

# 2025 Compliance Checklist

# Get Back On Track

Are there compliance tasks you wish you had accomplished last year?

It's time to get up to speed.

Minimizing regulatory risks Protecting client interests Demonstrating professional integrity Avoiding costly penalties and potential legal issues Building trust with clients and regulatory bodies



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#### Compliance Outsourcing: Strategic Partnership Assessment

- Conduct a thorough performance review of your current compliance consultants
- Identify your specific firm needs and compliance goals
  - Compare current compliance services with market offerings
  - If things aren't working with your current consultant find another one.



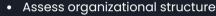
#### **Technology Transformation: Beyond Spreadsheets**

- Eliminate manual Excel-based tracking. No more Excel spreadsheets.
- Implement comprehensive compliance technology with:
- Automated reminder systems
- Advanced document retention capabilities
- Scalable infrastructure
- Ensure technology can adapt to your business growth
- Verify system integration capabilities. Prepare for transition.

## Compliance Calendar: Navigating Regulatory Complexity

- Review recent regulatory changes. The SEC Newsroom is a great resource.
- Update testing procedures
- Verify comprehensive system testing:
- Email archiving completeness
- Social media compliance
- Text messaging tracking
- Accurate billing calculation methods
- Incorporate the latest regulatory guidance and FAQs

# Risk Profile Customization: Your Unique Compliance Blueprint



- Consider factors like:
  - 1.Work environment (remote/hybrid/in-office)
- 2. Service offering specifics
- 3. Technology used
- 4. Employee workflow and interactions
- Develop tailored <u>risk mitigation strategies</u>
- Policies and Procedures: A Comprehensive Overhaul



- Update all rule references
- Align procedures with current business practices
- Remove generic template language
- Ensure comprehensive coverage of operational processes
- Implement a regular review schedule

#### **Documentation Consistency: Audit-Ready Approach**



- Review <u>ADV documents</u>
- Update client agreements
  Ensure cross desumant clignments
- Ensure cross-document alignmentPrepare comprehensive audit trail
- Implement version control
- Create a centralized documentation management system



## **Continuous Learning and Adaptation**

- Review recent enforcement reports
- Stay informed about industry regulatory developments
- Allocate resources for <u>compliance training</u>
- Create a compliance improvement feedback loop