

# **HOXTON PLANNING & MANAGEMENT, LLC**

*a Registered Investment Adviser*

8530 Shepherdstown Pike  
Shepherdstown, WV 25443

(304) 876-2619

[www.hoxtonpm.com](http://www.hoxtonpm.com)

This brochure provides information about the qualifications and business practices of Hoxton Planning & Management, LLC (hereinafter “Hoxton Planning & Management” or the “Firm”). If you have any questions about the contents of this brochure, please contact the Firm at the telephone number listed above. 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 the Firm is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) (CRD: 319087). The Firm is a registered investment adviser. Registration does not imply any level of skill or training.

## **Item 2. Material Changes**

In this Item, Hoxton Planning & Management is required to discuss any material changes that have been made to the brochure since the last annual amendment. Since our last filing, we have made the following material changes:

- Updated fee schedule for Wealth Management in Item 4
- Updated Ownership in Item 4
- Updated services to include Estate Planning in Item 4

## Item 3. Table of Contents

Item 1. Cover Page.....	1
Item 2. Material Changes .....	2
Item 3. Table of Contents .....	3
Item 4. Advisory Business .....	4
Item 5. Fees and Compensation .....	7
Item 6. Performance-Based Fees and Side-by-Side Management .....	11
Item 7. Types of Clients .....	11
Item 8. Methods of Analysis, Investment Strategies and Risk of Loss .....	11
Item 9. Disciplinary Information .....	15
Item 10. Other Financial Industry Activities and Affiliations .....	15
Item 11. Code of Ethics .....	15
Item 12. Brokerage Practices .....	15
Item 13. Review of Accounts .....	20
Item 14. Client Referrals and Other Compensation .....	20
Item 15. Custody.....	21
Item 16. Investment Discretion.....	21
Item 17. Voting Client Securities .....	22
Item 18. Financial Information .....	22

## Item 4. Advisory Business

Hoxton Planning & Management offers a variety of advisory services, which include financial planning, consulting, and investment management services. Prior to Hoxton Planning & Management rendering any of the foregoing advisory services, clients are required to enter into one or more written agreements with Hoxton Planning & Management setting forth the relevant terms and conditions of the advisory relationship (the “Advisory Agreement”).

Hoxton Planning & Management filed for registration as an investment adviser in February 2022. The firm is owned by a partnership between Archibald Robinson Hoxton, IV, Archibald Robinson Hoxton V and James A. Sutch, Jr., through their associated LLCs. As of December 31, 2024, Hoxton Planning & Management had \$491,558,229 in assets under management; all of which was managed on a discretionary and non-discretionary basis.

While this brochure generally describes the business of Hoxton Planning & Management, certain sections also discuss the activities of its Supervised Persons, which refer to the Firm’s officers, partners, directors (or other persons occupying a similar status or performing similar functions), employees or other persons who provide investment advice on Hoxton Planning & Management’s behalf and are subject to the Firm’s supervision or control.

- Retirement Planning
- Major Purchase Consulting
- Tax Planning
- Education Planning
- Estate Planning

While each of these services is available on a stand-alone basis, certain of them can also be rendered in conjunction with investment portfolio management as part of a comprehensive wealth management engagement (described in more detail below).

In performing these services, Hoxton Planning & Management is not required to verify any information received from the client or from the client’s other professionals (e.g., attorneys, accountants, etc.) and is expressly authorized to rely on such information. Hoxton Planning & Management recommends certain clients engage the Firm for additional related services, its Supervised Persons in their individual capacities as insurance agents and/or other professionals to implement its recommendations. Clients are advised that a conflict of interest exists for the Firm to recommend that clients engage Hoxton Planning & Management or its affiliates to provide (or continue to provide) additional services for compensation, including investment management services. Clients retain absolute discretion over all decisions regarding

implementation and are under no obligation to act upon any of the recommendations made by Hoxton Planning & Management under a financial planning or consulting engagement. Clients are advised that it remains their responsibility to promptly notify the Firm of any change in their financial situation or investment objectives for the purpose of reviewing, evaluating, or revising Hoxton Planning & Management recommendations and/or services.

