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## Leading Edge Financial Planning, LLC.

6921 Office Park Circle  
Knoxville, TN 37909

### **Form ADV Part 2A – Firm Brochure**

865-240-2292

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

Dated January 2, 2018

This Brochure provides information about the qualifications and business practices of Leading Edge Financial Planning, LLC, (“LEFP”). If you have any questions about the contents of this Brochure, please contact us at 865-240-2292. 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.

Leading Edge Financial Planning, LLC is registered as an Investment Adviser with the State of Tennessee. Registration of an Investment Adviser does not imply any level of skill or training.

Additional information about LEFP is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) which can be found using the firm’s identification number (CRD) 277149.

# Item 2: Material Changes

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Pursuant to SEC rules, we are required to update our Brochure at least annually and provide you with a summary of any material changes since the previous annual amendment.

We have prepared this updated Brochure dated January 2, 2018. The last annual update of our Brochure was May 31, 2017.

Material Changes since our last annual update:

- Effective October 2017, added Joshua Ramsey as an Investment Advisor Representative. See Part 2B – Brochure Supplement.
- Item 4 – Assets Under Management has changed.
- Item 15 – Custody language has changed due to new government regulations.

# Item 3: Table of Contents

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## Item 4: Advisory Business

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### Description of Advisory Firm

Leading Edge Financial Planning, LLC (“LEFP”) is registered as an Investment Adviser with the State of Tennessee. We were founded in November 2015. Mr. Kevin Gormley and Mr. Charles Mattingly are the principal owners of LEFP.

### Types of Advisory Services

#### Investment Management Services

We are in the business of managing individually tailored investment portfolios. Our firm provides continuous advice to you regarding the investment of your funds based on your individual needs. Through personal discussions in which goals and objectives based on your particular circumstances are established, we develop your personal investment policy or an investment plan with an asset allocation target and create and manage a portfolio based on that policy and allocation target. During our data-gathering process, we determine your individual objectives, time horizons, risk tolerance, and liquidity needs. We may also review and discuss your prior investment history, as well as family composition and background.

Account supervision is guided by your stated objectives (i.e., maximum capital appreciation, growth, income, or growth and income), as well as tax considerations. You may impose reasonable restrictions on investing in certain securities, types of securities, or industry sectors. Fees pertaining to Investment Management Services are outlined in Item 5 of this brochure.

#### Financial Planning

We provide financial planning services on topics such as retirement planning, risk management, college savings, cash flow, debt management, work benefits, and estate and incapacity planning.

Financial planning is a comprehensive evaluation of your current and future financial state by using currently known variables to predict future cash flows, asset values and withdrawal plans. The key defining aspect of financial planning is that through the financial planning process, all questions, information and analysis will be considered as they impact and are impacted by the entire financial

and life situation of the client. If you purchase this service, you will receive a written or an electronic report, which includes a detailed financial plan designed to achieve your financial goals and objectives.

In general, the financial plan will address any or all of the following areas of concern. You and advisor will work together to select the specific areas to cover. These areas may include, but are not limited to, the following:

- **Business Planning:** We provide consulting services for clients who currently operate their own business, are considering starting a business, or are planning for an exit from their current business. Under this type of engagement, we work with you to assess your current situation, identify your objectives, and develop a plan aimed at achieving your goals.
- **Cash Flow and Debt Management:** We will conduct a review of your income and expenses to determine your current surplus or deficit along with advice on prioritizing how any surplus should be used or how to reduce expenses if they exceed your income. Advice may also be provided on which debts to pay off first based on factors such as the interest rate of the debt and any income tax ramifications. We may also recommend what we believe to be an appropriate cash reserve that should be considered for emergencies and other financial goals, along with a review of accounts (such as money market funds) for such reserves, plus strategies to save desired amounts.
- **College Savings:** Includes projecting the amount that will be needed to achieve college or other post-secondary education funding goals, along with advice on ways for you to save the desired amount. Recommendations as to savings strategies are included, and, if needed, we will review your financial picture as it relates to eligibility for financial aid or the best way to contribute to grandchildren (if appropriate).
- **Employee Benefits Optimization:** We will provide review and analysis as to whether you, as an employee, are taking the maximum advantage possible of your employee benefits. If you are a business owner, we will consider and/or recommend the various benefit programs that can be structured to meet both business and personal retirement goals.
- **Estate Planning:** This usually includes an analysis of your exposure to estate taxes and your current estate plan, which may include whether you have a will, powers of attorney, trusts and other related documents. Our advice also typically includes ways for you to minimize or avoid future estate taxes by implementing appropriate estate planning strategies such as the use of applicable trusts.

