Registered Investment Advisor

1415 Elbridge Payne Road, Suite 255
Chesterfield, MO 63017
(636) 375-1813

www.ClarkHourlyFinancialPlanning.com
www.ClarkHFP.com

Form ADV Part 2

Firm Brochure

April 28, 2016

This brochure provides information about the qualifications and business practices of Clark Hourly Financial Planning, LLC. If you have any questions about the contents of this brochure, please contact Ms. Clark at (636) 375-1813.

The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission (SEC) or by any state securities authority. Additional information about Clark Hourly Financial Planning, LLC also is available on the SEC's website at www.adviserinfo.sec.gov. Click on the "Investment Adviser Search" link and then search for "Investment Adviser Firm" using the firm's IARD number, which is 154727.

While the firm and its associates may be registered with the State of Missouri, it does not imply a certain level of skill or training on the part of the firm or its associated personnel.

Item 2 - Material Changes

The firm has amended its Form ADV Part 2 due to changes in the firm's address (see the Cover Page) as well as disclosures regarding discounting of fees (Item 7); referral of clients to custodians (Item 12); and compensation for referrals (Item 14). As with all firm documents, clients and prospective clients are encouraged to review this brochure in its entirety and are encouraged to ask questions at any time prior to or throughout the engagement.

The firm may at any time update this document and either send a copy of its updated brochure or provide a summary of material changes to its brochure and an offer to send an electronic or hard copy form of the updated brochure. Clients are also able to download this brochure from the SEC's Website: www.adviserinfo.sec.gov or you may contact our firm at (636) 375-1813.

Item 3 - Table of Contents

Important Information

Throughout this document, Clark Hourly Financial Planning, LLC shall also be referred to as the “firm,” “our,” “we” or “us.” The client or prospective client may also be referred to as “you,” “your,” etc., and refers to a client engagement involving a single *person* as well as two or more *persons*. The term “advisor” and “adviser” are used interchangeably where accuracy in identification is necessary (i.e., Internet address, etc.).

Item 4 - Advisory Business

Clark Hourly Financial Planning, LLC is an investment advisor registered and domiciled in the State of Missouri. Our firm may operate under the business names "Clark Hourly Financial Planning and Investment Management" or "Clark Hourly Financial Planning." In addition to the firm's 2010 registration as an investment advisor in Missouri, the firm and its associated personnel may register or meet certain exemptions to registration in other states in which they conduct business.

The majority of the firm's daily efforts are oriented toward financial planning advice, such as cash flow and debt management, risk management, college funding, retirement and estate planning, tax planning, among others. We also offer investment consultation and services with respect to the client portfolios which does not involve ongoing and continuous monitoring (sometimes termed investment supervisory services). Our firm does not have assets directly under its management, nor do we serve as sponsor or portfolio manager for a wrap fee investment program.

Ms. Michele R. Clark, CFP®, CRPC® is the firm's President, qualifying officer (supervisor), and majority shareholder.[1] Additional information about Ms. Clark may be found in the accompanying Form ADV Part 2B brochure supplement.

Introductory Review

An initial complimentary interview is conducted by a representative of our firm to determine the scope of services to be provided. During the initial meeting, our current Form ADV Part 2 firm brochure will be given to the client. Should the client wish to engage Clark Hourly Financial Planning and Investment Management for its services, we must enter into a written agreement. Once an engagement agreement is in place, further discussion and analysis is conducted to obtain information from the client on financial need, goals, holdings, etc.

Financial advice or plans are based upon the information disclosed by the client or their legal agent, and incorporate the client's financial situation at the time the plan is presented. In performing its services the firm may, but is not required to, verify any information received from the client or from the client's agents.

Financial Planning and Investment Consultation Services

Our advisory firm provides financial planning and investment consultation services which may be either broad based or more narrowly focused, depending on the client's needs and wishes. Advice is offered on subjects including cash flow and debt management, risk management, college funding, retirement and estate planning, tax planning strategies, asset allocation and investment strategies, employee stock options, and other specific needs as indicated by the client. Such services typically involve providing a variety of advice to clients regarding the management of their financial resources, as based upon the analysis of their individual needs. When our services focus only on certain areas of client interest, the client must understand that their overall financial situation or needs may not be fully addressed due to limitations they have established.

Our firm typically utilizes a long term investment perspective, unless the client specifically requests to the contrary. If engaged for investment consultation, Clark Hourly Financial Planning and Investment Management may assist the client in developing a portfolio deemed appropriate given the client's investment objectives and tolerance for risk.

[1]Please refer to the end of this brochure for further information about associated personnel professional designations.

The client retains discretion over all implementation decisions and is free to accept or reject any recommendation made by our firm. It is the client's responsibility to promptly notify Clark Hourly Financial Planning and Investment Management if there is any change in their financial situation or investment objectives for the purpose of evaluating or revising the firm's previous recommendations.

Engagements involving financial planning and investment consultation services generally conclude upon delivery of advice or the plan. The client is encouraged to contact our firm in the future. Periodic reviews are recommended, and it is the client's responsibility to initiate these meetings. Unless written agreement is in place between the firm and the client that specifically includes review and updates, it is the client's responsibility to initiate these additional services under a new or amended engagement.

Investment Management Services

Following our consultation session and plan development, we may recommend the strategy of an unaffiliated third-party investment manager to implement a portion or your entire investment plan. Prior to recommending another registered investment advisor serving as a third-party manager, we will conduct what is believed to be an appropriate level of due diligence to include ensuring their firm is appropriately registered or notice-filed within your jurisdiction.