### **Investment and Wealth Management Services**

Hoxton Planning & Management manages client investment portfolios on a discretionary or non-discretionary basis. In addition, Hoxton Planning & Management provides certain clients with wealth management services which include a broad range of financial planning and consulting services as well as discretionary and/or non-discretionary management of investment portfolios.

Hoxton Planning & Management primarily allocates client assets among various mutual funds, exchange-traded funds (“ETFs”), and independent investment managers (“Independent Managers”) in accordance with their stated investment objectives.

Where appropriate, the Firm also provides advice about any type of legacy position or other investment held in client portfolios, but clients should not assume that these assets are being continuously monitored or otherwise advised on by the Firm unless specifically agreed upon. Clients can engage Hoxton Planning & Management to manage and/or advise on certain investment products that are not maintained at their primary custodian, such as variable life insurance and annuity contracts and assets held in employer sponsored retirement plans and qualified tuition plans (i.e., 529 plans). In these situations, Hoxton Planning & Management directs or recommends the allocation of client assets among the various investment options available with the product. These assets are generally maintained at the underwriting insurance company or the custodian designated by the product’s provider.

Hoxton Planning & Management tailors its advisory services to meet the needs of its individual clients and seeks to ensure, on a continuous basis, that client portfolios are managed in a manner consistent with those needs and objectives. Hoxton Planning & Management consults with clients on an initial and ongoing basis to assess their specific risk tolerance, time horizon, liquidity constraints and other related factors relevant to the management of their portfolios. Clients are advised to promptly notify Hoxton Planning & Management if there are changes in their financial situation or if they wish to place any limitations on the management of their portfolios. Clients can impose reasonable restrictions or mandates on the management of their accounts if Hoxton Planning & Management determines, in its sole discretion, the conditions would not materially impact the performance of a management strategy or prove overly burdensome to the Firm’s management efforts.

## **Retirement Plan Consulting Services**

Hoxton Planning & Management provides various consulting services to qualified employee benefit plans and their fiduciaries. This suite of institutional services is designed to assist plan sponsors in structuring, managing and optimizing their corporate retirement plans. Each engagement is individually negotiated and customized, and includes any or all of the following services:

- Plan Design and Strategy
- Plan Review and Evaluation
- Executive Planning & Benefits
- Investment Selection

## **Insurance Services**

Hoxton Planning & Management is a member of DPL Financial Partners, LLC (“DPL”), which is a third party provider of a platform of insurance consultation services to investment advisors with clients who have current or future needs for insurance products. DPL’s platform is available to HPM’s clients for a fixed annual fee paid by HPM. Through its licensed insurance agents, DPL offers our clients services relating to commission free insurance products. These services include, among others, providing our clients with analyses of our current methodology for evaluating client insurance needs, educating and acting as a resource for us regarding insurance products generally and specific insurance products owned by our clients or that our clients are considering purchasing, and provides us access to, and marketing support for, commission free insurance products.

For providing services, DPL receives service fees from the insurers that offer their commission free products through the platform to our clients. These services fees are based on the insurance premiums received by the insurers from our clients who purchase through the DPL platform.

Our fees are limited to the management of the insurance policy's separate accounts, for which we charge a management fee as disclosed in Item 5. Clients are under no obligation to purchase insurance through DPL.

## **Use of Independent Managers**

As mentioned above, Hoxton Planning & Management selects certain Independent Managers to actively manage a portion of its clients’ assets. The specific terms and conditions under which a client engages an Independent Manager are set forth in a separate written agreement with the designated Independent Manager. That agreement can be between the Firm and the Independent Manager (often called a subadvisor) or the client and the Independent Manager (sometimes called a separate account manager). In addition to this brochure, clients will typically also receive the written disclosure documents of the respective Independent Managers engaged to manage their assets.

