

**Phillip D. Bour, CFP®, EA**

**BourGroup** Comprehensive Financial Planning

Annual Filing Amendment for: 2017; January 28, 2017

**1. Cover page**

**Contact Information:**

Website and e-mail:

www.9SimpleSteps.com  
Phil@9SimpleSteps.com

Home office address:

25925 Planting Field Drive  
South Riding, VA 20152

Home Phone Number:

703-407-6697

Cell Phone Number:

703-407-6697

This brochure provides information about the qualifications and business practices of BourGroup. If you have any questions about the contents of this brochure, please contact us at 703-407-6697 or e-mail to: Phil@9SimpleSteps.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 BourGroup also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

BourGroup is a Registered Investment Adviser but registration does not imply a certain level of skill or training.

All non-public information exchanged between the Client and the Advisor is treated as confidential and is not disclosed to third parties, except as expressly requested by the Client, or as required by law. A Privacy Statement is provided to each Client.

## 2. Material Changes

Phil Bour continues to maintain his active license, first effective June 6, 2012, as an Enrolled Agent representing taxpayers before the Internal Revenue Service.

In Section 13, BourGroup maintains access to services after a plan is completed for two (2) months to encourage clients to implement plan recommendations. The hourly base rates for specific financial planning services, investment advisory services, workshops and seminars is \$200 per hour since the date of the 2011 annual filing. These rates remain in effect for 2017 and are negotiable and a flat fee is possible as are complimentary presentations depending on circumstances.

## 3. Table of Contents

<b>Item Number</b>	<b>Item Description</b>	<b>Page</b>
1	Cover Page	1
2	Material Changes	2
3	Table of Contents	2
4	Advisory Business	3-4
5	Fees and Compensation	4-5
6	Performance-Based Fees and Side-By-Side Management	5
7	Types of Clients	5
8	Methods of Analysis, Investment Strategies and Risk of Loss	5-7
9	Disciplinary Information	7
10	Other Financial Industry Activities and Affiliations	7
11	Code of Ethics, Participation or Interest in Client Transactions and Personal Trading	8
12	Brokerage Practices	8
13	Review of Accounts	9
14	Client Referrals and Other Compensation	9
15	Custody	9
16	Investment Discretion	9
17	Voting Client Securities	9
18	Financial Information	10
19	Requirements for State-Registered Advisers	10
Part 2B	Brochure Supplement	11-14

#### 4. Advisory Business and Services Offered

A) BourGroup began operations in January 2005. It was founded by Phillip D. Bour who is the principal owner and Advisor. Mr. Bour had been in the accounting profession for 38+ years. In 2004, he successfully completed the CFP requirements and is a CERTIFIED FINANCIAL PLANNER™ professional. In 2012, he completed the requirements and is an Enrolled Agent. He also contributes to the community through public speaking and offers complimentary financial advice through a local church ministry.

B) BourGroup seeks to work with individuals and couples in order to educate, equip and encourage them to realize their financial goals. Financial planning services may include advising on cash flow, debt management, earnings, giving to charity, insurance, risk management, college funding, tax planning, investments, retirement and estate planning. BourGroup also conducts group educational workshops and seminars on financial planning topics. These services may be provided for a flat fee for a comprehensive financial plan or workshop or on an hourly basis for specific financial needs of the Client. Free services are sometimes offered. BourGroup does not manage or have custody of Client's assets.

C) For a complete comprehensive financial plan, BourGroup conducts an initial interview, gathers data and assists the Client with determining specific needs, goals, objectives and tolerance for risk. BourGroup analyzes the Client's current financial situation and possible future changes and presents their analysis in a thorough, written format highlighting significant observations, assumptions and recommendations. Clients come away with a detailed understanding of their current and future financial situation. Periodic financial check-ups are recommended and scheduled upon the Client's request for a separate fee.

BourGroup may review and suggest changes on a variety of investments that a Client may own including stocks, bonds, real estate, other securities and the mix between them. The firm does not provide on-going performance reporting or portfolio reviews but will monitor a comprehensive financial plan to help Clients implement recommendations during the specified contract period.

Investment advice, for example, may include:

- Exchange-listed securities (mutual funds, ETF's)
- Mutual funds
- Securities traded over-the-counter
- Foreign issuers; Domestic stocks/bonds
- United States government securities
- Corporate debt and Municipal securities
- Commercial Paper, Certificates of Deposit
- Variable life insurance & annuities

Advisory services are tailored to the individual needs of Clients who may impose restrictions on investing in certain securities or types of securities.