Under this type of arrangement, we will gather information from you about your financial situation, investment objectives, reasonable restrictions you may want to impose on the management of the account, and we will then provide this data to the third-party investment manager to develop the portfolio and invest on behalf of your account in accordance with their stated strategy(ies). At least annually thereafter a review will be performed by our firm from both a compliance and performance perspective to determine whether the selected third-party investment manager remains an appropriate fit for your portfolio.

We have entered into such an arrangement with Asset Dedication, LLC (“Asset Dedication”); an independent investment advisor not affiliated with Clark Hourly Financial Planning and Investment Management. When we believe the engagement is appropriate for the client, we will describe the investment programs and strategies available from Asset Dedication, and we recommend such strategies in relation to the client’s stated investment objectives and tolerance for risk. The client would then enter into an agreement directly with Asset Dedication, who will then provide investment management services for the client. Asset Dedication will generally have discretionary authority to determine the securities to be purchased and sold for the client’s accounts managed by Asset Dedication. Clark Hourly Financial Planning and Investment Management will serve as the communication conduit between the client and Asset Dedication, and we will be available to answer questions that the client may have regarding their account.

Clients will be provided with Asset Dedication’s firm brochure (Form ADV Part 2A) prior to the time of executing the engagement agreement, and they are encouraged to review this document in detail for a complete description of services, fee schedules and account asset minimums.

Educational Workshops

Appropriately trained and registered associated personnel of Clark Hourly Financial Planning and Investment Management may provide educational workshops on an “as announced” basis for groups desiring general advice on investments and personal finance. Topics may include issues related to wealth management, financial planning, retirement strategies, or various other economic and investment topics.

Such workshops or programs are purely educational in nature and do not involve the sale of any investment products. Information presented will not be based on any one person's need, nor does the firm provide individualized investment advice to attendees during these sessions.

Firm Services

The firm does not provide advice involving accounting, legal matters, or property and casualty insurance. With the client's consent, the firm may work with the client's other professional advisors (accountant, attorney, etc.) to assist with coordination and implementation of agreed upon strategies. The client should be aware that these other professional advisors may bill the client separately for their services, and these fees will be in addition to those of Clark Hourly Financial Planning and Investment Management.

The firm will use its best judgment and good faith effort in rendering its services to its clients. Clark Hourly Financial Planning and Investment Management cannot warrant or guarantee any particular level of account performance or that an account will be profitable over time. Past performance is not necessarily indicative of future results.

Except as may otherwise be provided by law, the firm will not be liable to the client, heirs, or assigns for any loss an account may suffer by reason of an investment decision made or other action taken or omitted in good faith by the firm with that degree of care, skill, prudence and diligence under the circumstances that a prudent person acting in a fiduciary capacity would use; any loss arising from the firm's adherence to the client or their legal agent's direction; or any act or failure to act by a service provider maintaining an account.

Federal and state securities laws impose liabilities under certain circumstances on persons who act in good faith and, therefore, nothing contained in this document shall constitute a waiver of any rights that a client may have under federal and state securities laws.

Item 5 - Fees and Compensation

Financial Planning and Investment Consultation Services

The financial planning and investment consultation services are provided via an hourly fee that is based on the firm's current rate of $220 per hour. Hourly engagements are billed in six-minute increments, and a partial increment will be treated as a whole. Services to be provided and the total estimated fee to be charged for any services will be determined on a case-by-case basis and will be detailed in the client agreement. Fees are negotiable at the discretion of the Firm.

Clark Hourly Financial Planning and Investment Management may require an initial retainer of $500 in order to initiate financial planning or investment consultation services projects. Projects spanning more than three months will be billed quarterly, in arrears.

Any fees or project balances for financial planning and investment consultation services are due and payable upon delivery of the plan or advice.

Investment Management Services

An annualized asset-based fee will be charged to your account under a third-party investment manager program. Each investment manager has a stated fee range that will be described to you through the use of the third-party investment manager disclosure documents and prior to your selection of the investment manager. Our firm will share in part of the advisory fee for our continued consultation.

Fees typically depend on the program selected, investment strategies involved, portfolio holdings, asset size of the account, and the services provided to the client. The annualized asset-based fee will be calculated based on the reporting period ending value of your account (e.g., the last market day of the quarter), and is billed in arrears on a quarterly basis. Clients are advised that there may be other comparable third-party investment management programs that may be more or less costly.

Clients engaging Asset Dedication through our investment management program will be assessed annualized asset-based fee as depicted in the following table. The fee is paid quarterly, in arrears.

Assets Under Management	Asset-Based Fee*	
	Yearly	**Quarterly**
First $1,000,000	1.00%	0.25%
Next $1,000,000	0.80%	0.20%
Next $1,000,000	0.70%	0.175%
Next $1,000,000	0.60%	0.15%
Assets Over $4,000,000	0.50%	0.125%

*Subject to a minimum annual fee of $2,500.

Asset Dedication's portfolio management fee does not exceed 0.35% (35 basis points) and is incorporated into the asset-based fee noted in the table above.

For the benefit of discounting your asset-based fee, we will attempt to aggregate investment management accounts for the same individual or two or more accounts within the same family, or accounts where a family member has power of attorney over another family member's or incompetent person's account. Should investment objectives be substantially different for any two or more household accounts, requiring different investment approaches or operational requirements, we reserve the right to apply our fee schedule separately to each account.

We are not directly involved in the billing process of investment management accounts, which is the responsibility of the third-party investment manager, and they will remit our portion of the advisory fee directly to our firm. Your written authorization will be required in order for the custodian of record to deduct advisory fees from your investment account. By signing your engagement agreement, as well as the custodian account opening documents, you will be authorizing the withdrawal of such fees.

Advisory fees that that have been assessed will be noted on your quarterly account statement you will receive from your custodian of record. Note that you share in the responsibility to verify the accuracy of fee calculations; the custodian may not verify the accuracy of advisory fee assessments for you.

