Summary of Contents

Volume 1

Chapter 1. Summary of Professional, Tax and Legislative Developments
Chapter 2. Key Facts and Figures
Chapter 3. The PFP Process—The Best Practices Approach
Appendix 3A. Diagram-Best Practices PFP System
Appendix 3B. Location of PFP Forms, Checklists, and Templates
Appendix 3C. PFP Engagement Control Checklist
Chapter 4. Establishing the Engagement
Appendix 4A. Initial Interview Checklist
Appendix 4B. Client Qualification Form
Appendix 4C. Engagement Budget Form
Appendix 4D. Sample Engagement Letter
Appendix 4E. Sample Engagement Letter—Financial Counselling Only
Chapter 5. Data Gathering
Appendix 5A. Goals Clarification Worksheet
Appendix 5B. Data Gathering Guide
Appendix 5B1. Personal and Family Data
Appendix 5B2. Prior Marriage Questionnaire
Appendix 5B3. Assets
Appendix 5B4. Liabilities
Appendix 5B5. Annual Cash Flow Analysis Form
Appendix 5B6. Cash Flow
Appendix 5B7. Continuing Living Expenses
Appendix 5B8. Life Insurance Policies Schedule
Appendix 5B9. Disability Insurance Policies Schedule
Appendix 5B10. Critical Illness Insurance Policies Schedule
Appendix 5B11. Long-Term Care Insurance Policies Schedule
Appendix 5B12. Risk Profile and Investment Preferences
Appendix 5B13. Estate Planning Data
Appendix 5B14. Homeowners' Insurance Policies Schedule
Appendix 5B15. Vehicle Insurance Policies Schedule
Appendix 5B16. Medical/Dental Insurance Policies Schedule
Appendix 5B17. Additional Property/Liability Insurance Schedule
Appendix 5B18. Business/Practice Insurance Schedule
Appendix 5B19. Documents Request Form
Appendix 5C. Suggested Format for Client Documents Portfolio

© 2026 Thomson Reuters, Rel. 1, 4/2026

Chapter 6. Clarifying Financial Status
Appendix 6A. Preliminary Analysis Work Program
Appendix 6B. Review and Reassess Work Program
Chapter 7. Financial Management
Appendix 7A. Financial Management Work Program
Appendix 7B. Personal Budget Analysis Form
Appendix 7C. Analysis of Expenditures Form
Appendix 7D. Cash Planning Worksheet
Appendix 7E. Cash Flow Planning Strategies Checklist
Appendix 7F. Client Handouts on Financial Management
Appendix 7F1. Goal Setting and Planning Procedures
Appendix 7F2. Importance of Financial Management
Appendix 7F3. Preparing a Personal Budget
Appendix 7F4. Techniques for Improving Cash Flow
Appendix 7F5. Amounts Needed after Retirement to have the Same Purchasing Power as $100 at Retirement
Appendix 7G. Worksheet to Help You Choose a Credit Card
Appendix 7H. Consumer's Checklist: Cost of Banking
Appendix 7I. Cost of Banking: Tips to Save you Money
Appendix 7J. Cost of Banking: Potential Benefits of Maintaining a Minimum Monthly Balance
Appendix 7K. Tax-Free First Home Savings Account (FHSA) Contribution Room Worksheet
Chapter 8. Risk Management
Appendix 8A. Risk Management Work Program
Appendix 8B. Cash Reserve Needs Analysis Worksheet
Appendix 8C. Life Insurance Needs Analysis Worksheet
Appendix 8D. Life Insurance Deficit (Surplus)
Appendix 8E. Life Insurance Policy Evaluation Checklist
Appendix 8F. Universal Life Illustration
Appendix 8G. Life Insurance Specifications
Appendix 8H. Disability Needs Analysis Worksheet
Appendix 8I. Disability Insurance Policy Checklist
Appendix 8J. Disability Insurance Specifications
Appendix 8K. Homeowners', Auto and Liability Insurance Checklist
Appendix 8L. Medical and Dental Insurance Checklist
Appendix 8M. Critical Illness Worksheet
Appendix 8N. Long-Term Care Insurance Comparison
Appendix 8O. Sample Letter to Life Insurance Agent/Broker
Appendix 8P. Sample Letter to Disability Insurance Agent/Broker
Appendix 8Q. Sample Letter to Automobile, Homeowners' and Liability Insurance Agent/Broker
Appendix 8R. Sample Letter to Medical Insurance Agent

Appendix 8S. Sample Letter to Long-Term Care Insurance Agent
Appendix 8T. Calculation of Whole Life Insurance Policy Cost Per $1,000
Appendix 8U. Menu of Life Insurance Products[a]
Appendix 8V. Suggestions for Reducing Auto Insurance Premiums
Appendix 8W. Client Handouts on Risk Management and Insurance
Appendix 8X. Glossary of Insurance Terms
Appendix 8Y. Risk Management Planning Strategies Checklist
Appendix 8Z. Checklist When Shopping for Travel Medical Coverage
Chapter 9. Tax Planning
Appendix 9A. Income Tax Planning Work Program
Appendix 9B. Tax Planning Strategies Checklist
Appendix 9C. Professional Tax Preparation Software Programs
Appendix 9D. 2019 Moving Expenses—Per Kilometre Rates for Simplified Method

