

**Client Relationship Summary**  
**Diversified Financial Management Associates, Inc. (CRD# 171813)**

**Introduction**

Our firm, Diversified Financial Management Associates, Inc., is registered as an investment adviser with the U.S. Securities and Exchange Commission. Brokerage and investment advisory services and fees differ and it is important for you to understand these differences. Free and simple tools are available to research firms and financial professionals at [Investor.gov/CRS](http://Investor.gov/CRS), which also provides educational materials about broker-dealers, investment advisers, and investing.

**Relationships and Services**

**What investment services and advice can you provide me?**

**Services:** We offer investment management services to retail investors which include investment advice and financial planning. We work closely with you to identify your investment goals and objectives, as well as your risk tolerance and other priorities, culminating in a holistic financial plan. This plan integrates your long-term goals, your income and spending needs, as well as your estate planning and tax strategy.

**Accounts, Investments, and Monitoring:** We provide services to individual, joint, retirement, trust and estate accounts. We primarily use mutual funds, exchange-traded funds, stocks, bonds, options, and real estate investment trusts in constructing portfolios. We do not make available or offer advice with respect to only proprietary products or a limited menu of products or types of investments. As part of our services, we monitor portfolios and securities in accounts on a regular and continuous basis. We enjoy meeting with you in person, at least annually, and also provide continuous updates to you by way of written letters, emails, and phone calls.

**Investment Authority:** We provide our services on a perpetual and discretionary basis. We execute investment recommendations in accordance with your investment objectives without your prior approval of each specific transaction. Our engagement will continue until you notify us otherwise in writing. We also offer our services on a non-discretionary basis, which means we are required to obtain your consent prior to executing any trades in your accounts. Therefore, you will make the ultimate decision regarding the purchase or sale of investments in your accounts. However, we may not be able to aggregate your order with other client orders under this type of authority and therefore you may not receive the same price as other clients.

**Account Minimums & Other Requirements:** We do not require an account or relationship size minimum in order for you to open/maintain an account or establish a relationship.

**Additional Information:** For more detailed information on our relationships and services, please see Item 4 – Advisory Services, Item 13 – Review of Accounts and Item 7 – Types of Clients of our Form ADV Part 2A available via our firm's [Investment Adviser Public Disclosure Page](#).

**Conversation Starters:** *Given my financial situation, should I choose an investment advisory service? Why or why not? How will you choose investments to recommend to me? What is your relevant experience, including your licenses, education and other qualifications? What do these qualifications mean?*

**Fees, Costs, Conflicts, and Standard of Conduct**

**What fees will I pay?**

**Asset-Based Fees:** Our asset-based fees for investment management range from 0.50% to 1.00% annually based on a tiered schedule. This fee is collected on a quarterly basis and calculated as a percentage of the value of the cash and investments in your account[s] that we manage. Therefore, we are incentivized to encourage you to place more assets in your advisory accounts as you will pay more in advisory fees.

**Hourly Fees:** Our hourly fees for financial planning are at a rate of \$350 per hour. We collect fees in installments or upon completion of the engagement deliverables. Hourly fees are negotiable based on the nature and complexity of the services to be provided and the overall relationship with us. We provide you with an estimate for total hours and overall costs prior to engaging us for these services.

**Fixed Fees:** Our fixed project-based fees for financial planning are negotiable based on the nature and complexity of the services to be provided and the scope of planning required. We provide you with an estimate of the total cost prior to engaging us for these services. We collect fees in installments or upon completion of the engagement deliverables.

**Other Fees & Costs:** In addition to our advisory fee, you will also be responsible for custody fees, brokerage commissions, mark-ups and mark-downs, wire fees, account administrative fees, fees and expenses related to mutual funds and exchange-traded funds and applicable securities transaction fees.

**Additional Information:** **You will pay fees and costs whether you make or lose money on your investments.** Fees and costs will reduce any amount of money you make on your investments over time. Please make sure you understand what fees and costs you are paying. For more detailed information on our fees, please see Item 5 – Fees and Compensation of our Form ADV Part 2A available via our firm's [Investment Adviser Public Disclosure Page](#).

**Conversation Starters:** *Help me understand how these fees and costs might affect my investments. If I give you \$10,000 to invest, how much will go to fees and costs, and how much will be invested for me?*

**What are your legal obligations to me when acting as my investment adviser?  
How else does your firm make money and what conflicts of interest do you have?**

*When we act as your investment adviser, we have to act in your best interest and not put our interests ahead of yours. At the same time, the way we make money creates some conflicts with your interests. You should understand and ask us about these conflicts because they can affect the investment advice we provide you. Here is an example to help you understand what this means.*

We will recommend that you open your account with a specific custodian, where we maintain an institutional relationship and receive certain benefits, such as a dedicated service team, technology, research, and access to the custodial platform. These benefits can influence our recommendation of the custodian to you. However, you ultimately decide where to open your accounts. Choosing a different custodian may result in the loss of quality of service and/or ability to obtain favorable prices.

**Additional Information:** For more detailed information, please see Item 10 – Financial Industry Activities and Affiliations, Item 12 – Brokerage Practices and Item 14 – Client Referrals and Other Compensation of our Form ADV Part 2A available via our firm’s [Investment Adviser Public Disclosure Page](#).

**Conversation Starters:** *How might your conflicts of interest affect me, and how will you address them?*

**How do your financial professionals make money?**

Our financial professionals are compensated based on an agreed-upon annual salary.

Certain financial professionals receive compensation based on a percentage of the revenue generated from the accounts they service. This means financial professionals have an incentive to retain clients through responsive client service, competitive investment performance, and, ultimately, an increase in the assets under our management. However, no DFM professional receives compensation or commissions tied to the types of investments they recommend.

**Disciplinary History**

**Do you or your financial professionals have legal or disciplinary history?**

No. You can visit [Investor.gov/CRS](http://Investor.gov/CRS) for a free and simple search tool to research our firm and our financial professionals.

**Conversation Starters:** *As a financial professional, do you have any disciplinary history? For what type of conduct?*

**Additional Information**

You can find additional information about our investment advisory services by viewing our Form ADV Part 2A available via our firm’s [Investment Adviser Public Disclosure Page](#) or by visiting <http://dfmwealth.com/>. You can request up to date information and a copy of our client relationship summary by contacting us at [dfm@dfmwealth.com](mailto:dfm@dfmwealth.com) or (781) 792-0440.

**Conversation Starters:** *Who is my primary contact person? Is he or she a representative of an investment advisor? Who can I talk to if I have concerns about how this person is treating me?*