Educational Workshops

While certain workshop engagements may be *pro bono* in nature, fees for certain presentations may be assessed and will be announced or negotiated with the client/program sponsor in advance. Typically, the fee is a fixed fee due at the time of the session.

Negotiable Fees

The services to be provided to you and their specific fees will be detailed in your engagement agreement. Our published fees are negotiable at the discretion of our firm.

Potential Additional Fees

Specific product recommendations made by Clark Hourly Financial Planning and Investment Management will usually be for "no-load" (i.e., no commission) products, if available. In some cases, such as with certain insurance products, there may not be a suitable selection of no-load products available for recommendation, however, the firm will seek "low-load" products whenever possible. Neither the firm nor its associates will be paid a commission on the purchase of an insurance or investment product.

Any transactional or custodial fees assessed by the client's broker/dealer or custodian, including individual retirement account or qualified retirement plan account termination fees, are borne by the account holder. These fees will be disclosed in the current, separate fee schedule of the selected service provider. Fees paid to Clark Hourly Financial Planning and Investment Management by the client for its services are separate and distinct from any charges the client may pay for mutual funds, exchange-traded funds (ETFs), exchange-traded notes (ETNs), or other similar investments; and the firm does not receive "trailer" or 12b-1 fees from any investment company recommended. Fees charged by any of these companies are detailed in prospectuses or product descriptions provided to the client and they are encouraged to read and consider these documents carefully before investing.

Further information about our fees in relationship to our business practices are noted in Item 12 of this document.

Termination of Services

Either party may terminate the agreement at any time and will typically be in writing. Should the client verbally notify Clark Hourly Financial Planning and Investment Management of the termination and, if in two business days following this verbal notification the firm has not received written notice from the client, the firm will make written notice of such termination in its records and will send its own termination notice to the client as a substitute.

The firm is not responsible for future allocation recommendations or advice upon termination notice. It will also be necessary that we inform any third-party investment manager engaged through our firm that the relationship between the firm and the client has been terminated.

A new client may terminate an agreement with the firm within five business days after the signing of the services agreement without penalty or charge. Thereafter, a prorated portion of any prepaid, unearned fees will be promptly returned following receipt of termination notice. Earned fees in excess of any prepaid deposit will be billed to the client at the time of termination and will be due upon receipt of our invoice.

Our return of payment to a client for fixed and hourly fees will only be completed via check from our firm's US-based financial institution; no credits or "transaction reversals" will be issued. We will only coordinate remuneration of prepaid asset-based fees to an investment account via the third-party investment manager's custodian of record.

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

The firm's fees will not be based upon a share of capital gains or capital appreciation of the funds or any portion of funds of an advisory contract, also known as performance-based fees.

Clark Hourly Financial Planning and Investment Management prohibits any affiliated entity or employee to engage in or benefit from side-by-side investment management arrangements, often reflective of managing a hedge fund or other similarly pooled fund.

Item 7 - Types of Clients

The firm provides its services to individual investors, trusts, estates, charitable organizations, and business entities of various scale.

Clients are expected to provide an adequate level of information and supporting documentation to the firm throughout the term of the engagement, including source of funds and/or income levels, client or legal agent's authority to act on behalf of the account, among others. This will allow the firm to determine the appropriateness of its financial planning and/or investment strategy for the client and/or account.

Clark Hourly Financial Planning and Investment Management does not require minimum income levels, dollar value of assets, or other conditions for its financial planning and investment consultation engagements. We will inform you in advance of any account requirements of this nature involving recommended third-party investment managers. Please refer to Item 5 for minimum annual fees that may pertain to specific third-party investment managers.

We reserve the right to waive or reduce certain of its fees based on unique individual circumstances, special arrangements, pre-existing relationships or as otherwise may be determined by a firm principal. The firm also reserves the right to decline services to any prospective client for any non-discriminatory reason. For investment management clients with accounts over $1 million, we may at our discretion waive the initial financial planning fee.

Item 8 - Methods of Analysis, Investment Strategies and Risk of Loss

Method of Analysis

If the firm is engaged to provide investment consultation, the client's current financial situation, needs, goals, objectives and tolerance for risk are initially evaluated. Asset allocation and investment policy decisions are made and discussed with the client to, in the firm's best judgment, meet the client's objectives while minimizing risk exposure. Clark Hourly Financial Planning and Investment Management typically employs conservative, fundamental analyses to develop long-term investment strategies.

Recommendations provided are based on publicly available reports, analysis and research materials, computerized asset allocation modeling programs, and various industry subscription services.

Investment Strategies

The firm's asset allocation and investment policy decisions are made, in the firm's best judgment, to help the client achieve their overall financial objectives while minimizing risk exposure. The firm believes asset allocation is a key component of investment portfolio design. The firm believes that the appropriate allocation of assets across diverse investment categories (stock vs. bond, foreign vs. domestic, large cap vs. small cap, etc.) is the primary determinant of portfolio returns and critical in the long-term success of its financial objectives.

Cost-efficient index funds or ETFs/ETNs may be recommended for each asset class in the allocation. Existing positions within a client account will be evaluated and may be recommended to remain when deemed appropriate. The firm will assist in rebalancing a portfolio, when engaged, in an attempt to maintain an optimal allocation while minimizing tax exposures, trading costs, etc.

In limited circumstances, the firm may offer advice on shorter-term investment strategies when requested by the client, such as for a portfolio “tactical overlay.”

Risk of Loss

While Clark Hourly Financial Planning and Investment Management believes its strategies and investment recommendation are designed to potentially produce the highest possible return for a given level of risk, it cannot warrant or guarantee that an investment objective or planning goal will be achieved.