Hoxton Planning & Management evaluates a variety of information about Independent Managers, which includes the Independent Managers’ public disclosure documents, materials supplied by the Independent

Managers themselves and other third-party analyses it believes are reputable. To the extent possible, the Firm seeks to assess the Independent Managers' investment strategies, past performance, and risk results in relation to its clients' individual portfolio allocations and risk exposure. Hoxton Planning & Management also takes into consideration each Independent Manager's management style, returns, reputation, financial strength, reporting, pricing, and research capabilities, among other factors.

Hoxton Planning & Management continues to provide services relative to the discretionary or non-discretionary selection of Independent Managers. On an ongoing basis, the Firm monitors the performance of those accounts being managed by Independent Managers. Hoxton Planning & Management seeks to ensure the Independent Manager's strategies and target allocations remain aligned with its client's investment objectives.

### **Item 5. Fees and Compensation**

Hoxton Planning & Management offers services on a fee basis, which includes fixed and/or hourly fees, as well as fees based upon assets under management. Additionally, certain of the Firm's Supervised Persons, in their individual capacities, offer insurance products under a separate commission-based arrangement.

#### **Financial Planning and Consulting Fees**

Hoxton Planning & Management charges a fixed fee for providing financial planning and consulting services under a stand-alone engagement. For the first year, the firm charges an initial fee of \$3,500 or more and a minimum of \$2,500 annually thereafter. These fees are negotiable at the firm's discretion. The fee can be for a defined project, such as the delivery of a plan, or for ongoing services. For non-ongoing Financial Planning, the Firm charges \$350 per hour. If the client engages the Firm for additional investment advisory services, Hoxton Planning & Management can offset all or a portion of its fees for those services based upon the amount paid for the financial planning and/or consulting services.

The terms and conditions of the financial planning and/or consulting engagement are set forth in the Advisory Agreement. For project-based services Hoxton Planning & Management requires one-half of the fee (estimated hourly or fixed) payable upon execution of the Advisory Agreement. The outstanding balance is due upon delivery of the financial plan or completion of the agreed upon services. Ongoing services are charged as described in the investment management section, below. The Firm does not, however, take receipt of \$1,200 or more in prepaid fees, six or more months in advance of services rendered.

## Wealth Management Fees

Hoxton Planning & Management offers wealth management services for an annual fee based on the amount of assets under the Firm's management. Fees for individually managed accounts (including separate accounts of insurance products purchased through DPL as disclosed in Item 4 above) are priced within a range of .5% to 1.50% depending upon the amount of the assets in the account, the complexity of the financial plan and the advisory services necessary for the particular Client. The asset management fee will be determined at the time of the advisory agreement.

Portfolio Value	Annual Fee
First \$350,000	1.50%
From \$350,001 - \$1,000,000	1.25%
From \$1,000,001 - \$2,000,000	1.00%
\$2,000,001 - \$5,000,000	0.75%
\$5,000,001 +	0.50%

The annual fee is prorated and charged quarterly, in advance, based upon the market value of the assets being managed by Hoxton Planning & Management on the last day of the previous quarter as determined by a party independent from the Firm (including the client's custodian or another third-party).

If assets are deposited into or withdrawn from an account after the inception of a billing period, the fee payable with respect to such assets is adjusted to reflect the interim change in portfolio value. For the initial period of an engagement, the fee is calculated on a *pro rata* basis. In the event the advisory agreement is terminated, the fee for the final billing period is prorated through the effective date of the termination and the outstanding or unearned portion of the fee is charged or refunded to the client, as appropriate.