#### 4. Advisory Business and Services Offered (continued)

D) BourGroup does not participate in *wrap fee programs*.

E) BourGroup does not custody *client* assets and does not manage *client* assets on a discretionary or non-discretionary basis.

#### 5. Fees and Compensation

A) BourGroup offers investment advisory and financial planning services for hourly charges or fixed fees depending on the scope of the engagement. Fees for comprehensive financial plans are based on 1% of adjusted gross income as reported on the last filed 1040, 1040EZ Federal tax return, or as estimated to be reported on the next tax return filing. The first half-hour consultation with new clients is complimentary. All fees are negotiable; however, a suggested minimum for a full, comprehensive financial plan is \$800.

B) BourGroup bills *clients* for fees incurred.

C) Fees paid to BourGroup for financial planning and investment advisory services are completely separate from the fees and expenses charged by mutual fund companies, brokerage firms and their portfolio managers. A complete explanation of these fees and expenses are provided in each security's prospectus and Clients are encouraged to read the prospectus before investing. Clients may also incur transaction costs or administrative fees from broker/dealers, trust companies, or other service providers. Clients are reminded to obtain a complete schedule of these fees from the service provider prior to entering into any purchase. BourGroup does not receive any portion of these other fees. The only compensation BourGroup receives is the fee paid directly by the Client.

BourGroup and the Client work together on specific financial planning issues and investment advisory services that may be needed and how much time it will take based on a rate of \$200 per hour or a flat, fixed fee. Any changes in time required or amounts charged are agreed upon in advance.

BourGroup does not sell insurance or any investment products. Clients are referred to other investment advisory firms, real estate agents, estate attorneys, accountants (CPA's), banks, trust departments or other professionals with specialized knowledge and the appropriate licenses to purchase any products or services needed to implement their personal financial recommendations.

BourGroup does not have agreements with or receive referral fees from any other professionals nor does BourGroup charge Clients for referrals to other advisors or other related professionals. The Client is not obligated to use any referrals provided and can use any professionals they desire.

## 5. Fees and Compensation (continued)

D) No fees are required in advance. All payments are made after BourGroup presents the findings of its analysis in written format and the Client understands the recommendations. A service agreement may be terminated upon written notice by either party within five days of signing the agreement/contract at which time no fees would be due since all payments are made after the final plan is presented.

E) Not applicable. BourGroup receives no compensation for the sale of securities or any other investment products.

## 6. Performance-Based Fees

No fees are based on performance of securities.

## 7. Types of Clients

Generally, BourGroup provides investment advice to individuals and couples. Ages can range from young people in their early 20's to those still accumulating funds in their 30's and 40's to pre-retirees in their 50's and 60's and those in or ready to enter retirement. BourGroup has no minimum account size or minimum household income requirements. The minimum of \$800 for a full, comprehensive plan is still negotiable, though, and is only a suggested minimum.

Although corporations or other business entities may request investment advice, educational or financial planning services, BourGroup mainly works directly with individuals.

## 8. Methods of Analysis, Investment Strategies and Risk of Loss

A) BourGroup evaluates the Client's current financial situation, their needs, goals, objectives and tolerance for risk. Asset allocation and investment policy decisions are made in the Advisor's best judgment and in the best interests of the Client to help the Client achieve their overall financial objectives while minimizing risk.

The Advisor primarily employs long-term, buy-and-hold strategies in investment selection and asset mixes. Recommendations are based on publicly available reports, analysis, research materials, charts, computerized asset allocation models and various subscription services. In limited circumstances, Advisor may provide advice to Clients interested in trading securities, but this is typically discouraged.

**Risks:** In using publicly available reports, there are potential risks that the author may be biased, there are errors in the printed material or that there is inconsistent data. BourGroup tries to mitigate these errors by using multiple sources.

Asset allocation and diversification are key components of investment portfolio design. The appropriate allocation of assets across diverse investment categories of stocks and bonds, international and domestic U.S. stocks, large and small companies, growth and value styles of companies is believed to be the primary determinant of portfolio volatility (ups and downs). Therefore, investment returns that may be critical to the long-term success of one's financial objectives depend on the mix of these categories. Investment categories include financial assets, home equity, emergency funds, pensions and other retirement funds and any income sources that may exist.

BourGroup's investment philosophy includes a variety of strategies. BourGroup does not chase the highest returns knowing that past performance is no guarantee of future results. Trying to guess when the best time to buy and sell by "market-timing" is not recommended. Passive investments, like indexed mutual funds and exchange-traded funds (ETF's), may be useful because the fees are less than actively-managed funds but it depends on the Client's circumstances. Specific individual stock selection is not performed by BourGroup.

