



## Business Continuity Planning

Sarasota Capital Strategies, Inc. has developed a Business Continuity Plan on how we will respond to events that significantly disrupt our business. Since the timing and impact of disasters and disruptions is unpredictable, we will have to be flexible in responding to actual events as they occur. With that in mind, we are providing you with this information on our business continuity plan.

**Contacting Us** – If after a significant business disruption you cannot contact us as you usually do at (941) 918-2255, you should call our alternative number (941) 918-2777. If you cannot access us through either of those means, you should contact the custodian of your account for instructions on how it may provide prompt access to funds and securities, enter orders and process other trade-related, cash, and security transfer transactions for your account.



**TD Ameritrade**  
5010 Wateridge Vista Dr  
San Diego, CA 92121  
(800) 431-3500  
[www.tdameritrade.com](http://www.tdameritrade.com)



**Ceros Financial Services**  
1445 Research Blvd. Suite 530  
Rockville, MD 20850  
(866) 842-3356  
[www.cerosfs.com](http://www.cerosfs.com)

**Our business continuity plan** – We plan to quickly recover and resume business operations after a significant business disruption and respond by safeguarding our staff and property, making a financial and operational assessment, protecting the firm's books and records, and allowing our clients to transact business. In short, our business continuity plan is designed to permit our firm to resume operations as quickly as possible, given the scope and severity of the significant business disruption.

**Our business continuity plan addresses:** data back up and recovery; all mission critical systems; financial and operational assessments; alternative communications with clients, staff, and regulators; alternate physical location of staff; critical supplier, contractor, bank and counter-party impact; regulatory reporting; and assuring our customers prompt access to their funds and securities if we are unable to continue our business.

**Our custodian for your account** backs up some of your important records in a geographically separate area. While every emergency situation poses unique problems based on external factors, such as time of day and the severity of the disruption, our custodian for your account has advised us that its objective is to restore its own operations and be able to complete existing transactions and accept new transactions and payments within a reasonable period of time. Your orders and requests for funds and securities could be delayed during this period.

**Varying disruptions** – Significant business disruptions can vary in their scope, such as only our firm, a single building housing our firm, the business district where our firm is located, the city where we are located, or the whole region. Within each of these areas, the severity of the disruption can also vary from minimal to severe. In a disruption to only our firm or a building housing our firm, we will transfer our operations to a local site when needed and expect to recover and resume business within a reasonable period of time. In a disruption affecting our business district, city, or region, we will transfer our operations to a site outside of the affected area, and recover and attempt to resume business operations. In either situation, we plan to continue in business, transfer operations to our custodian for your account if necessary, and notify you on how to contact us by the fastest means available, which may include voice mail, secured email, telephone call or US Postal service. If the significant business disruption is so severe that it prevents us from remaining in business, we will assure our client's prompt access to their funds and securities.

**For more information** – If you have questions about our business continuity planning, you can contact us at (941) 918-2255.

460 South Tamiami Trail  
Osprey, FL 34229  
(941) 918-2255  
[service@etfpros.com](mailto:service@etfpros.com)