Additionally, for asset management services the Firm provides with respect to certain client holdings (e.g., held-away assets, accommodation accounts, alternative investments, etc.), Hoxton Planning & Management can negotiate a fee rate that differs from the range set forth above. Clients are advised that a conflict of interest exists for the Firm to recommend that clients engage Hoxton Planning & Management for additional services for compensation, including rolling over retirement accounts or moving other assets to the Firm's management. Clients retain absolute discretion over all decisions regarding engaging the Firm and are under no obligation to act upon any of the recommendations.

## Investment Management Fees

Hoxton Planning & Management offers investment management services for an annual fee based on the amount of assets under the Firm's management. Fees for individually managed accounts (including separate accounts of insurance products purchased through DPL as disclosed in Item 4 above) are priced within a range of .50% to 1.00% depending upon the amount of the assets in the account, the complexity of the financial plan and the advisory services necessary for the particular Client. The asset management fee will be determined at the time of the advisory agreement, and is negotiable, at the firm's discretion.



This management fee varies in accordance with the following blended fee schedule:

Assets	Annual Fee
First \$2,000,000	1.00%
From \$2,000,000 - 5,000,000	0.75%
Above \$5,000,000	0.50%

## **Retirement Plan Consulting Fees**

Hoxton Planning & Management can charge a fixed or asset-based fee to provide clients with retirement plan consulting services. Each engagement is individually negotiated and tailored to accommodate the needs of the individual plan sponsor, as memorialized in the Agreement. These fees vary, based on the scope of the services to be rendered.

## **Individual Held-Away Account Management**

When advising individuals on employee benefit plans pursuant to ERISA, the Firm will utilize a platform called Pontera. Pontera will directly charge the Firm .3% AUM quarterly in advance. The Firm will pay this charge out of Client's pre-existing advisory fee. For example, If Client's negotiated advisory fee is 1.25% annually, Client will be charged 1.25% AUM by the Firm, and the Firm will submit .3% AUM to Pontera, retaining .95% for the Firm.

The asset-based advisory fee payable for any qualified account (as defined below in Item 15, Custody) will be deducted directly from one of your other custodian/broker-dealer accounts. If there are insufficient funds available in another account or if the firm believes that deducting the fee from another account would be prohibited by applicable law, the firm will invoice you. Invoices must be paid within thirty (30) days of receipt and will bear interest after it becomes due and payable and shall continue to accrue interest until payment is made at a rate equal to the lesser of either (a) two percent (2%) above the prime rate as reported by Federal Reserve Bank of New York, located in New York, New York, as of the date such payment was due and payable, or (b) the maximum rate permitted by applicable law. In the event you terminate the firm's advisory agreement, all prepaid advisory fees will be returned to you on a pro rata basis determined by the number of days remaining in the quarter of termination.

## **Fee Discretion**

Hoxton Planning & Management may, in its sole discretion, negotiate to charge a lesser fee based upon certain criteria, such as anticipated future earning capacity, anticipated future additional assets, dollar amount of assets to be managed, related accounts, account composition, pre-existing/legacy client relationship, account retention, pro bono activities, or competitive purposes.

## **Additional Fees and Expenses**

In addition to the advisory fees paid to Hoxton Planning & Management, clients also incur certain charges

imposed by other third parties, such as broker-dealers, custodians, trust companies, banks and other financial institutions (collectively “Financial Institutions”). These additional charges include securities brokerage commissions, transaction fees, custodial fees, fees charged by the Independent Managers, margin and other borrowing costs, charges imposed directly by a mutual fund or ETF in a client’s account, as disclosed in the fund’s prospectus (*e.g.*, fund management fees and other fund expenses), deferred sales charges, odd-lot differentials, transfer taxes, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions. The Firm’s brokerage practices are described at length in Item 12, below.

### **Direct Fee Debit**

---

Clients provide Hoxton Planning & Management and/or certain Independent Managers with the authority to directly debit their accounts for payment of the investment advisory fees. The Financial Institutions that act as the qualified custodian for client accounts, from which the Firm retains the authority to directly deduct fees, have agreed to send statements to clients not less than quarterly detailing all account transactions, including any amounts paid to Hoxton Planning & Management. Alternatively, clients can request to have Hoxton Planning & Management send a separate invoice for direct payment subject to approval from the Firm in its sole discretion.