Some investment decisions made by the firm and/or client may result in loss, which may include the original principal invested. The client must be able to bear the various risks involved in the investment of account assets, which may include market, currency, interest rate, liquidity, and operational or political risk, among others.

When investing in securities, such as stocks, there is always a certain level of company or industry-specific risk that is inherent in each company or issuer. There is the risk that a company will perform poorly or have its value reduced based on factors specific to the company or its industry. This is termed *company* or *unsystematic risk* and can be reduced or mitigated through investment diversification.

Financial risk occurs from a company’s excessive borrowing to finance business operations which increases profitability risk because the company must meet the terms of its obligations in good times and bad. During periods of financial stress, the inability to meet loan obligations may result in bankruptcy and/or a declining market value.

The challenge involving *fundamental analyses* is that information obtained may be incorrect; the analysis may not provide an accurate estimate of earnings, which may be the basis for a security’s value. If a security’s price adjusts rapidly to new information, a fundamental analysis may result in unfavorable performance.

When any type of inflation is present, a dollar today will not buy as much as a dollar next year because purchasing power is eroding at the rate of inflation. This is termed *inflation risk*.

Management risk may occur due to the varied investment management entity success or failure of its strategies, research, and analyses or portfolio makeup. If an investment strategy were not to produce expected returns, the value of the investment would decrease.

When the stock market as a whole or an industry as a whole falls, it can cause the prices of individual stocks to fall indiscriminately. This is also called *market risk*, *systemic* or *systematic risk*.

A portfolio that employs a passive, efficient markets approach (representative of Modern Portfolio Theory) has the potential risk that at times the broader allocation may generate lower-than-expected returns than those from a specific, more narrowly focused asset, and that the return on each type of asset is a deviation from the average return for the asset class. We believe this variance from the "expected return" is generally low under normal market conditions when a portfolio is made up of diverse, low or non-correlated assets.

When research and analyses are based on commercially available software, rating services, general market and financial information, or due diligence reviews, a firm is relying on the accuracy and validity of the information or capabilities provided by selected vendors, rating services, market data, and the issuers themselves. Therefore, while our firm makes every effort to determine the accuracy of the information received, we cannot predict the outcome of events or actions taken or not taken, or the validity of all information researched or provided which may or may not affect the advice on or investment management of an account.

ETFs and mutual funds may carry additional expenses based on their share of operating expenses and certain brokerage fees, which may result in the potential duplication of fees. The risk of owning these types of holdings also reflects the risks of their underlying securities. Investment vehicles such as index mutual funds or ETFs also have the potential to be affected by "active risk" or "tracking error risk," which might be defined as a deviation from their stated benchmark (index). Since the core of a portfolio may attempt to closely replicate a stated benchmark, the source of the tracking error or deviation may come from a "sample index" ETF that may not as closely align the stated benchmark. In these instances, a firm may choose to reduce the weighting of a holding or use a "replicate index" ETF as part of its core holdings to minimize the effects of the tracking error in relation to the overall portfolio.

In addition, while many ETFs/ETNs are known for their potential tax-efficiency and higher "qualified dividend income" (QDI) percentages, there are certain asset classes or holding periods within an ETF/ ETN that may not benefit. Shorter holding periods as well as certain commodities and currencies may be considered "non-qualified" under certain tax code provisions, therefore, the holding's QDI will be considered if tax-efficiency is an important aspect of the portfolio.

Only upon client request, and following adequate review of their investment objectives and risk tolerance, the firm may employ more frequent trading strategy. In doing so the client may experience additional transactional costs or create taxable events that will be borne by the client, and thereby potentially reducing or negating any benefit derived by shorter term investing.

Item 9 - Disciplinary Information

Neither the firm nor its management has been involved in a material criminal or civil action in a domestic, foreign or military jurisdiction, an administrative enforcement action, or self-regulatory organization proceeding that would reflect poorly upon our offering advisory business or its integrity.

Item 10 - Other Financial Industry Activities and Affiliations

The firm's policies require it and its personnel to conduct business activities in a manner that avoid or mitigate actual or potential conflicts of interest between the firm, employees and clients, or that may otherwise be contrary to law. The firm will provide disclosure to its client prior to and throughout the term of an engagement of any conflicts of interest which will or may reasonably compromise its impartiality or independence.

Neither the firm, management, nor its associates, are registered or have an application pending to register as a Financial Industry Regulatory Authority (FINRA) or National Futures Association (NFA) introducing broker/dealer, or as a futures commission merchant, commodity pool operator, commodity trading advisor, or an associated person of the foregoing entities. We do not have reportable business relationships with municipal securities or government securities broker/dealers, financial institutions, a lawyer or law firm, an accountant or accounting firm, real estate broker or dealer, pension consultant, a sponsor or syndicator of limited partnerships, nor an investment company or other pooled investment vehicle (including a mutual fund, closed-end investment fund).

As noted in Item 4 of this brochure, we may provide a recommendation to pre-screened, third-party investment managers (who are also required to be registered as investment advisers) to service part of or your entire portfolio, and in which both firms inevitably are paid a portion of an advisory fee as described in Item 5.

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

The firm holds itself to a *fiduciary standard*, which means Clark Hourly Financial Planning and Investment Management and its associates will act in the utmost good faith and performing in a manner believed to be in the best interest of its clients. Our firm believes that business methodologies, ethics rules, and adopted policies are designed to eliminate or at least minimize material conflicts of interest and to appropriately manage any material conflicts of interest that may remain. You should be aware that no set of rules can possibly anticipate or relieve all material conflicts of interest. Our firm will disclose to its advisory clients any material conflict of interest relating to the firm, its representatives, or any of its employees which could reasonably be expected to impair the rendering of unbiased and objective advice.