BourGroup may suggest no-load funds and those within a fund family that have no or small purchasing transaction fees and expense ratios that are comparable to or less than the asset category's averages when appropriate.

**Risks:** There are risks that include, but are not limited to, changes in management at a fund, rates of returns that may not continue as advertised, and diversification is no guarantee of better returns or lowered risk or volatility.

B) BourGroup explains to Clients that the market risk of a portfolio is vulnerable to many market factors including economical, political and the interest rate environment and that no one can escape market risk if investing in financial assets. Expected returns must be adjusted for the level of risk taken as measured by an asset class' standard deviation.

BourGroup recommends that Clients measure portfolio performance against an appropriate index for each type of asset over a long-term period and may assist Clients with an analysis of their portfolio based on a weighted-average of appropriate indices.

Another concept explained to Clients is that the risk-free rate is that return which is achievable without risk of losing principal. BourGroup helps the Client calculate their personal risk-free rate of return based on the 90-day Treasury bill or the following if they exist in the Client's financial situation:

- Interest rate on any credit card debt
- Interest rate on any car loans or other loans
- Interest rate on any home mortgages

Investors who desire a return higher than their personal risk-free rate of return may be interested in investing for this increased return possibility if they are compensated for the risks of inflation, market risks, volatility, marketability and liquidity.

C) Clients are encouraged to request a prospectus from whatever investments are recommended and understand the investment's objectives, risks, fees, expenses and management style.

As a part of an Investment Policy Statement provided to Client's requesting investment advice, Clients are reminded to rebalance when allocations stray between 5-10% of targets or, alternatively, to redirect future investments to the under-weighted categories if still in saving mode. Rebalancing to target allocation percentages is suggested but Clients are reminded that no past system can guarantee future results.

## **9. Disciplinary Information**

There are no legal or disciplinary events that are material or immaterial to a Client's or prospective Client's evaluation of BourGroup, its advisors or the integrity of its practice. There have been no criminal or civil actions and no administrative proceedings processed against BourGroup or its advisors.

- A) Not-applicable
- B) Not-applicable
- C) Not-applicable

## **10. Other Financial Industry Activities and Affiliations**

BourGroup engages primarily in financial planning services and provides investment advice as one part of this service. BourGroup estimates that 20-30% of the time is spent on investment advice and the remainder is spent on other financial planning advice and tax preparation and tax planning advice.

- A) Not-applicable
- B) Not-applicable

C) Phil Bour, CFP® voluntarily ended his position February 28<sup>th</sup>, 2011 as the Controller of a non-profit association where he had worked for 17 years. No other financial industry activities exist.

- D) Not-applicable

## **11. Code of Ethics, Participation or Interest in Client Transactions and Personal Trading**

A) The National Association of Personal Financial Advisors (NAPFA) is the country's leading professional association of Fee-Only financial advisors—highly trained professionals who are committed to working in the best interests of those they serve and meeting the highest membership standards for professional competency, client-focused financial planning, and Fee-Only compensation.

A peer-review of a comprehensive plan, a CFP® professional designation and being Fee-Only are some of the many requirements to be a NAPFA-Registered Investment Advisor. As a NAPFA-Registered Investment Advisor and member of the Financial Planning Association, Phil Bour provides a copy of the NAPFA Fiduciary Oath to Clients and subscribes to these organizations Code of Ethics. This Code of Ethics is provided upon request. BourGroup is not an SEC-registered adviser; state only.

B) Not-applicable. BourGroup has no material financial interest in securities recommended to *clients*.

C) At times, recommendations to Clients may include securities that the Advisor holds in his personal accounts. Clients are under no obligation to invest in any products recommended and are informed that the Advisor currently is invested in said security. At no time will the Advisor or any related party receive preferential treatment over Clients. The Advisor receives no additional compensation, reduced fees or other benefits for securities that the Advisor holds in personal accounts.

D) BourGroup enforces the applicable rules of the Investment Advisers Act of 1940, including the prohibition against insider trading. BourGroup maintains the required personal securities transaction records for its staff.

## **12. Brokerage Practices**

A) BourGroup is not associated with any broker/dealer firm. The Advisor may recommend the services of discount brokers such as Schwab, T. Rowe Price, Fidelity or Vanguard, which have historically had lower costs than full service firms. Recommendations are based on individual Client needs, total costs and ease of use and BourGroup receives no compensation, reduced fees, prizes, or other hard or soft dollars from referrals.