Volume 2

Chapter 10. Education Planning
Appendix 10A. Best Practices Education Planning Work Program
Appendix 10B. Calculation of Education Funding Needs
Appendix 10C. Projected Value of Children's Investable Assets
Appendix 10D. Calculation of Lump-Sum Deposits to Fund Education
Appendix 10E. Calculation of Periodic Deposits to Fund Education
Appendix 10F. Education Planning Strategies Checklist
Appendix 10G. Table of Annual Education Costs
Appendix 10H. A Universal Life Insurance Solution
Appendix 10I. Comparative Accumulation—Maximum Annual Contributions, Including CESG
Appendix 10J. Comparative Accumulation—20 Year RESP Contributions, Including CESG
Appendix 10K. Provincial/Territorial Intestacy Rules
Chapter 11. Retirement Planning
Appendix 11A. Retirement Planning Work Program
Appendix 11B. Retirement Income Needs Worksheet
Appendix 11C. Retirement Analysis Worksheet—Current Dollars
Appendix 11D. Projected Adjusted Net Worth at Retirement
Appendix 11E. Retirement Analysis Worksheet—Future Dollars
Appendix 11F. Retirement Planning Strategies Checklist
Appendix 11G. Non-Financial Retirement Issues
Appendix 11H. Minimum RRIF Withdrawal Schedule
Appendix 11I. Maximum LIF Withdrawal Schedule 2021
Appendix 11J. Maximum Lif Withdrawal Schedule 2025
Appendix 11K. Contact Information for Regulators of Private Pension Plans
Chapter 12. Estate Planning
Appendix 12A. Estate Planning Work Program

Appendix 12B. Tax Calculation Worksheet
Appendix 12C. Cash Requirements Worksheet
Appendix 12D. Will Review Checklist
Appendix 12E. Estate Administration Checklist
Appendix 12F. Estate Planning Strategies Checklist
Appendix 12G. General Duties of an Executor
Appendix 12H. Testamentary Letter Checklist
Appendix 12I. Estate Planning—*Income Tax Act* Quick Reference Schedule
Appendix 12J. Provincial/Territorial Probate Rates as of 2025
Appendix 12K. Provincial/Territorial Intestacy Rules
Appendix 12L. Provincial/Territorial Power of Attorney and Living Wills
Chapter 13. Asset Management
Appendix 13A. Asset Management Work Program
Appendix 13B. Investment Portfolio Analysis
Appendix 13C. Table of Risk Profile Patterns
Appendix 13D. Table of Guideline Portfolio Mixes
Appendix 13E. Investment Portfolio Yield Analysis
Appendix 13F. Bond Specifications Form
Appendix 13G. Mutual Fund Specifications Form
Appendix 13H. Mutual Fund Analysis Worksheet
Appendix 13I. Stock Specifications Form
Appendix 13J. Direct Investment Specifications Form
Appendix 13K. Limited Partnership Specification Form
Appendix 13L. Limited Partnership Agreement Analysis
Appendix 13M. Review of General Partner
Appendix 13N. Client Questionnaire for Selecting a Money Manager
Appendix 13O. Sample Investment Policy Statement
Appendix 13P. Asset Management Planning Strategies Checklist
Chapter 14. Developing and Presenting the Financial Plan
Appendix 14A. Developing Final Recommendations Work Program
Appendix 14B. Decision-Making Worksheet Pass No. _____ (Initial, 2, 3, etc., Final)
Appendix 14C. Selected Samples of PFP Report Formats
Appendix 14C1. Generally
Appendix 14C2. The One-Page Plan
Appendix 14C3. Family Financial Report Outline
Appendix 14C4. Financial Planning Report Outline
Appendix 14C5. Personal Financial Plan
Appendix 14C6. Financial Plan
Appendix 14C7. Personal Financial Management Plan
Appendix 14C8. Personal Financial Planning Binder
Appendix 14C9. Your Financial Planning Notebook
Appendix 14D. The Best Practices System for Report Building

Appendix 14D1. How to use the Best Practices System for Report Building
Appendix 14D2. Report Building Work Program
Appendix 14D3. Table of Contents
Appendix 14D4. Implementation Action Plan
Appendix 14D5. Analysis and Findings
Appendix 14D6. Appendix Listing*
Appendix 14D7. Report Review and Approval Form