We always recommend that you consult with a qualified attorney when you initiate, update, or complete estate planning activities. We may provide you with contact information for

attorneys who specialize in estate planning when you wish to hire an attorney for such purposes. From time-to-time, we will participate in meetings or phone calls between you and your attorney with your approval or request.

- **Financial Goals:** We will help you identify financial goals and develop a plan to reach them. We will identify what you plan to accomplish, what resources you will need to make it happen, how much time you will need to reach the goal, and how much you should budget for your goal.
- **Insurance:** Review of existing policies to ensure proper coverage for life, health, disability, long-term care, liability, home and automobile.
- **Investment Analysis:** This may involve developing an asset allocation strategy to meet clients' financial goals and risk tolerance, providing information on investment vehicles and strategies, reviewing employee stock options, as well as assisting you in establishing your own investment account at a selected broker/dealer or custodian. The strategies and types of investments we may recommend are further discussed in Item 8 of this brochure.
- **Retirement Planning:** Our retirement planning services typically include projections of your likelihood of achieving your financial goals, typically focusing on financial independence as the primary objective. For situations where projections show less than the desired results, we may make recommendations, including those that may impact the original projections by adjusting certain variables (i.e., working longer, saving more, spending less, taking more risk with investments).

If you are near retirement or already retired, advice may be given on appropriate distribution strategies to minimize the likelihood of running out of money or having to adversely alter spending during your retirement years.

- **Risk Management:** A risk management review includes an analysis of your exposure to major risks that could have a significant adverse impact on your financial picture, such as premature death, disability, property and casualty losses, or the need for long-term care planning. Advice may be provided on ways to minimize such risks and about weighing the costs of purchasing insurance versus the benefits of doing so and, likewise, the potential cost of not purchasing insurance (“self-insuring”).
- **Tax Planning Strategies:** Advice may include ways to minimize current and future income taxes as a part of your overall financial planning picture. For example, we may make recommendations on which type of account(s) or specific investments should be owned based

in part on their “tax efficiency,” with consideration that there is always a possibility of future changes to federal, state or local tax laws and rates that may impact your situation.

\*While financial planning does include aspects of tax and estate planning, the financial plan does not constitute legal advice, and we recommend that you consult with a qualified legal and/or tax professional before initiating any tax planning strategy or estate plan documents. Upon request, we may provide you with contact information for accountants or attorneys who can assist you if you wish to hire someone for such purposes. We will participate in meetings or phone calls between you and your legal/tax professional upon request.

## **Client Tailored Services and Client Imposed Restrictions**

We offer the same suite of services to all of our clients. However, specific client financial plans and their implementation are dependent upon your Investment Policy Statement which outlines your current situation (income, tax levels, and risk tolerance levels) and is used to construct a specific plan to aid in the selection of a portfolio that matches your restrictions, needs, and targets.

### **Wrap Fee Programs**

We do not participate in wrap fee programs.

### **Client Assets - Discretionary**

All of our investment advisory clients’ accounts are managed on a discretionary basis, meaning the portfolio manager makes the day-to-day decisions in your investment portfolio. As of January 2, 2018, Leading Edge Financial Planning had \$65,446,268.00 in assets under management, all of which was on a discretionary basis.

## **Item 5: Fees and Compensation**

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Please note, unless you have received our firm’s disclosure brochure at least 48 hours prior to signing the Investment Advisory Contract, you may terminate the contract within five (5) business days of signing the contract without incurring any advisory fees. How we are paid depends on the type of advisory service we perform. Please review the fee and compensation information below.

### **Investment Management Services**

Our standard investment advisory fee is paid directly by you and is based on the market value of the assets under management, payable quarterly in advance. The fee calculation is based on the market value of the total portfolio on the last day of each quarter. (LEFP, in its discretion, may aggregate accounts for different family members in the same household. In this case, all accounts will receive the same average annual fee, which may be lower than if the accounts were billed individually.) The

market value of the assets in the portfolio is provided by the custodian at least monthly and may include accrued interest. The fee schedule is tiered and is calculated as follows:

Account Value	Annual Advisory Fee
<b>\$1 - \$500,000</b>	1.00%
<b>\$500,001 - \$1,000,000</b>	0.75%
<b>\$1,000,001 - \$5,000,000</b>	0.50%
<b>\$5,000,000 and Above</b>	Negotiable

The advisory fee is calculated by assessing the percentage rates using the predefined levels of assets as shown in the above chart, resulting in a combined weighted fee and rounded to the nearest whole dollar and may be negotiable in certain situations. For example, the annual fee of an account valued at \$2,000,000 on December 31<sup>st</sup> would be calculated as follows:  $(\$500,000 \times 1.0\%) + (\$500,000 \times 0.75\%) + (\$1,000,000 \times 0.50\%) = \$13,750$ . Next, the fee for the 1<sup>st</sup> quarter of the year (January 1<sup>st</sup> to March 31<sup>st</sup>) in our example would be billed  $\$13,750 \div 4 = \$3437.50$ , rounded to \$3438.00. No increase in the annual fee shall be effective without your agreement in writing by signing a new contract.

