

FORM ADV PART 2B  
BROCHURE SUPPLEMENT

**Kyle S. Schroeder, CFP®**

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This brochure supplement provides information about Kyle S. Schroeder that supplements the Forum Financial Management, LP brochure. You should have received a copy of that brochure. Please contact us at 630-873-8520 if you did not receive Forum Financial Management, LP's brochure or if you have any questions about the contents of this supplement.

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

## Item 2 Educational Background and Business Experience

**Full Legal Name:** Kyle Stephen Schroeder

**Educational Background:**

- University of Iowa, B.B.A. Finance & Economics, 2014

**Business Experience:**

- Forum Financial Management, LP, Investment Adviser Representative, 11/2021 - Present
- Forum Financial Management, LP, Director of the Office of the Co-Managing Partners, 1/2020 - Present
- Prospect Partners, Private Equity Associate, 7/2017 - 1/2020
- Merrill Lynch, Pierce, Fenner & Smith Incorporated, Analyst, 7/2015 - 6/2017
- Merrill Lynch, Pierce, Fenner & Smith Incorporated, Investment Banking Summer Analyst, 6/2014 - 8/2014
- Aegon USA Realty Advisors Incorporated, Applied Research Analyst Intern, 1/2013 - 8/2013
- Dearborn Partners LLC, Equity Research Analyst Intern, 5/2012 - 8/2012

**Designation(s)/Certification(s):**

Kyle Stephen Schroeder has earned the following designation(s)/certification(s) and is in good standing with the granting authority:

- Series 65 - Uniform Investment Adviser, 2021
- Certified Financial Planner: (granted by the CFP Board of Standards), 2021.

Please refer to Part 2B Appendix 1 for definitions of the above designations.

## Item 3 Disciplinary Information

Form ADV Part 2B requires disclosure of certain criminal or civil actions, administrative proceedings, and self-regulatory organization proceedings, as well as certain other proceedings related to suspension or revocation of a professional attainment, designation, or license. Mr. Kyle S. Schroeder has no required disclosures under this item.

## Item 4 Other Business Activities

Kyle S. Schroeder is not actively engaged in any other business or occupation (investment-related or otherwise) beyond his capacity as Director of the Office of the Co-Managing Partners and Investment Adviser Representative of Forum Financial Management, LP. Moreover, Mr. Schroeder does not receive any commissions, bonuses or other compensation based on the sale of securities or other investment products.

## Item 5 Additional Compensation

Kyle S. Schroeder does not receive any additional compensation beyond that received as the Director of the Office of the Co-Managing Partners and an Investment Adviser Representative of Forum Financial Management, LP.

## Item 6 Supervision

Forum has implemented a Code of Ethics and an internal compliance program that guides each associated person in meeting their fiduciary obligations to clients. Advice provided to clients is directed by Forum's investment philosophy. The firm monitors the advice given to Forum's advisory clients by its advisors in the following ways:

1. an initial review of the asset allocation for a new client as compared to the client's risk tolerance and investment objectives;
2. periodic reviews of a random number of the advisor's client files in order to provide reasonable assurance that the advice provided by the advisor to his or her clients is consistent with the client's stated investment objectives and Forum's policies and procedures, and
3. in-person or telephonic meetings with advisors to review client activity.

Moreover, on at least an annual basis, Forum offers training to each of its advisors to cover investments, new products, and related compliance concerns.

Kyle S. Schroeder is supervised by Faye H. Nybo, Director of Supervision. Ms. Nybo can be reached at (630) 873-8503 or [fnybo@forumfin.com](mailto:fnybo@forumfin.com).

## Item 7 Part 2B Appendix 1

The **CERTIFIED FINANCIAL PLANNER™**, (CFP®) and federally registered CFP® (with flame design) marks (collectively, the "CFP® marks") are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. ("CFP Board").

I am certified for financial planning services in the United States by Certified Financial Planner Board of Standards, Inc. ("CFP Board"). Therefore, I may refer to myself as a CERTIFIED FINANCIAL PLANNER™ professional or a CFP® professional, and I may use these and CFP Board's other certification marks (the "CFP Board Certification Marks"). CFP® certification is voluntary. No federal or state law or regulation requires financial planners to hold CFP® certification. You may find more information about CFP® certification at [www.cfp.net](http://www.cfp.net).

CFP® professionals have met CFP Board's high standards for education, examination, experience, and ethics. To become a CFP® professional, an individual must fulfill the following requirements:

- **Education** - Earn a bachelor's degree or higher from an accredited college or university and complete CFP Board-approved coursework at a college or university through a CFP Board Registered Program. The coursework covers the financial planning subject areas CFP Board has determined are necessary for the competent and professional delivery of financial planning services, as well as a comprehensive financial plan development capstone course. A candidate may satisfy some of the coursework requirement through other qualifying credentials.
- **Examination** - Pass the comprehensive CFP® Certification Examination. The examination is designed to assess an individual's ability to integrate and apply a broad base of financial planning knowledge in the context of real-life financial planning situations.
- **Experience** - Complete 6,000 hours of professional experience related to the personal financial planning process, or 4,000 hours of apprenticeship experience that meets additional requirements.
- **Ethics** - Satisfy the *Fitness Standards for Candidates for CFP® Certification and Former CFP® Professionals Seeking Reinstatement* and agree to be bound by CFP Board's *Code of Ethics*

*and Standards of Conduct ("Code and Standards")*, which sets forth the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements to remain certified and maintain the right to continue to use the CFP Board Certification Marks:

- **Ethics** - Commit to complying with CFP Board's Code and Standards. This includes a commitment to CFP Board, as part of the certification, to act as a fiduciary, and therefore, act in the best interests of the client, at all times when providing financial advice and financial planning. CFP Board may sanction a CFP® professional who does not abide by this commitment, but CFP Board does not guarantee a CFP® professional's services. A client who seeks a similar commitment should obtain a written engagement that includes a fiduciary obligation to the client.
- **Continuing Education** - Complete 30 hours of continuing education hours every two years to maintain competence, demonstrate specified levels of knowledge, skills, and abilities, and keep up with developments in financial planning. Two of the hours must address the Code and Standards.