ERISA Fiduciary Duty

As an investment adviser, Logbook has special and additional fiduciary responsibilities under the Employee Retirement Income Security Act of 1974 (“ERISA”) and the Internal Revenue Code Section 4975 (“IRC 4975”). In this Section of the manual references to ERISA will include IRC 4975.

ERISA is the comprehensive federal statute that governs the operation and administration of private pension and welfare benefits plans. The Department of Labor (“DOL”), and the Pension Benefit Guaranty Corporation (“PBGC”) are responsible for the interpretation and enforcement of ERISA. For solo-participant plans (such as Individual Retirement Accounts) the DOL has rulemaking authority, however, enforcement jurisdiction resides with the Internal Revenue Service.

Prohibited Transactions

ERISA and IRC 4975 include a number of specific prohibitions applicable to certain transactions involving Retirement Investors. As a fiduciary, Logbook may not enter into a prohibited transaction with a Retirement Investor or cause a Retirement Investor to enter into a prohibited transaction unless there is a statutory or administrative exemption covering that transaction.

Prohibited transactions are defined as specific transactions that may not be entered into (directly or indirectly) by a party which is not in the best interests of the Retirement Investor.

Under Section 406(a) of ERISA, Logbook cannot cause the plan to engage in a transaction if he/she knows or should know that such transaction, directly or indirectly, involves:

- Sale, exchange or lease of any property between the plan and a party-in-interest;
- Lending of money or other extension of credit between the plan and a party-in-interest;
- Furnishing of goods, services or facilities between the plan and a party-in-interest;
- Transfer to or use by or for the benefit of, a party-in-interest, of any asset of the plan;
- Acquisition, on behalf of the plan, of any employer security or employer real property in violation of Section 407(a); or
- Holding of employer securities or employer real property by the plan if the fiduciary has authority or discretion to control or manage the assets of a plan and knows or should know that holding such securities or real property violates Section 407(a).

In addition, ERISA Section 406(b) prohibits transactions deemed to constitute self-dealing. Specifically, Logbook may not:

- Deal with the assets of the plan in his/her own interest or for his/her personal account;
- Act, in his/her individual or any other capacity in any transaction involving the plan on behalf of a party, or represent any party whose interests are adverse to the interests of the plan or the interests of its participants or beneficiaries; or

- Receive any consideration for his/her personal account from any party dealing with such plan in connection with a transaction involving the assets of the plan.

Under IRC 4975 a “prohibited transaction” is any direct or indirect:

- Sale, exchange or lease of any property between the plan and a disqualified person;
- Lending of money or other extension of credit between the plan and a disqualified person;
- Furnishing of goods, services or facilities between the plan and a disqualified person;
- Transfer to or use by or for the benefit of, a disqualified person, of any asset of the plan;
- Act by a disqualified person who is a fiduciary whereby he/she deals with the income or assets of the plan in his/her own interests or for his/her own account
- Receipt of any consideration for his/her personal account by any disqualified person who is a fiduciary from any party dealing with the plan in connection with a transaction involving the income or assets of the plan

While Logbook does not provide advisory services to pension plans per se, making a recommendation to a retirement investor, specifically rollovers from defined contribution plans to IRAs, that would entail compensation constitutes a prohibited transaction between a fiduciary and a party in interest, Logbook must qualify for an exemption to 406(a).

Prohibited Transaction Exemption (“PTE”) 2020-02

PTE 2020-02 issued by the DOL is a class exemption that mandates that recommendations be in the best interest of retirement investors and that conflicts of interest be eliminated or mitigated. There are two main requirements of the PTE 2020-02:

- Impartial conduct standards:
 - § Give advice that is in the Retirement Investor’s best interest
 - § Charge reasonable compensation for services
 - § Seek to obtain best execution of investment transactions
 - § Refrain from making misleading statements about investment transactions, compensation, and conflicts of interest
- Written disclosure:
 - § Acknowledge fiduciary status under ERISA with respect to investment advice rendered to Retirement Investors
 - § Provide a description of the services provided and disclosure material conflicts of interest
 - § With respect to rollovers only, provide an explanation of the rationale as to why the recommendation is in the best interest of the Retirement Investor.
- Include a consideration of alternatives
- Consider fees associated with both the plan and the IRA
- Consider whether the employer pays some or all of the plan fees
- Analysis of the services and investment options available under the plan and IRA

It is Logbook’s policy to rely on PTE 2020-02 and comply with the spirit of the exemption in acting in the best interest of retirement investors.

Logbook has created a *Rollover IRA Disclosure/Recommendation Checklist* that must be

completed and submitted with account opening documents or within 30 days of making a recommendation to an existing client. The *Checklist* contains information supporting the recommendation being in the best interest of the retirement investor and that the compensation is reasonable.