Advisory fees are directly debited from your accounts, or you may choose to pay by check. Accounts initiated or terminated during a calendar quarter will be charged a pro-rated fee based on the amount of time remaining in the billing period and will be payable during the next billing cycle. Deposits of cash or securities during a quarter (known as “inflows”) will also be charged a pro-rated fee, payable during the next billing cycle. Likewise, outflows of cash or securities during a quarter will result in a discounted fee in the following billing cycle.

Either party may terminate an account with written notice of at least 30 calendar days in advance. On the 30<sup>th</sup> day following notice, an account will be terminated and any unearned fee will be refunded to the client directly through their account if the account is still open or a paper check to be mailed to the client’s last known home address.

### **Financial Planning Fees**

Financial Planning will be charged as an hourly fee between \$150.00 and \$300.00 per hour and is negotiable depending on the complexity and number of personnel involved. You will be billed at the end of each calendar month and payment is required by check or credit card within 15 calendar days of receipt of invoice (via regular mail or electronic mail). Should you fail to pay your monthly invoice, LEFP may cease work on the plan and terminate the contract in accordance with the Financial Planning Engagement Letter.

## Other Types of Fees and Expenses

Our fees are exclusive of brokerage commissions, transaction fees, and other related costs and expenses that may be incurred by you. You may incur certain charges imposed by custodians, brokers, and other third parties such as custodial fees, deferred sales charges, odd-lot differentials, transfer taxes, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions. LEFP strives to keep these transaction costs to a minimum.

Mutual fund and exchange traded funds also charge internal management fees, which are disclosed in a fund's prospectus. Such charges, fees and commissions are exclusive of and in addition to our fee; and we shall not receive any portion of these commissions, fees, and costs.

Item 12 further describes the factors that we consider in selecting or recommending broker-dealers for client's transactions and determining the reasonableness of their compensation (e.g., commissions).

We do not accept compensation for the sale of securities or other investment products including asset-based sales charges or service fees from the sale of mutual funds.

## Item 6: Performance-Based Fees and Side-By-Side Management

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We do not charge performance-based fees.

## Item 7: Types of Clients

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We provide financial planning and portfolio management services to individuals, high net-worth individuals and pension and profit sharing plans.

We do not have a minimum account size requirement.

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

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Our primary methods of investment analysis are fundamental, cyclical and passive investing.

**Fundamental analysis** involves analyzing individual companies and their industry groups, such as a company's financial statements, details regarding the company's product line, the experience, and expertise of the company's management, and the outlook for the company's industry. The resulting data is used to measure the true value of the company's stock compared to the current market value. 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.

**Cyclical analysis** is a type of technical analysis that involves evaluating recurring price patterns and trends based upon business cycles. Economic/business cycles may not be predictable and may have many fluctuations between long-term expansions and contractions. The lengths of economic cycles may be difficult to predict with accuracy and therefore the risk of cyclical analysis is the difficulty in predicting economic trends and consequently the changing value of securities that would be affected by these changing trends.

### **Passive Investment Management**

We primarily practice passive investment management. Passive investing involves building portfolios that are comprised of various distinct asset classes. The asset classes are weighted in a manner to achieve a desired relationship between correlation, risk and return. Funds that passively capture the returns of the desired asset classes are placed in the portfolio. The funds that are used to build passive portfolios are typically index mutual funds or exchange traded funds.

Passive investment management is characterized by; low portfolio expenses, (i.e. the funds inside the portfolio have low internal costs), minimal trading costs (due to infrequent trading activity), and relative tax efficiency (because the funds inside the portfolio are tax efficient and turnover inside the portfolio is minimal).

In contrast, active management involves a single manager or managers who employ some method, strategy or technique to construct a portfolio that is intended to generate returns that are greater than the broader market or a designated benchmark. LEFP may choose to use active management in the form of mutual funds and ETF's where we feel it is appropriate.

