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GA Bishop and Associates  
1101 S. Broadway, Suite 200  
Carrollton, TX 75006

[www.gabishopandassociates.com](http://www.gabishopandassociates.com)

Glenn A Bishop, President  
Phone (972) 393-3716  
Email [gabishop@gabishopandassociates.com](mailto:gabishop@gabishopandassociates.com)

**Firm Brochure**  
(Form ADV Part 2A)

**This brochure provides information about the qualifications and business practices of GA Bishop and Associates. If you have any questions about the contents of this brochure, please contact us [gabishop@gabishopandassociates.com](mailto:gabishop@gabishopandassociates.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 GA Bishop and Associates also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).**

## **Material Changes**

### **Annual Update**

The Material Changes section of this brochure will be updated annually or when material changes occur since the previous release of the Firm Brochure.

### **Material Changes since the Last Update**

Page 8, Client Referrals and Other Compensation – added Harry Sit as new source of referrals. No compensation is paid by GA Bishop and Associates for these referrals.

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## **Advisory Business**

GA Bishop and Associates, LLC provides fee-only, as-needed Financial Planning and Investment Advisory Services to individuals and families. These services may be general in nature or focused on particular areas of interest or need depending upon each Client's unique circumstances.

The primary function of GA Bishop and Associates is providing financial planning services to individuals and families. Advice is rendered in the areas of cash flow and debt management, risk management, college funding, retirement planning, estate planning, tax planning, asset allocation and investment selection. The Advisor employs fundamental, long-term financial planning and investment strategies. The Advisor helps the client identify future financial goals and develop a financial plan that balances current spending, saving and investment decisions in a way that provides a reasonable probability of successfully meeting those spending goals.

In our hourly engagements, the Client takes our recommendations and implements them. As such, they are free to use the custodian of their choice. GA Bishop and Associates takes into account the Client's preferred custodian and attempts to select mutual funds and/or Exchange-Traded Funds (ETFs) that are available at low cost, with no transaction fee, at that custodian.

## **Fees and Compensation**

For hourly engagements, fees are charged at a rate of up to \$240 per hour, with a minimum of \$24 for a six minute increment. Fees may also be set as a fixed annual fee for ongoing financial planning services or for special educational services.

For initial engagements, a fee range is quoted, based on the expected number of hours to complete the engagement. Generally, the fee is capped at the upper end of the range, providing the client with the maximum cost for the engagement prior to their signing the contract.

We participate as one of a select group of advisors providing a 20% discount to MOAA members.

50% of estimated hourly or retainer engagement fee (up to \$500) may be required upon contract execution. Otherwise fees are payable immediately upon services rendered.

Either party may terminate an engagement upon written notice within 5 days of signing the Service Agreement, at which time no fees would be due. Should Client terminate the engagement after this date, Client is responsible and will be invoiced for any time charges incurred by Advisor in the preparation of their Plan.

Fees paid to GA Bishop and Associates for financial planning and advisory services are completely separate from the fees and expenses charged by mutual fund companies and their portfolio managers. A complete explanation of these fees and expenses are provided in each mutual fund prospectus. Clients are encouraged to read the prospectus before investing.

Client may also incur transaction costs or administration fees from broker/dealers, trust companies or other service providers. Clients are encouraged to obtain a complete schedule of these fees from the service provider prior to entering into any engagement. GA Bishop and Associates does not receive any portion of these other fees. The only compensation received by GA Bishop and Associates is paid directly by Client.

## **Types of Clients**

GA Bishop and Associates serves clients of all walks of life, with no minimum investment account, income, or net worth requirements. We make our services available on an hourly basis so that we can serve anyone who can benefit from our services and afford our hourly rate.

The vast majority of our clients are individuals and couples seeking help with planning for future spending goals, most notably retirement. We also work with individuals, couples or families looking for very specific advice, such as a second opinion on their investment decisions, or how much to save for a child' college education, and where best to invest it.