Item 1 Cover Page

SUPERVISED PERSON BROCHURE
FORM ADV PART 2B

Christopher T. Cortese

Logbook Financial Planning, LLC

Office Address:
68 Main Street
Rockport, ME 04856

Tel: 888-651-2317
Website: www.logbookfp.com
Email: info@logbookfp.com

This brochure supplement provides information about Christopher T. Cortese and supplements the Logbook Financial Planning, LLC's brochure. You should have received a copy of that brochure. Please contact Christopher T. Cortese if you did not receive the brochure or if you have any questions about the contents of this supplement.

Additional information about Christopher Cortese (CRD #6734228) is available on the SEC's website at www.adviserinfo.sec.gov.

Office Address:
68 Main Street
Rockport, ME 04856

Tel: 888-651-2317
Website: www.logbookfp.com
Email: info@logbookfp.com

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Brochure Supplement (Part 2B of Form ADV)

Supervised Person Brochure

Principal Executive Officer

Christopher T. Cortese

- Year of birth: 1966
-

Item 2 Educational Background and Business Experience

Educational Background:

- University of Georgia; Bachelor of Arts in Political Science; 1989
- Troy State University Europe; Master of Arts in International Relations; 1997

Certificate Qualifications:

- Certified Financial Planner (CFP®)
- Registered Life Planner (RLP®)

Business Experience:

- U.S. Department of State; Management Consultant; 12/2018 - Present
 - Logbook Financial Planning, LLC; Managing Member/Investment Advisor Representative; 03/2017 - Present
 - Health & Wealth Partners, LLC; Managing Member; 07/2015 - 01/2017
 - U.S. Department of State; Foreign Service Officer; 05/2004 - 04/2017
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Item 3 Disciplinary Information

Criminal or Civil Action: None to report.

Administrative Proceeding: None to report.

Self-Regulatory Proceeding: None to report.

Item 4 Other Business Activities

Managing member Christopher T. Cortese may provide part-time consulting to his previous employer, the U.S. Department of State. This part-time consulting is not related to financial planning or investment management and does not conflict with the advisory business.

Item 5 Additional Compensation

Managing member Christopher T. Cortese may receive additional compensation from his outside business activities in Item 4.

Item 6 Supervision

Since Mr. Cortese is the sole owner of Logbook Financial Planning, LLC. He is solely responsible for all supervision and formulation and monitoring of investment advice offered to clients. He will adhere to the policies and procedures as described in the firm's Compliance Manual. Mr. Cortese's contact number is (888) 651-2317.

Item 7 Requirements for State-Licensed Advisors

Arbitration Claims: None to report.

Self-Regulatory Organization or Administrative Proceeding: None to report.

Bankruptcy Petition: None to report.

Item 8 Earned Certificate Designation Requirements

Certified Financial Planner (CFP®)

Designation Essentials	
Status	Currently offered and recognized by the issuing organization.
Issuing Organization	<u>Certified Financial Planner Board of Standards, Inc.</u>
Qualification and Educational Requirements	
Prerequisites	Candidate must meet the following requirements: <ul style="list-style-type: none">• A bachelor's degree (or higher) from an accredited college or university, and• Three years of full-time personal financial planning experience or the equivalent part-time experience (2,000 hours equals one year full-time).
Education Requirements	Candidate must complete a <u>CFP-board registered program</u> , or hold <u>one</u> of the following: <ul style="list-style-type: none">• CPA• ChFC• Chartered Life Underwriter (CLU)• CFA• Ph.D. in business or economics• Doctor of Business Administration• Attorney's License
Examination Type	Final certification examination
Continuing Education Requirements	30 hours every two years

Registered Life Planner (RLP®) Designation

Requires successfully complete three training courses:

- The Seven Stages of Money Maturity® Training (16 hours) a 2-day course that teaches listening, principles of communication, and client-planner attitudes, values, biases, and behavioral characteristics and their impact on financial planning.
- EVOKE® Life Planning Training (36-40 hours) is a 4-day online or a 5-day residential course on a planning method that uses a structured interview process to uncover clients' most exciting, meaningful, and fulfilling aspirations and engage them in the work of creating their own vibrant futures, based on a solid financial architecture. It is an experiential program where one experiences both being a Life Planner and being Life Planned, so one of the requirements of an RLP® designation is that the advisor has been life planned.

- Life Planning Mentorship (40-50 hours) is a continuation of the deep learning of the EVOKE® Life Planning Training using case studies, peer support, group teleconferences, and one-on-one guidance from an experienced mentor over a six-month period.

Applicants may begin the coursework to become a Registered Life Planner® by taking either EVOKE® Life Planning Training or The Seven Stages of Money Maturity® Training. The Life Planning Mentorship follows the EVOKE® Life Planning Training. After earning the RLP® designation, the planner is expected to keep their skills sharp by attending at least eight hours of Continuing Education every two years.