B) Not-applicable. Clients are responsible to make their own purchase and sell transactions therefore no aggregation occurs.

### **13. Review of Accounts or Financial Plans**

A) Clients have access to BourGroup for **two (2)** months after a comprehensive financial plan is presented to help with implementation of any recommendations related to the plan. This can take the form of unlimited phone calls, e-mails or face-to-face office meetings as needed and is included in the fixed price negotiated for a full plan. For hourly service, access ends after the hourly service has been provided.

B) The Client may choose a consultation and review of a comprehensive financial plan at the rate of \$200 per hour. All fees are negotiable and all estimates of time and costs involved are agreed upon together with the Client, in advance.

C) Monitoring of investments and plan implementation progress are not required and are negotiated separately. Clients are encouraged to monitor their financial plans and contract with BourGroup for periodic reviews at 6 or 12 month intervals at their discretion. No regular frequency of reports is provided unless separately engaged for review. All payments are made after the review is completed to the Client's satisfaction.

### **14. Client Referrals and Other Compensation**

A) BourGroup receives no economic benefit from anyone other than the Client for providing investment advice, referrals or other advisory services.

B) Not-applicable. No indirect or direct compensation is provided for client referrals.

### **15. Custody**

BourGroup does not have custody of Client's assets nor does it hold any assets under management. Clients receive account statements directly from the broker-dealer, bank or other qualified custodian they so choose. BourGroup encourages Clients to carefully review those statements. BourGroup will review Client's statements if requested to do such a review.

### **16. Investment Discretion**

BourGroup does not accept *discretionary authority* to manage securities accounts on behalf of Clients and does not buy or sell securities on behalf of the Client.

### **17. Voting Client Securities**

A) BourGroup does not accept authority to vote Client securities.

B) Clients receive their proxies or other solicitations directly from their custodian but can request BourGroup's advice as to how to proceed.

## 18. Financial Information

A) BourGroup does not require or solicit prepayments of any amount in fees per Client six months or more in advance. All Clients pay in full after the services requested have been delivered satisfactorily to the Client.

B) BourGroup has no *discretionary authority* or *custody* of Client funds or securities.

C) BourGroup's Advisor and principal owner has not been the subject of any bankruptcy petition at any time during the past ten years.

## 19. Requirements for State-Registered Advisers

A) Phillip D. Bour is the Principal and Sole Proprietor of BourGroup. Mr. Bour is the only one who provides general investment advice as part of a comprehensive financial plan or as part of a specific hourly engagement for BourGroup.

**D.O.B.:** June 18, 1953

### **Education:**

University of Maryland (1971-1974)

Major: Accounting

Minor: Economics

No degree obtained, completed 3 years of undergraduate studies

Strayer University (1993-1996)

Major: Accounting

Degree: B.S. in Accounting

Honors: Magna Cum Laude

College of Financial Planning (2002-2004)

Successfully completed CFP® Professional Program

**CFP® Certificant** (license awarded November 2004 and currently active)

**Enrolled Agent** (enrolled to represent taxpayers before the Internal Revenue Service effective June 6, 2012 and currently active)

B) Phil Bour had 38+ years as an accounting professional and was Controller for the American Coatings Association, Inc. (ACA) (1993-2011). Prior to this he was the Assistant Controller for Dynatech Laboratories, Inc. (1978-1993).

Phil Bour is no longer actively-engaged in these activities and practices as an advisor with BourGroup.

C) Not-applicable. No performance-based fees apply.

D) Not-applicable. No arbitration claims, civil liabilities or other administrative proceedings are involved with Phil Bour or BourGroup. E) Not-applicable.

**Cover Page, Item 1 - A****Phillip D. Bour, CFP®, EA****BourGroup** Comprehensive Financial Planning

Annual Amendment January 28, 2017

Contact Information:

Website and e-mail:

www.9SimpleSteps.com  
Phil@9SimpleSteps.com

Home office address:

25925 Planting Field Drive  
South Riding, VA 20152

Home Phone Number:  
703-407-6697

Cell Phone Number:  
703-407-6697

**Cover Page, Item 1 – B**

This brochure supplement provides information about **Phillip D. Bour, CFP®, EA** that supplements the **BourGroup** brochure. You should have received a copy of that brochure (pages 1-10 of this current document). Please contact Phil Bour if you did *not* receive pages 1-10 (the BourGroup brochure) or if you have any questions about the contents of this supplement at 703-407-6697 or e-mail to: [phil@9SimpleSteps.com](mailto:phil@9SimpleSteps.com)