## **Methods of Analysis, Investment Strategies and Risk of Loss**

### **Hourly and Retainer Engagements**

If we are engaged to provide investment advice, the Client's current financial situation, needs, goals, objectives and tolerance for risk are first evaluated. Asset allocation and investment policy decisions are then made to, in Advisor's best judgment, help Client achieve their overall financial goals and objectives while minimizing risk exposure. Asset allocation is a key component of investment portfolio design. We believe that the appropriate allocation of assets across diverse investment categories (stock vs. bond, foreign vs. domestic, large cap vs. small cap, high quality vs. high yield, etc.) is the primary determinant of portfolio returns and critical in the long-term success of one's financial objectives.

Advisor employs fundamental, long-term, buy-and-hold philosophies and approaches in investment selection and implementation strategies. Recommendations provided are based on publicly available reports, analysis, research materials, computerized asset allocation models, and various subscription services. In limited circumstances, Advisor may provide advice to Clients interested in trading securities.

### **Disciplinary Actions**

Not applicable.

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

Advisor may provide referrals to other investment advisory firms as a service to clients. Advisor does not have agreements with or receive referral fees from any other firms. GA Bishop and Associates is a member of Garrett Planning Network (GPN), a nationwide network of professional, fee-only financial advisors. GPN members are dedicated to providing competent, unbiased financial advice to people from all walks of life. This group of independent financial planners supports each other through the sharing of technical, operational and marketing information. Nationally recognized founder, Sheryl Garrett, CFP®, provides training and operational procedures.

Clients and prospective clients may be referred to GA Bishop and Associates by Garrett Planning Network's website, <http://www.garrettplanningnetwork.com>. The Adviser may pay operational fees to GPN, but nothing is paid to GPN for client referrals. Clients referred by GPN do not pay more for the services of Adviser than clients who learn about Adviser from another referral source.

GA Bishop and Associates is also a member of The National Association of Personal Financial Planners (NAPFA). Clients and prospective clients may be referred to GA Bishop and Associates by either of these organizations' websites, [www.napfa.org](http://www.napfa.org). The Adviser pays membership fees to NAPFA, but nothing is paid to NAPFA for client referrals. Clients referred by NAPFA do not pay more for the services of Adviser than clients who learn about Adviser from another referral source.

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

As a fiduciary and NAPFA-Registered Advisor, we have adopted the NAPFA Fiduciary oath. This oath states in part,

“The advisor shall exercise his/her best efforts to act in good faith and in the best interests of the client. The advisor shall provide written disclosure to the client prior to the engagement of the advisor, and thereafter throughout the term of the engagement, of any conflicts of interest, which will or reasonably may compromise the impartiality or independence of the advisor.”

This oath is posted in its entirety in the Offices of GA Bishop and Associates at 1101 S. Broadway, Suite 200, Carrollton Texas 75006.

At times employees of GA Bishop and Associates may hold positions in securities that may also be recommended to Clients. However, at no time will we receive preferential treatment over Clients.

## **Brokerage Practices**

### **Hourly and Retainer Engagements**

The Client is free to choose their preferred custodian. In the event that the Client does not have a custodian preference, or is unhappy with their current custodian, we will recommend one for them.

Some of the factors that we consider when recommending a custodian to the Client include, but are not limited to:

- Ability to buy recommended index funds and/or ETFs with no transaction fees
- General cost structure of custodians
- Access to local offices for those clients who prefer to avoid doing their own account activities online
- Ease of use by Client
- Customer service provided by custodian
- Wide availability at low cost of the securities needed by the Client to implement recommendations
- Custodians already in use for 401k accounts of Client’s current employer

## **Review of Accounts**

### **Hourly Engagements**

There is no ongoing review conducted upon completion of the engagement. We may set an agreed upon date in the future for an update meeting, or the Client may choose when in the future to schedule an update.

### **Retainer**

We conduct an annual plan update, during which we adjust any goals and assumptions as necessary. We then update the plan, note any changes to the expected probability of Plan success, and provided updated recommendations as necessary. If mutually agreed to, we may conduct interim meetings as mutually agreed to with the Client. These reviews are conducted by Glenn Bishop.

