

# PROXY VOTING POLICY & PROCEDURES

ALWAYS MAINTAINING OUR  
FIDUCIARY DUTY TO OUR CLIENTS



Burt Wealth Advisors, an independent financial planning and money management firm, is registered as an investment advisor with the Securities and Exchange Commission. Burt Wealth Advisors is required under Rule 206(4)-6 of the Investment Advisors Act of 1940 to:

- Adopt and implement policies and procedures that are reasonably designed to ensure that the adviser votes proxies in the best interest of clients;
- Disclosure to clients information about those policies and procedures and how clients may obtain information on how the adviser has voted their proxies; and
- Retain certain records related to proxy voting

## Voting Procedures

Burt Wealth Advisors retains the research, voting and/or recordkeeping services of Broadridge/Proxy Edge and tailors its proxy policy and procedures to be consistent with the services received and based on the proxy recommendations provided by Egan Jones.

## Voting Guidelines

In the absence of specific voting guidelines from the client, Burt Wealth Advisors will vote proxies in the best interests of each particular client. Burt Wealth Advisors' policy is to vote all proxies from a specific issuer the same way for each client absent qualifying restrictions from a client. Clients are permitted to place reasonable restrictions on Burt Wealth Advisors' voting authority in the same manner that they may place such restrictions on the actual selection of account securities; Burt Wealth Advisors will generally vote following the Voting Principles and Guidelines provided by Egan Jones.

## Client Requests for Information

Client requests for information regarding proxy votes, or policies and procedures, should be forwarded to the CCO.

## Recordkeeping

Burt Wealth Advisors shall retain proxy records in accordance with the SEC's five-year retention requirement.