### **Material Risks Involved**

**All investing strategies we offer involve risk and may result in a loss of your original investment, which you should be prepared to bear.** Many of these risks apply equally to stocks, bonds, commodities and any other investment or security. Material risks associated with our investment strategies are listed below.

**Market Risk:** Market risk involves the possibility that an investment's current market value will fall because of a general market decline, reducing the value of the investment regardless of the operational success of the issuer's operations or its financial condition.

**Strategy Risk:** The Adviser's investment strategies and/or investment techniques may not work as intended.

**Small and Medium Cap Company Risk:** Securities of companies with small and medium market capitalizations are often more volatile and less liquid than investments in larger companies. Small and medium cap companies may face a greater risk of business failure, which could increase the volatility of your portfolio.

**Limited markets:** Certain securities may be less liquid (harder to sell or buy) and their prices may at times be more volatile than at other times. Under certain market conditions we may be unable to sell or liquidate investments at prices we consider reasonable or favorable, or find buyers at any price.

**Concentration Risk:** Certain investment strategies focus on particular asset-classes, industries, sectors or types of investment. From time to time these strategies may be subject to greater risks of adverse developments in such areas of focus than a strategy that is more broadly diversified across a wider variety of investments.

**Interest Rate Risk:** Bond (fixed income) prices generally fall when interest rates rise, and the value may fall below par value or the principal investment. The opposite is also generally true: bond prices generally rise when interest rates fall. In general, fixed income securities with longer maturities are more sensitive to these price changes. Most other investments are also sensitive to the level and direction of interest rates.

**Legal or Legislative Risk:** Legislative changes or Court rulings may impact the value of investments, or the securities' claim on the issuer's assets and finances.

**Inflation:** Inflation may erode the buying-power of your investment portfolio, even if the dollar value of your investments remains the same.

## **Risks Associated with Securities**

Apart from the general risks outlined above which apply to all types of investments, specific securities may have other risks.

**Commercial Paper** is, in most cases, an unsecured promissory note that is issued with a maturity of 270 days or less. Being unsecured the risk to the investor is that the issuer may default.

**Common stocks** may go up and down in price quite dramatically, and in the event of an issuer's bankruptcy or restructuring could lose all value. A slower-growth or recessionary economic environment could have an adverse effect on the price of all stocks.

**Corporate Bonds** are debt securities to borrow money. Generally, issuers pay investors periodic interest and repay the amount borrowed either periodically during the life of the security and/or at maturity. Alternatively, investors can purchase other debt securities, such as zero coupon bonds, which do not pay current interest, but rather are priced at a discount from their face values and their values accrete over time to face value at maturity. The market prices of debt securities fluctuate depending on such factors as interest rates, credit quality, and maturity. In general, market prices of debt securities decline when interest rates rise and increase when interest rates fall. The longer the time to a bond's maturity, the greater its interest rate risk.

**Bank Obligations** including bonds and certificates of deposit may be vulnerable to setbacks or panics in the banking industry. Banks and other financial institutions are greatly affected by interest rates and may be adversely affected by downturns in the U.S. and foreign economies or changes in banking regulations.

**Municipal Bonds** are debt obligations generally issued to obtain funds for various public purposes, including the construction of public facilities. Some municipal bonds offer tax-saving incentives. Investing in municipal bonds carries the same general risks as investing in bonds in general. Those risks include interest rate risk, reinvestment risk, inflation risk, market risk, call or redemption risk, credit risk, and liquidity and valuation risk.

**Options and other derivatives** carry many unique risks, including time-sensitivity, and can result in the complete loss of principal. While covered call writing does provide a partial hedge to the stock against which the call is written, the hedge is limited to the amount of cash flow received when writing the option. When selling covered calls, there is a risk the underlying position may be called away at a price lower than the current market price.

**Exchange Traded Funds** prices may vary significantly from the Net Asset Value due to market conditions. Certain Exchange Traded Funds may not track underlying benchmarks as expected.

**Investment Companies Risk.** When you invest in open-end mutual funds or ETFs, you indirectly bear its proportionate share of any fees and expenses payable directly by those funds. Therefore, you will incur higher expenses, many of which may be duplicative. In addition, your portfolio may be affected by losses of an underlying fund and the level of risk arising from the investment practices of an underlying fund (such as the use of derivatives). ETFs are also subject to the following risks: (i) an ETF's shares may trade at a market price that is above or below their net asset value; (ii) the ETF may employ an investment strategy that utilizes high leverage ratios; or (iii) trading of an ETF's shares may be halted if the listing exchange's officials deem such action appropriate, the shares are de-listed from the exchange, or the activation of market-wide "circuit breakers" (which are tied to large decreases in stock prices) halts stock trading generally. The Adviser has no control over the risks taken by the underlying funds in which client's invest.