Code of Ethics

The firm has adopted a Code of Ethics that sets forth the policies of ethical conduct for all personnel and accepts the obligation not only to comply with the mandates and requirements of all applicable laws and regulation but also to take responsibility to act in an ethical and professionally responsible manner in all professional services and activities. The firm's policies include the prohibition against insider trading, circulation of industry rumor, certain political contributions, among others.

Associates of the firm who are CERTIFIED FINANCIAL PLANNERS™ Practitioners adhere to the Certified Financial Planner Board of Standards, Inc.'s Code of Ethics. These principles include:

Principle 1 – Integrity

An advisor will provide professional services with integrity. Integrity demands honesty and candor which must not be subordinated to personal gain and advantage. Advisors are placed by clients in positions of trust, and the ultimate source of that trust is the advisor's personal integrity. Allowance can be made for innocent error and legitimate differences of opinion, but integrity cannot co-exist with deceit or subordination of one's principles.

Principle 2 – Objectivity

An advisor will provide professional services objectively. Objectivity requires intellectual honesty and impartiality. Regardless of the particular service rendered or the capacity in which an advisor functions, an advisor should protect the integrity of their work, maintain objectivity and avoid subordination of their judgment.

Principle 3 – Competence

Advisors will maintain the necessary knowledge and skill to provide professional services competently. Competence means attaining and maintaining an adequate level of knowledge and skill, and applies that knowledge effectively in providing services to clients. Competence also includes the wisdom to recognize the limitations of that knowledge and when consultation with other professionals is appropriate or referral to other professionals necessary. Advisors make a continuing commitment to learning and professional improvement.

Principle 4 – Fairness

Advisors will be fair and reasonable in all professional relationships. Fairness requires impartiality, intellectual honesty and disclosure of material conflict(s) of interest. It involves a subordination of one's own feelings, prejudices and desires so as to achieve a proper balance of conflicting interests. Fairness is treating others in the same fashion that you would want to be treated and is an essential trait of any professional.

Principle 5 – Confidentiality

Advisors will protect the confidentiality of all client information. Confidentiality means ensuring that information is accessible only to those authorized to have access. A relationship of trust and confidence with the client can only be built upon the understanding that the client's information will remain confidential.

Principle 6 – Professionalism

Advisors will act in a manner that demonstrates exemplary professional conduct. Professionalism requires behaving with dignity and courtesy to all who use their services, fellow professionals, and those in related professions. Advisors cooperate with fellow advisors to enhance and maintain the profession's public image and improve the quality of services.

Principle 7 – Diligence

Advisors will provide professional services diligently. Diligence is the provision of services in a reasonably prompt and thorough manner, including the proper planning for, and supervision of, the rendering of professional services.

The firm and its investment advisor representatives also adhere to the ***Fiduciary Oath*** developed by National Association of Personal Financial Advisors (NAPFA) that states:

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.

The advisor, or any party in which the advisor has a financial interest, does not receive any compensation or other remuneration that is contingent on any client's purchase or sale of a financial product.
The advisor does not receive a fee or other compensation from another party based on the referral of a client or the client's business.

Following the NAPFA ***Fiduciary Oath*** *means I shall:*

- *Always act in good faith and with candor*
- *Be proactive in disclosing any conflicts of interest that may impact a client*
- *Not accept any referral fees or compensation contingent upon the purchase or sale of a financial product.*

The firm periodically reviews and amends its Code of Ethics to ensure currency; all firm access persons are required no less than annually to attest to their understanding and adherence.

Clark Hourly Financial Planning and Investment Management will provide of copy of its Code of Ethics to all clients and prospective clients upon request.

Privacy Policy

Clark Hourly Financial Planning and Investment Management collects non-public personal financial information about its clients from the following sources:

- Information clients or their legal agent provide to complete their financial plan;
- Information clients provide in agreements, account applications, and other documents completed in connection with opening and maintenance of accounts;
- Information clients provide orally; and
- Information received from third parties, such as brokerage firms or custodians, about client transactions.

The firm does not disclose non-public personal information about clients to anyone, except in the following circumstances:

- When required to provide services clients have requested;
- When clients specifically authorize Clark Hourly Financial Planning and Investment Management to do so in writing; or
- When permitted or required by law.

To ensure security and confidentiality, the firm maintains physical, electronic, and procedural safeguards to protect the privacy of its clients.

Identifiable information about the client or prospective client will be maintained during the span of the engagement and for the period thereafter as required by both securities industry and state privacy laws. After that time, information will be destroyed under the firm's records destruction guidelines.

The firm will notify its clients annually of its privacy policy and at any time, in advance, if its privacy policy is expected to change.

Participation or Interest in Client Transactions

Neither Clark Hourly Financial Planning and Investment Management nor any related person (e.g., associate, immediate family, etc.) are authorized to recommend to a client, or effect a transaction for a client, involving any security in which the firm or a related person has a material financial interest, such as in the capacity as an underwriter, advisor to the issuer, etc.

Employees are prohibited from borrowing from or lending to a client unless the client is an approved financial institution.

The firm recognizes that should it act as the advisor to the sponsor of an ERISA-qualified retirement plan (i.e., 401(k) or pension plan) and one of its investment advisor representatives serves in an advisory capacity to one or more of the plan's participants, a potential or implied conflict of interest may occur. The firm may require its employee to cease in this plan participant advisory capacity or, upon disclosure to and approval from the plan sponsor, allow the dual advisory role to continue and with consideration made to offset participant fees.

Personal Trading

Our firm does not trade for its own account (e.g., proprietary trading). A related person may buy or sell securities similar to those recommended to clients for their accounts, and they may also make recommendations or take action with respect to investments for its clients that may differ in nature or timing from recommendations made to or actions taken for other clients or its employees. At no time, however, will any related party receive preferential treatment over its clients.