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

## **Item 2-a: Educational Background and Business Experience**

### **Education:**

University of Maryland (1971-1974)

Major: Accounting

Minor: Economics

No degree obtained, completed 3 years of undergraduate studies

Strayer University (1993-1996)

Major: Accounting

Degree: B.S. in Accounting

Honors: Magna Cum Laude

College of Financial Planning (2002-2004)

Successfully completed CFP® Professional Program

### **Past experience:**

Phil Bour had 38+ years as an accounting professional and was Controller for the American Coatings Association, Inc. (ACA) (1993-2011). In this role, he also served on the Investment Committee responsible for the company pension, 401k and investment reserve funds.

Prior to this he was the Assistant Controller for Dynatech Laboratories, Inc. (1978-1993).

Phil Bour is no longer actively-engaged in these activities and practices as an advisor and enrolled agent with BourGroup.

## **Item 2-b: Educational Background and Business Experience**

**CFP® Certificant** (license awarded November 2004 and currently active)

Certified Financial Planner Board of Standards Inc. owns the certification marks CFP®, CERTIFIED FINANCIAL PLANNER™, CFP® (with plaque design) and CFP® (with flame design) in the U.S., which it awards to individuals who successfully complete CFP Board's initial and ongoing certification requirements.

**ENROLLED AGENT (EA)** (enrolled to represent taxpayers before the Internal Revenue Service effective June 6, 2012 and currently active)

EAs are the only federally licensed tax practitioners who specialize in taxation and also have unlimited rights to represent taxpayers before the IRS.

## **Item 2-b: Educational Background and Business Experience (continued)**

### **ENROLLED AGENT (EA) (continued)**

An Enrolled Agent must successfully complete a 3-part exam covering Internal Revenue Service representation/compliance, business and individual tax returns.

An enrolled agent can negotiate with the IRS during examinations and appeals, and act in place of a taxpayer signing consents and executing agreements on their behalf. An enrolled agent is the only professional granted a right to practice directly from the U.S. government. Unlike a CPA or attorney, an enrolled agent holds a federal license and has the right to represent any taxpayer in any state regarding federal tax matters. The practice of enrolled agents before the IRS is not limited and they may represent taxpayers before the IRS, performing the same tasks as an attorney or CPA. The capabilities of an enrolled agent extend beyond just preparing returns to areas such as representing clients in cases involving audits, collections, and appeals.

### **NAPFA-REGISTERED INVESTMENT ADVISOR (currently active and a member since 2005)**

The National Association of Personal Financial Advisors (NAPFA) is the country's leading professional association of Fee-Only financial advisors—highly trained professionals who are committed to working in the best interests of those they serve and meeting the highest membership standards for professional competency, client-focused financial planning, and Fee-Only compensation.

A peer-review of a comprehensive plan, a CFP® professional designation and being Fee-Only are some of the many requirements to be a NAPFA-Registered Investment Advisor. As a NAPFA-Registered Investment Advisor Phil Bour provides a copy of the NAPFA Fiduciary Oath to Clients and subscribes to the organization's Code of Ethics. This Code of Ethics is provided upon request.

## **Item 3: Disciplinary Information**

There are no legal or disciplinary events material to a client's or prospective client's evaluation of Phil Bour.

- 3A.** No criminal or civil action in a domestic, foreign or military court for Phil Bour
- 3B.** No administrative proceeding before the SEC, any other federal regulatory agency, any state regulatory agency, or any foreign financial regulatory authority for Phil Bour
- 3C.** No violations of a self-regulatory organization (SRO) for Phil Pour
- 3D.** No hearing or formal adjudication related to Phil Bour in any professional attainment, designation or license was ever revoked or suspended because of a violation of rules relating to professional conduct.

**Item 4: Other Business Activities**

- A.** Phil Bour is not actively engaged in any other investment-related business occupation.
1. No material conflicts of interest exist.
  2. Phil Bour does not receive commissions, bonuses or other compensation and does not sell investment products.
- B.** Phil Bour is an Enrolled Agent is licensed to represent taxpayers before the Internal Revenue Service and is registered to prepare taxes for individuals and businesses. This is one aspect of his financial planning practice and is meant to be a complement to other investment advice provided to clients, if so engaged.

**Item 5: Other Compensation**

No one who is not a client provides an economic benefit (including sales awards, other prizes, bonuses for client referrals) to Phil Bour for providing advisory services.