## Item 9: Disciplinary Information

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Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of LEFP or the integrity of our management. We have had no disciplinary actions against our firm or against our personnel.

## Item 10: Other Financial Industry Activities and Affiliations

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No LEFP employee is registered, or have an application pending to register, as a broker-dealer or a registered representative of a broker-dealer.

No LEFP employee is registered, or have an application pending to register, as a futures commission merchant, commodity pool operator or a commodity trading advisor.

LEFP does not share ownership with any other related companies. As a result, we do not have a relationship with any related parties.

LEFP only receives compensation directly from our clients. We do not receive compensation from any outside source nor do we pay referral fees to outside sources for client referrals.

Conflicts of interest are inherent in our business. However, LEFP and its employees strive to always put your interests ahead of our own and to mitigate conflicts of interest as they arise.

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

As a fiduciary, our firm and its associates have a duty of utmost good faith to act solely in your best interests. You entrust us with your funds and personal information, which in turn places a high standard on our conduct and integrity. Our fiduciary duty is a core aspect of our Code of Ethics and represents the expected basis of all of our dealings. The firm also adheres to the Code of Ethics and Professional Responsibility adopted by the CFP® Board of Standards Inc. and accepts the obligation not only to comply with the mandates and requirements of all applicable laws and regulations but also to take responsibility to act in an ethical and professionally responsible manner in all professional services and activities.

This code does not attempt to identify all possible conflicts of interest, and literal compliance with each of its specific provisions will not shield our associates from liability for personal trading or other conduct that violates a fiduciary duty to you.

A copy of the firm's Code of Ethics is made available to any client or prospective client upon request.

Our firm, its associates, and family members do not recommend to clients, or buy or sell for client accounts, securities in which we have a material financial interest. We may buy or sell securities in our firm account or our personal accounts that are similar to or the same as those we recommend to you for your accounts. A recommendation made to one client may be different in nature or in timing from a recommendation made to a different client. Clients often have different objectives and risk tolerances. At no time, however, will our firm or its associates receive preferential treatment over our clients.

In an effort to reduce or eliminate certain conflicts of interest involving the firm or personal trading, our policy may require that we restrict or prohibit associates' transactions in specific securities transactions. Any exceptions or trading pre-clearance must be approved by our Chief Compliance Officer in advance of the transaction in an account, and we maintain the required personal securities transaction records per regulation.

# Item 12: Brokerage Practices

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## Factors Used to Select Custodians and/or Broker-Dealers

Leading Edge Financial Planning, LLC does not have any affiliation with Broker-Dealers. Specific custodian recommendations are made to client based on their need for such services. We recommend custodians based on the reputation and services provided by the firm.

### **1. Research and Other Soft-Dollar Benefits**

We do not receive soft dollar benefits. However, LEFP has access to free or discounted research, educational opportunities, seminars, and the like from Charles Schwab and Company, Inc. and various asset management companies. The research, other products or services received benefit us because we do not pay for those benefits, and are considered soft dollar benefits. Such benefits are provided free of charge to us and other registered investment advisers utilizing the custodial and brokerage services offered by Schwab. In recognition of the value of research services and additional brokerage products and services provided by Schwab, you may pay higher commissions and/or trading costs than those that may be available elsewhere. Therefore, you should be aware that the receipt of economic benefits by our firm is a perceived conflict of interest as we may have an economic incentive to recommend a broker-dealer based on our interest in receiving research or other products. However, we do not base our recommendations of custodians or asset managers on the receipt of said research and educational opportunities. While we recognize that these constitute a benefit to LEFP and, therefore, a conflict of interest, the primary purpose of using these available opportunities is to better serve you. We would not attend or take part in these opportunities if it did not benefit you for us to do so. As with any conflicts of interest that may arise, it will be identified and mitigated so as to not adversely affect our relationship with you.

### **2. Brokerage for Client Referrals**

We receive no referrals from a broker-dealer or third party in exchange for using that broker-dealer or third party.

### **3. Clients Directing Which Broker/Dealer/Custodian to Use**

We do recommend that our clients use Charles Schwab & Company, Inc. for custody; however, clients may custody their assets at a custodian of their choice. By allowing clients to choose a specific custodian, we may be unable to achieve most favorable execution of client transaction and this may cost clients money over using a lower-cost custodian.