Appendix 14E. Sample Transmittal Letter

Appendix 14E1. Generally
Appendix 14E2. Sample Transmittal Letter A
Appendix 14E3. Sample Transmittal Letter B
Appendix 14E4. Sample Transmittal Letter C
Appendix 14E5. Sample Transmittal Letter D
Appendix 14F. Institute of Advanced Financial Planners Practice Standard Re: Developing and Presenting the Financial Plan
Chapter 15. Implementation and Monitoring
Appendix 15A. Implementation Work Program
Appendix 15B. Implementation Action Plan
Appendix 15C. Financial Planning Review Checklist
Chapter 16. Modular Planning and Special Planning Goals
Appendix 16A. Special Planning Goals Work Program
Appendix 16B. Funding Special Needs Worksheet
Appendix 16C. Charitable Giving Strategies Checklist
Appendix 16D. Net Cost of Refinancing
Appendix 16E. Sample Letter Report—Financial Management Engagement[1]
Appendix 16F. Sample Letter Report—Life Insurance Review Engagement[1]
Appendix 16G. Sample Letter Report—Education Planning Engagement[1]
Appendix 16H. Sample Letter Report—Estate Planning Engagement[1]
Appendix 16I. Sample Letter Report—Asset Management Engagement[1]

Volume 3

Chapter 17. Regulatory, Ethical and Legal Issues
Appendix 17A. FP Canada Standards Council Standards of Professional Responsibility (for CFP Professionals and FPSC Level 1 certificants)
Appendix 17B. Institute of Advanced Financial Planners Code of Professional Ethics
Appendix 17C. Institute of Advanced Financial Planners Professional Standards of Practice for R.F.P.s
Appendix 17D. Code of Professional Conduct
Chapter 18. Computer Resources for PFP
Appendix 18A. List of PFP Software and Vendors
Appendix 18B. Financial Planning Software Shopping Checklist
Appendix 18C. Website Resources for Financial Planners
Appendix 18D. Website Resources for Clients

Chapter 19. Marketing PFP Services
Appendix 19A. Checklist for Developing a Marketing Plan
Appendix 19B. A Simplified Marketing Plan
Appendix 19C. Sample Marketing Letter to Clients Enclosing PFP Brochure
Appendix 19D. Sample Marketing Letter to Clients Enclosing Response Cards
Appendix 19E. Sample "Fee Only" Marketing Letter to Non-Clients
Appendix 19F. Sample Marketing Letter to Non-Clients
Appendix 19G. Sample Marketing Letter to Doctors
Appendix 19H. Sample Marketing Letter—Executive Perk
Appendix 19I. Sample Marketing Letter to Tax Clients during Tax Season
Appendix 19J. Sample Marketing Letter to Tax Clients after Tax Season
Appendix 19K. Sample Marketing Letter—Financial Plan Offering
Appendix 19L. Sample Marketing Letter—Financial Plan as Employee Benefit
Appendix 19M. Sample Marketing Letter—Financial Plan Offering
Appendix 19N. Financial Planning Seminar Invitation
Appendix 19O. Financial Planning Seminar Outline
Appendix 19P. Seminar Planning Checklist
Appendix 19Q. Seminar Budget and Facilities Checklist
Appendix 19R. Seminar Attendee Questionnaire
Appendix 19S. Sample Executive Financial Planning Brochure (Fee Only)
Appendix 19T. Financial Planning Needs Checklist
Appendix 19U. Client Satisfaction Survey
Appendix 19V. Marketing Budget Worksheet
Appendix 19W. New Client Lead Information Sheet
Appendix 19X. Marketing Method Descriptions
Chapter 20. PFP Practice Management
Appendix 20A. Staffing Patterns of a PFP Practice
Appendix 20B. Financial Planning Library
Appendix 20C. Professional and Industry Associations
Appendix 20D. Sample Office Filing System
Appendix 20E. Model Strategic Plan
Appendix 20F. Client Satisfactory Survey
Appendix 20G. Preliminary Checklist for PFP Strategic Plans
Appendix 20H. Financial Planning Education Providers
Appendix 20I. Sample Client Termination Letter
Chapter 21. Client Profiles
Appendix 21A. Owner of a Closely Held Business
Appendix 21B. Owner of a Professional Practice
Appendix 21C. Highly Compensated Executive
Appendix 21D. Client Contemplating Retirement
Appendix 21E. Dual-Career Couple
Appendix 21F. Financially Naive Client

Appendix 21G. Single Millennial
Appendix 21H. Middle-Income Family
Appendix 21I. Divorcing Client
Appendix 21J. Disabled or Handicapped Client
Appendix 21K. Singles Living Together
Appendix 21L. Sole Proprietor
Chapter 22. Planning for the Closely Held Business
Appendix 22A. Quick Reference: Major Advantages and Disadvantages of Each Entity
Appendix 22B. Checklist of Factors Indicating a Buy/Sell Agreement is Needed
Appendix 22C. Flowcharts Showing Basic Buy/Sell Strategies

Appendices

Appendix A. Planning Strategies—Quick Reference
Appendix B. Financial Tables

Index