In an effort to reduce or eliminate certain conflicts of interest involving personal trading (i.e., trading ahead of a client's order), firm policy may require the periodic utilization of published lists that restrict or prohibit transactions in specific reportable securities transactions. Any exceptions or trading pre-clearance must be approved by the firm principal in advance of the transaction in any related person's account. The firm maintains the required personal securities transaction records per regulation.

Item 12 - Brokerage Practices

Clark Hourly Financial Planning and Investment Management does not maintain custody of any of your assets (see Item 15). Your assets must be maintained in an account at a "qualified custodian," generally a broker/dealer or bank ("service providers").

When engaged to provide investment consultation services, we may recommend the service provider with whom your assets are currently maintained. Should you prefer a new service provider, our recommendation of another service provider would be based on your needs, overall cost, and ease of use. Our firm is independently owned and operated and is not affiliated with any other industry entity we may recommend.

Our firm will periodically conduct an assessment of any service provider recommended, which may include a review of their range of services, reasonableness of fees, among other items, and in comparison to their industry peers.

Best Execution

In light of the nature of our advisory services, our firm does not believe it is obligated to conduct "best execution" assessments of client transactions under current industry guidelines.

Directed Brokerage

The firm does not require or engage in directed brokerage involving client accounts. Our clients are free to use any particular service provider to execute their transactions and they are responsible for negotiating any terms or arrangements for their account, and may potentially pay more for their transactions. Our firm will not be obligated to conduct due diligence of the client's selected service provider, seek better execution services or prices from any provider, or aggregate client transactions for trade execution.

Aggregating Securities Transactions for Client Accounts

Our firm is not engaged for continuous investment supervisory services nor do we serve accounts on a discretionary basis, therefore, we are unable to aggregate trades on behalf of client accounts. Since a client transaction may be completed independently at a service provider of the client's choice, the client may potentially pay more for a transaction than those accounts where trades have been aggregated.

Item 13 - Review of Accounts

Types of Reviews and Frequency

Financial Planning and Investment Consultation Engagements

Periodic financial check-ups or portfolio reviews are encouraged for financial planning and investment consultation clients, and it is the client's responsibility to initiate these reviews. Due to the incidental nature of the services offered by the firm, the client may be required to conduct these periodic reviews under a new or amended engagement agreement.

Clients are free to contact our firm for additional reviews when there are material changes that occur in their financial situation (i.e., loss of a job, early retirement, receipt of a significant bonus, an inheritance, the birth of a new child, or other circumstances). Non-periodic reviews are generally conducted under a new or amended agreement and will be assessed at our published rate.

A copy of revised plans or asset allocation reports will be provided to the client upon request.

Investment Management Services

For accounts served by a recommended third-party investment manager, we will periodically review reports provided to you by your third-party investment manager and contact you at least annually to review your financial situation and objectives. We will communicate information to your third-party investment manager as warranted and assist you in understanding and evaluating the services provided by the third-party manager. In certain instances, you may be able to communicate directly with your selected third-party investment manager but we ask that you coordinate the session through our firm.

Additional reviews by your portfolio manager may be triggered by news or research related to a specific holding, a change in the view of the investment merits of a holding, or news related to the macroeconomic climate affecting a sector or holding within that sector. A portfolio may be reviewed for an additional holding or when an increase in a current position is under consideration. Account cash levels above or below what we deem appropriate for the investment environment, given the client's stated tolerance for risk and investment objectives, may also trigger a review.

Content of Client Provided Reports and Frequency

If a client has opened and maintained an investment account on their own or with our assistance, they will receive account statements sent directly from mutual fund companies, transfer agents, custodians or brokerage companies where their investments are held. Our firm urges clients to carefully review these statements for accuracy and clarity, and to ask questions when something is not clear.

Our firm may provide portfolio reports if we are engaged to provide periodic asset allocation or investment advice. However, we do not provide ongoing performance reporting under our financial planning and investment consultation services engagements.

Investment management services clients may receive quarterly portfolio performance reports directly from their third-party investment manager. Clients are urged to carefully review and compare account statements that they have received directly from their custodian of record with any performance report they may receive from the third-party investment manager.

Item 14 - Client Referrals and Other Compensation

The firm does not engage in solicitation activities as defined by statute, nor does it pay a direct or indirect fee for referrals.

Ms. Clark is a member of the Garrett Planning Network, Inc. (Garrett), an organization that assists financial planners in fee-only, financial planning practices. Garrett is not, nor believed required to be, a registered financial industry participant. Ms. Clark pays an annual membership fee to Garrett for services that include their hosting training, compliance and operational support to enhance her firm's ability to provide quality service and advice to the investing public. Firm associates may also hold individual membership or serve on boards or committees of professional industry associations or organizations such as NAPFA, the Financial Planning Association (FPA), or the Certified Financial Planner Board of Standards, Inc. Generally, participation in any of these associations or organizations require membership fees to be paid, adherence to ethical guidelines, as well as in meeting experiential and educational requirements.

An added benefit these entities may provide to the investing public is the availability of an electronic map or listing on their website that allows interested parties (prospective clients) to search for participant firms or individual financial planners within a selected state or region. The map or list may note advisory firm or individual financial planner contact information, and these passive websites may also provide means for interested persons to contact a firm or planner via electronic mail or telephone number so that the interested person may interview the participant firm or planner. Members of the public may also choose to telephone association staff to inquire about a firm or individual planner within their area, and would receive the same or similar information.

Prospective clients locating Clark Hourly Financial Planning and Investment Management or an individual associate via a noted venue are not actively marketed, nor do clients or prospective clients pay more for their services than another client who may be referred in another fashion, such as a personal referral. Further, the firm does not pay these entities for prospective client referrals nor is there a fee-sharing arrangement reflective of a solicitor engagement.