## Aggregating (Block) Trading for Multiple Client Accounts

Client account trading may be done on an individual basis or we may combine multiple orders for shares of the same securities purchased or sold for advisory accounts we manage (this practice is commonly referred to as “block trading”). When we choose to combine orders, each participating account pays an average price per share for all transactions and pays their own transaction costs, if

any, as charged by the custodian. Accounts owned by our firm or persons associated with our firm may participate in block trading with your accounts; however, they will not be given preferential treatment. Whether or not trades occur individually or as a block trade will depend entirely on the circumstances under which trades are executed.

## Item 13: Review of Accounts

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Kevin Gormley and/or Charlie Mattingly will review your accounts periodically. The account is reviewed with regards to your investment policies and risk tolerance levels. Events that may trigger a special review would be unusual performance, addition or deletions of client imposed restrictions, excessive draw-down, volatility in performance, or buy and sell decisions from the firm or per client's needs.

You will receive trade confirmations from the broker(s) or custodian for each transaction in your accounts as well as monthly or quarterly statements and annual tax reporting statements from your custodian showing all activity in the accounts, such as receipt of dividends and interest.

LEFP will provide written reports to financial planning clients and investment advisory clients upon request. We urge you to compare these reports against the account statements you receive from your custodian.

## Item 14: Client Referrals and Other Compensation

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We do not receive any economic benefit, directly or indirectly from any third party for advice rendered to you nor do we directly or indirectly compensate any person who is not a firm associate for client referrals.

## Item 15: Custody

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As paying agent for our firm, your independent custodian will directly debit your account(s) for the payment of our advisory fees. This ability to deduct our advisory fees from your accounts causes our firm to exercise limited custody over your funds or securities. We do not have physical custody of any of your funds and/or securities. Your funds and securities will be held with a bank, broker-dealer, or other independent qualified custodian. You will receive account statements from the independent qualified custodian(s) holding your funds and securities at least quarterly. The account statements from your custodian(s) will indicate the amount of our advisory fees deducted from your account(s) each billing period. You should carefully review account statements for accuracy.

For your account in which LEFP directly debits your advisory fee:

- i. LEFP will send a copy of its invoice to the custodian at the same time that it sends the client a copy.
- ii. Monthly statements from the custodian will be available to you showing all disbursements for the account, including the amount of the quarterly advisory fee.
- iii. You will provide written authorization to LEFP, permitting us to be paid directly for your accounts held by the custodian. This written authorization will be included in the Investment Advisory Contract as well as in the account opening documents required by the custodian.

## Item 16: Investment Discretion

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For your accounts where we provide investment management services, we maintain discretion over your accounts with respect to when, why and how much of a security to buy and sell in your accounts, limited only by specific restrictions you place on us. Investment discretion is explained to you in detail when an advisory relationship has commenced. At the start of the advisory relationship, you will execute a Limited Power of Attorney which will grant LEFP discretion over the account. Additionally, the discretionary relationship will be outlined in the Investment Advisory Contract and signed by you and LEFP.

## Item 17: Voting Client Securities

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We do not vote client proxies. Therefore, you maintain exclusive responsibility for: (1) voting proxies, and (2) acting on corporate actions pertaining to your investment assets. You can instruct your custodian to forward copies of all proxies and shareholder communications relating to your investment assets. If you would like our opinion on a particular proxy vote, you may contact us at the number listed on the cover of this brochure.

In most cases, you will receive proxy materials directly from the account custodian. However, in the event we were to receive any written or electronic proxy materials, we would forward them directly to you by mail, unless you have authorized LEFP to contact you by electronic mail, in which case, we would forward you any electronic solicitation to vote proxies.

## Item 18: Financial Information

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Registered investment advisers are required in this Item to provide you with certain financial information or disclosures about our financial condition. We have no financial commitment that impairs our ability to meet contractual and fiduciary commitments to clients, and we have not been the subject of a bankruptcy proceeding.

We do not have custody of client funds or securities, aside from the direct debiting of investment management fees, or require or solicit prepayment of more than \$500 in fees per client six months in advance.

## Item 19: Requirements for State-Registered Advisers

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Please see the accompanying Form ADV Part 2B brochure supplement immediately following this page for information involving principal executive personnel.