## **Client Referrals and Other Compensation**

As a member of the Garrett Planning Network (GPN), GA Bishop and Associates has chosen to “opt-in” to a marketing program established between GPN and The Motley Fool ([www.fool.com](http://www.fool.com)). The program is in place to promote GPN's advisers as fee-only financial planners that members of The Motley Fool community may be interested in working with, and although this is a marketing program only, we have chosen to opt-in to generate additional prospects for our financial planning business. As of December 31, 2018, no fees are or have been paid by GA Bishop and Associates as a result of this relationship. However, there is a potential for a flat monthly fee in the future, which would be payable regardless of whether any leads are generated or turn into clients. Thus, we do not believe this is a “solicitor” relationship but feels the relationship between the two is important and should be disclosed to its clients and prospective clients.

We also accept referrals from Harry Sit, who charges his clients a fee in order to receive a referral to multiple potential advisors. We pay no fee to Harry Sit for these referrals.

### **Custody**

Not Applicable

## **Investment Discretion**

### **Hourly and Retainer Engagements**

Not Applicable.



## **Voting Client Securities**

Not Applicable.

## **Financial Information**

Not Applicable.

## **Privacy Policy**

GA Bishop and Associates (“Firm”) is committed to maintaining the confidentiality, integrity and security of the personal information entrusted to us by our clients. We are committed and bound to do so as a matter of trust between our clients and us. Please read our privacy policy below to learn more about how we treat and safeguard the personally identifiable financial information of our clients and former clients.

When we use the words "you" and "your" in this statement, we mean current or former clients who have or have had a continuing client relationship with the Firm. "Nonpublic personal information" means information about you that we collect in connection with providing you our services. Nonpublic personal information does not include information that is available from public sources such as real estate records and telephone directories.

### ***How We Gather Information***

We collect nonpublic personal information about you to enable us to provide you with our services. We collect information furnished by you on our client questionnaires, account applications or other forms you submit. The information is collected in a variety of ways from you including in written form, by telephone, through information you provide or direct us to obtain, through electronic means and in the course of your personal consultations, interviews and contacts with our employees. For example, we may collect nonpublic personal information from other companies or professionals you may retain such as fiduciaries, accountants and other investment advisors. We collect such information so that we can effectively provide the services required by you. The information we collect may include your name, address, telephone and facsimile numbers, email addresses, Social Security number or tax identification number, and investment objectives.

### ***Restrictions on Disclosure of Non-Public Personal Information***

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as permitted by law. Unless a client has specifically authorized us to do so, we do not disclose your personal information to others except in two limited circumstances.

- The Firm reserves the right hire independent contractors to assist with various Financial Advisory and Investment Consulting Services provided through the client

engagement. Firm advisors may, therefore, share client information with such contractors if it is deemed necessary and appropriate in connection with the work performed.

- We may also disclose personal information if we believe in good faith that such disclosure is required to comply with applicable laws, such as cooperating with regulators, or to resolve consumer disputes.

### *Our Security Practices*

We will take steps to safeguard your nonpublic personal information. We maintain physical, electronic and procedural safeguards to guard your information.

### *Other Information*

The examples contained within this Privacy Policy are illustrations; they are not intended to be exclusive. We also reserve the right to change this Privacy Policy, and any other policies described above, at any time.

Should you have any questions, please contact GA Bishop and Associates at 972-393-3716, or [gabishop@gabishopandassociates.com](mailto:gabishop@gabishopandassociates.com).

## **Requirement for State-Registered Advisors**

The principal officer is the President, Glenn Alan Bishop, CFP®, MBA, born 1962.

### Education

- BSBA Accounting, 1984 The Ohio State University
- MBA Industrial Management, 1990 University of Dallas
- CFP Educational Program, 2001 College for Financial Planning
- Certified Management Accountant, 1986
- Certified Divorce Financial Analyst, 2002
- CERTIFIED FINANCIAL PLANNER™ Professional, 2004

### Business Background

- GA Bishop and Associates, LLC - 2001 - Present; President
- IBM- 1999-2001; Principal, Integration Services for IBM Global Services
- Ernst & Young LLP - 1996 - 1999; Senior Manager, Management Consulting
- Lennox International - 1984 - 1996; Various accounting positions, including Director of Product Accounting for the Lennox Industries Operating Group