The firm may maintain an informal arrangement with other registered investment advisor firms, discount brokerage firms, mutual fund companies, non-profit companies and other financial institutions to sponsor public education seminars. Seminars of this nature may be provided to the public at no cost and will not involve the sales of any investment products. Any cash benefits that are received from sponsorship partners are used to offset the expenses associated with bringing the financial education seminars to the public. Such expenses would include local newspaper advertisements, conference room rental, seminar materials, etc. All sponsors share in the expenses of these seminars.

Item 15 - Custody

Client funds and securities will be maintained by unaffiliated, qualified custodians such as banks, broker-dealers, mutual fund companies, or transfer agents, and not with or by Clark Hourly Financial Planning and Investment Management or any of its associates.

Firm policies restrict the firm and its associated persons from acting as trustee for or having general power of attorney over a client account.
Firm fees are not to be collected for its services to be performed more than six months in advance *and* in excess of $500.

At no time will a firm employee be authorized to have knowledge of a client's account access information (i.e., online 401(k), personal brokerage, or bank accounts), even for the "accommodation" of the client or their legal agent when such access might result in physical control over client assets.

Clients will be provided transaction confirmations and summary account statements sent directly from their selected service provider; not through or Clark Hourly Financial Planning and Investment Management. Typically, these statements are provided on a monthly or quarterly basis, and as transactions occur.

Clients are reminded to inform the firm, at its main office, if they do not receive these statements in a timely fashion. For those accounts that elect to receive electronic statements from the selected service provider, they must ensure they maintain a current electronic mail address with the service provider.

Item 16 - Investment Discretion

Clark Hourly Financial Planning and Investment Management does not directly provide continuous supervision of an account, nor does it engage in discretionary trading within a client account. Should you ask us to assist you in any trade execution (including account rebalancing), it will only be done with your selected service provider and with your prior approval.

Third-party investment managers generally provide investment management services on a discretionary basis. Similar to a limited power of attorney, discretionary authority allows that firm to implement investment decisions, such as the purchase or sale of a security on behalf of your account, without requiring your prior authorization for each transaction in order to meet your stated investment objectives. This authority will be granted through your execution of their engagement agreement and the custodian of record's account opening documents. Our firm does not serve as investment manager for your account through a third-party investment management engagement, nor are we authorized to select or terminate such an engagement without your prior approval.

Item 17 - Voting Client Securities

Proxy Voting

The firm does not vote client proxies nor does the firm offer guidance on the voting of client proxies. Clients maintain exclusive responsibility for directing the manner in which proxies solicited by issuers of securities beneficially owned by the client shall be voted as well as making all other elections relative to mergers, acquisitions, tender offers or other events pertaining to the client's investment assets.

Clients engaging third-party investment managers should review the third-party manager's advisory brochure to determine the proxy voting policy of those firms.

Other Corporate Actions

We do not offer guidance on or have the power, authority, responsibility, or obligation to take any action with regard to any claim or potential claim in any bankruptcy proceeding, class action securities litigation or other litigation or proceeding relating to securities held at any time in a client account, including, without limitation, to file proofs of claim or other documents related to such proceeding, or to investigate, initiate, supervise or monitor class action or other litigation involving client assets.

Firm's Receipt of Materials

Clients may receive proxies or other similar solicitations sent directly from their selected custodian or transfer agent. If the firm receives correspondence for a client relating to the voting of their securities, class action litigation, or other corporate actions, it will typically forward the correspondence to the client or another entity (i.e., client counsel, etc.) if so directed.

Item 18 - Financial Information

Balance Sheet

Our firm will not have custody of client assets; this includes not collecting fees from a client of $500 or more for services to be performed six months or more in advance. Our firm does not withdraw advisory fees directly from a client bank account or investment account.

Neither the firm nor its management serve as general partner for a partnership or trustee for a trust in which the firm's advisory clients are either partners of the partnership or beneficiaries of the trust.

The firm and its management do not have a financial condition likely to impair their ability to meet commitments to clients. Neither the firm nor its management has been the subject of a bankruptcy petition during the past 10 years.

Due to the nature of our firm's services and operational practices, an audited balance sheet is not required per statute nor included with this brochure.

Item 19 - Requirements for State-Registered Advisers

For further information involving firm principal executive management, their business activities as well as material conflicts of interest, please refer to areas previously disclosed in Items 6 and 9 through 11, as well as the accompanying Form ADV Part 2B brochure supplement that immediately follows this page.

Form ADV Part 2B – Brochure Supplement (Advisory Personnel)

This brochure provides information about the firm's principal executives that supplements the Clark Hourly Financial Planning, LLC advisory brochure which is referenced in the preceding pages. If you have any questions about the contents of this brochure, please contact Ms. Clark at (636) 375-1813. Additional information about Clark Hourly Financial Planning, LLC is available on the SEC's website at www.adviserinfo.sec.gov.

Item 1 - Firm Information

Clark Hourly Financial Planning, LLC
1415 Elbridge Payne Road, Suite 255
Chesterfield, MO 63017
(636) 375-1813
www.ClarkHourlyFinancialPlanning.com
www.ClarkHFP.com

Item 2 - Educational Background and Business Experience

Regulatory guidance requires the firm to disclose relevant post-secondary education and professional training for each principal executive and associate of the firm, as well as their business experience for at least the most recent five years.