# Leading Edge Financial Planning, LLC

6921 Office Park Circle  
Knoxville, TN 37909  
865-240-2292

Dated January 2, 2018

## Form ADV Part 2B – Brochure Supplement

*For*

**Kevin N. Gormley**

**CRD No. 5921812**

Managing Member and Chief Compliance Officer

This brochure supplement provides information about Mr. Kevin Gormley that supplements the Leading Edge Financial Planning, LLC (“LEFP”) brochure. A copy of that brochure precedes this supplement. Please contact Mr. Kevin Gormley if the LEFP brochure is not included with this supplement or if you have any questions about the contents of this supplement.

Additional information about Mr. Kevin Gormley is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) which can be found using the identification number 5921812.

# Item 2: Educational Background and Business Experience

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**Kevin N. Gormley, CPA, CFP®, PFS**

Born: 1966

## **Educational Background**

- 1988 - Bachelor of Science in Business Administration (emphasis on Finance), Susquehanna University
- 2012 - Master of Science in Accounting, Strayer University

## **Business Experience**

- 11/2015 - Present, Leading Edge Financial Planning, LLC, Managing Member and CCO
- 01/2011 – Present, Accounting Consultants, Inc., Certified Public Accountant
- 12/2007 - 11/2015, Patriot Investment Management, Investment Manager

## **Professional Designations, Licensing & Exams**

**CPA (Certified Public Accountant):** CPAs are licensed and regulated by their state boards of accountancy. While state laws and regulations vary, the education, experience and testing requirements for licensure as a CPA generally include minimum college education (typically 150 credit hours with at least a baccalaureate degree and a concentration in accounting), minimum experience levels (most states require at least one year of experience providing services that involve the use of accounting, attest, compilation, management advisory, financial advisory, tax or consulting skills, all of which must be achieved under the supervision of or verification by a CPA), and successful passage of the Uniform CPA Examination. In order to maintain a CPA license, states generally require the completion of 40 hours of continuing professional education (CPE) each year (or 80 hours over a two year period or 120 hours over a three year period). Additionally, all American Institute of Certified Public Accountants (AICPA) members are required to follow a rigorous Code of Professional Conduct which requires that they act with integrity, objectivity, due care, competence, fully disclose any conflicts of interest (and obtain client consent if a conflict exists), maintain client confidentiality, disclose to the client any commission or referral fees, and serve the public interest when providing financial services. In addition to the Code of Professional Conduct, AICPA members who provide personal financial planning services are required to follow the Statement on Standards in Personal Financial Planning Services (SSPFPS).

**CFP (Certified Financial Planner)®:** CFP® certificants must have a minimum of three years' workplace experience in financial planning and develop their theoretical and practical financial planning knowledge by completing a comprehensive course of study approved by CFP Board. They must pass a comprehensive two-day, 10-hour CFP® Certification Examination that tests their ability to apply financial planning knowledge in an integrated format. As a final step to certification, CFP practitioners agree to abide by a strict code of professional conduct.

**Personal Financial Specialist (PFS):** This designation is issued by the American Institute of Certified Public Accountants (AICPA) and is granted to individuals who must meet all of the following prerequisites: a member of the AICPA; hold an unrevoked CPA certificate issued by a state authority; earn at least 100 points under the PFS point system; and have substantial business experience in personal financial planning related services. The candidate is required to obtain personal financial planning specific education in addition to holding a valid CPA. The candidate must take a final certification examination (proctored by the AICPA) and once issued the individual must undergo Continuing Education in the form of 60 PFS points in personal financial planning experience as well as qualified 'life-long learning' activities every three years.

## Item 3: Disciplinary Information

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No management person at Leading Edge Financial Planning, LLC has ever been involved in an arbitration claim of any kind or been found liable in a civil, self-regulatory organization, or administrative proceeding.

## Item 4: Other Business Activities

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Mr. Kevin Gormley currently does a limited number of tax returns as a Certified Public Accountant. Mr. Gormley currently is as an Independent Contractor with Accounting Consultants, Inc. This activity accounts for approximately 10% of his time.

## Item 5: Additional Compensation

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Mr. Kevin Gormley does not receive any economic benefit from any person, company, or organization, in exchange for providing clients advisory services through LEFP.

## Item 6: Supervision

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Mr. Charles P. Mattingly, as Managing Member and Chief Executive Officer of LEFP, is responsible for supervision. He may be contacted at the phone number on this brochure supplement.

## Item 7: Requirements for State Registered Advisers

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Mr. Kevin Gormley has NOT been involved in arbitration, civil proceeding, self-regulatory proceeding, administrative proceeding, or a bankruptcy petition.

# Leading Edge Financial Planning, LLC

6921 Office Park Circle  
Knoxville, TN 37909  
865-240-2292

Dated January 2, 2018

## Form ADV Part 2B – Brochure Supplement

*For*

**Charles P. Mattingly**

**CRD No. 5782195**

Managing Member

This brochure supplement provides information about Mr. Charles Mattingly that supplements the Leading Edge Financial Planning, LLC (“LEFP”) brochure. A copy of that brochure precedes this supplement. Please contact Mr. Kevin Gormley if the LEFP brochure is not included with this supplement or if you have any questions about the contents of this supplement.

Additional information about Mr. Charles Mattingly is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) which can be found using the identification number 5782195.

# Item 2: Educational Background and Business Experience

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**Charles P. Mattingly, CFP**

Born: 1974

## **Educational Background**

- 1997 – Mechanical Engineering, University of Tennessee
- 2012 – Financial Planning MBA, California Lutheran University

## **Business Experience**

- 11/2015 – Present, Leading Edge Financial Planning, Managing Member
- 10/2012 – 11/2015, Patriot Investment Management, Financial Advisor
- 04/2010 – 10/2012, Money Concepts, Financial Advisor

## **Professional Designations, Licensing & Exams**

**CFP (Certified Financial Planner)®:** CFP certificants must have a minimum of three years' workplace experience in financial planning and develop their theoretical and practical financial planning knowledge by completing a comprehensive course of study approved by CFP Board. They must pass a comprehensive two-day, 10-hour CFP® Certification Examination that tests their ability to apply financial planning knowledge in an integrated format. As a final step to certification, CFP practitioners agree to abide by a strict code of professional conduct.

# Item 3: Disciplinary Information

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No management person at Leading Edge Financial Planning, LLC has ever been involved in an arbitration claim of any kind or been found liable in a civil, self-regulatory organization, or administrative proceeding.

# Item 4: Other Business Activities

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Mr. Charles Mattingly is currently employed as an airline pilot with Southwest Airlines. He works approximately 10 days per month.

## Item 5: Additional Compensation

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Mr. Charles Mattingly does not receive any economic benefit from any person, company, or organization, in exchange for providing clients advisory services through LEFP.

## Item 6: Supervision

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Mr. Kevin Gormley, as Managing Member and Chief Compliance Officer of LEFP, is responsible for supervision. He may be contacted at the phone number on this brochure supplement.

## Item 7: Requirements for State Registered Advisers

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Mr. Charles Mattingly has NOT been involved in arbitration, civil proceeding, self-regulatory proceeding, administrative proceeding, or a bankruptcy petition.

# Leading Edge Financial Planning, LLC

6921 Office Park Circle  
Knoxville, TN 37909  
865-240-2292

Dated January 2, 2018

## Form ADV Part 2B – Brochure Supplement

*For*

**Joshua R. Ramsey**

**CRD No. 6865864**

Financial Planner

This brochure supplement provides information about Mr. Joshua Ramsey that supplements the Leading Edge Financial Planning, LLC (“LEFP”) brochure. A copy of that brochure precedes this supplement. Please contact Mr. Kevin Gormley if the LEFP brochure is not included with this supplement or if you have any questions about the contents of this supplement.

Additional information about Mr. Joshua Ramsey is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) which can be found using the identification number 6865864.

## Item 2: Educational Background and Business Experience

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**Joshua R. Ramsey**

Born: 1995

### **Educational Background**

- 2016 – Bachelor of Arts in Finance and Accounting, Maryville College, TN.

### **Business Experience**

- 05/2016 – Present, Leading Edge Financial Planning, Financial Planner.
- 09/2016 – 04/2017 Accounting Consultants Inc., tax preparation services.
- 05/2014 – 05/2017 City of Maryville, administrative support.

## Item 3: Disciplinary Information

No management person at Leading Edge Financial Planning, LLC has ever been involved in an arbitration claim of any kind or been found liable in a civil, self-regulatory organization, or administrative proceeding.

## Item 4: Other Business Activities

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Mr. Ramsey is currently attending Vanderbilt University. He does not have any other business activities outside of Leading Edge Financial Planning, LLC.

## Item 5: Additional Compensation

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Mr. Ramsey does not receive any economic benefit from any person, company, or organization, in exchange for providing clients advisory services through LEFP.

## Item 6: Supervision

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Mr. Kevin Gormley, as Managing Member and Chief Compliance Officer of LEFP, is responsible for supervision. He may be contacted at the phone number on this brochure supplement.

# Item 7: Requirements for State Registered Advisers

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Mr. Ramsey has NOT been involved in arbitration, civil proceeding, self-regulatory proceeding, administrative proceeding, or a bankruptcy petition.