Principal Executive Officers and Management Persons

President/Managing Member/Firm Principal/Investment Advisor Representative

Michele R. Clark, CRPC®, CFP®
Born: 1966
CRD # 2318155

Educational Background and Business Experience

Educational Background

B.A. - Psychology; Purdue University

M.A. - Liberal Arts (Pending/Student); Washington University of St. Louis

Chancellor's Certificate in Educational Requirements Training for CFP Certification;

University of Missouri - St. Louis

Chartered Retirement Planning Counselor (CRPC®)[1] - College for Financial Planning
CERTIFIED FINANCIAL PLANNER™ Practitioner,[2] Certified Financial Planner Board of Standards, Inc.
Missouri Life, Accident and Health, Variable Insurance Contract Licenses[3] (For Advisory Purposes Only)
Series 65/Uniform Investment Adviser Law Exam; [3] NASAA
Series 63/Uniform Securities Agent State Law Exam; [3] NASAA (Inactive)
Series 7/General Securities Representative Exam; [3] FINRA (Inactive)
Series 6/Investment Company/Variable Contracts Limited Representative Exam; [3] FINRA (Inactive)

Business Experience

Clark Hourly Financial Planning, LLC; Chesterfield, MO (2010-Present)
Financial Planner/President

Community Volunteer/Student; Wildwood, MO (2008-2010)

Charles Schwab & Co, Inc.; Chesterfield, MO (1996-2008)
Financial Consultant

Boatman's Investment Services; St. Louis, MO (1994-1996)
Senior Investment Representative

Edward D. Jones & Co, Inc.; Chesterfield, MO (1994)
Investment Representative

Commerce Brokerage Services, Inc.; Clayton, MO (1993-1994)
Investment Representative

Commerce Bank of St. Louis, N.A.; Clayton, MO (1991-1994)
Sales Supervisor

Item 3 - Disciplinary Information

Registered investment advisors are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. No information is applicable to this section. There are no criminal or civil actions, administrative enforcement proceedings, self regulatory organization enforcement proceedings or any other proceedings applicable to the firm or Ms. Clark.

Item 4 - Other Business Activities

Ms. Clark is not engaged in a reportable outside business activity. She is not registered nor has an application pending to register as a registered representative of a broker/dealer or to serve as an associated person of a futures commission merchant, commodity pool operator, or commodity trading advisor. Therefore, she does not receive commissions, bonuses or other compensation based on the sale of securities or other investment products, including that as a registered representative of a broker/dealer, and including distribution or service ("trail") fees from the sale of mutual funds.

Neither Ms. Clark nor her firm has a material relationship with the issuer of a security.

Item 5 - Additional Compensation

Ms. Clark is not compensated for advisory services involving performance-based fees. Our firm prohibits employees from accepting or receiving additional economic benefits, such as sales awards or other prizes, for providing advisory services to our clients.

Item 6 - Supervision

Ms. Clark serves in multiple capacities with the firm: President, Managing Member, financial planner, and investment advisor representative, and she is responsible for the supervision of the firm's advisory services activities and any of its staff. The firm recognizes that not having all organizational duties segregated may potentially create a conflict of interest; however, the firm employs policies and procedures to ensure timely, accurate record keeping and supervision. Certain functions may be outsourced to qualified entities to assist in these efforts when deemed necessary.

Questions relative to the firm, staff, its services, this Form ADV Part 2 and its brochure supplement may be made to the attention of Ms. Clark at (636) 375-1813.

Additional information about the firm, other advisory firms, or an associated representative is available at www.adviserinfo.sec.gov. A search for firms or associated personnel can be accomplished by name or firm identifier, known as an IARD number. The IARD number for Clark Hourly Financial Planning, LLC is 154727.

The business and disciplinary history of an investment advisory firm and its representatives may also be obtained by calling the Missouri Securities Division at (800) 721-7996.

Item 7 - Requirements for State-Registered Advisers

There have been neither arbitration awards nor any awards where the firm or Ms. Clark has been found liable in any civil, self-regulatory or administrative proceeding; the firm and Ms. Clark has not been the subject of a bankruptcy petition.

[1]The CRPC Program focuses on the pre- and post-retirement needs of individuals. The College for Financial Planning® awards the CHARTERED RETIREMENT PLANNING COUNSELOR℠ AND CRPC® designation to students who:

- successfully complete the program;
- pass the final examination; and
- comply with the Code of Ethics, which includes agreeing to abide by the Standards of Professional Conduct and Terms and Conditions. Applicants must also disclose of any criminal, civil, self-regulatory organization, or governmental agency inquiry, investigation, or proceeding relating to their professional or business conduct. Conferment of the designation is contingent upon the College for Financial Planning's review of matters either self-disclosed or which are discovered by the College that are required to be disclosed.

Continued use of the CRPC® designation is subject to ongoing renewal requirements. Every two years individuals must renew their right to continue using the CRPC® designation by:

- completing 16 hours of continuing education;
- reaffirming to abide by the Standards of Professional Conduct, Terms and Conditions, and self disclose any criminal, civil, self-regulatory organization, or governmental agency inquiry, investigation, or proceeding relating to their professional or business conduct; and
- paying a biennial renewal fee.

[2] 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").

The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

- Education – Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board's studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor's Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP Board's financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;
- Examination – Pass the comprehensive CFP® Certification Examination. The examination includes case studies and client scenarios designed to test one's ability to correctly diagnose financial planning issues and apply one's knowledge of financial planning to real world circumstances;
- Experience – Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and
- Ethics – Agree to be bound by CFP Board's *Standards of Professional Conduct*, a set of documents outlining the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP® marks:

- Continuing Education – Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*, to maintain competence and keep up with developments in the financial planning field; and
- Ethics – Renew an agreement to be bound by the *Standards of Professional Conduct*. The Standards prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP Board's enforcement process, which could result in suspension or permanent revocation of their CFP® certification.

[3] **FINRA, NASAA and state insurance examinations** are "criterion based;" candidates who pass the exam are considered to have met the minimum competency level. The completion of a securities or insurance industry examination does not constitute or imply a person is "approved" or "endorsed" by a securities regulatory organization or state securities or insurance commissioners.