### **Use of Margin**

Hoxton Planning & Management can recommend that certain clients utilize margin in the client’s investment portfolio or other borrowing. Hoxton Planning & Management only recommends such borrowing for non-investment needs, such as bridge loans and other financing needs. Clients can choose to use leverage in their accounts, but the Firm does not advise on the use of margin for investments. The Firm’s fees are determined based upon the value of the assets being managed gross of any margin or borrowing.

### **Account Additions and Withdrawals**

Clients can make additions to and withdrawals from their account at any time, subject to Hoxton Planning & Management’s right to terminate an account. Additions can be in cash or securities provided that the Firm reserves the right to liquidate any transferred securities or declines to accept particular securities into a client’s account. Clients can withdraw account assets on notice to Hoxton Planning & Management, subject to the usual and customary securities settlement procedures. However, the Firm designs its portfolios as long-term investments, and the withdrawal of assets may impair the achievement of a client’s investment objectives. Hoxton Planning & Management may consult with its clients about the options and implications of transferring securities. Clients are advised that when transferred securities are liquidated, they may be subject to transaction fees, short-term redemption fees, fees assessed at the mutual fund level (*e.g.*, contingent deferred sales charges) and/or tax ramifications.

### **Item 6. Performance-Based Fees and Side-by-Side Management**

Hoxton Planning & Management does not provide any services for a performance-based fee (i.e., a fee based on a share of capital gains or capital appreciation of a client's assets).

### **Item 7. Types of Clients**

Hoxton Planning & Management offers services to individuals, trusts, estates, charitable organizations, state or municipal government entities, corporations, and other business entities.

### **Item 8. Methods of Analysis, Investment Strategies and Risk of Loss**

#### **Methods of Analysis and Investment Strategies**

---

Hoxton Planning & Management's security analysis is based on a number of factors, including those derived from academic research and literature, commercially available software technology, securities rating services, third party research organizations, general market and financial information, due diligence reviews and specific investment analysis that clients request.

Hoxton Planning & Management practices strategic asset allocation in keeping with the tenets of Modern Portfolio Theory. This is particularly the case for investment in more efficient asset classes such as large cap US stock. In less efficient asset classes such as emerging markets international stock or small cap US stock, the Firm may recommend an active management arrangement. Where indicated, Hoxton Planning & Management seeks to gain after-tax performance by using a tax management approach to investment management.

Portfolios are built using individual securities such as stocks and bonds, exchange traded funds (ETF), and mutual funds. They are constructed as models which are rebalanced from time to time as cash flows and market conditions warrant. Model investment objectives range from capital preservation/conservative to capital appreciation/aggressive. When utilizing individual stocks and bonds, Hoxton Planning & Management typically utilizes the services of Independent Managers.

As a component of the financial planning process, the Firm can also evaluate insurance products such as fixed annuities and various types of insurance products.

If appropriate for a particular client, Hoxton Planning & Management can recommend certain alternative investments such as interval funds (which are registered investment company funds) and others.

#### **Risk of Loss**

The following list of risk factors does not purport to be a complete enumeration or explanation of the risks involved with respect to the Firm's investment management activities. Clients should consult with their

legal, tax, and other advisors before engaging the Firm to provide investment management services on their behalf.

### *Market Risks*

Investing involves risk, including the potential loss of principal, and all investors should be guided accordingly. The profitability of a significant portion of Hoxton Planning & Management's recommendations and/or investment decisions may depend to a great extent upon correctly assessing the future course of price movements of stocks, bonds and other asset classes. In addition, investments may be adversely affected by financial markets and economic conditions throughout the world. There can be no assurance that Hoxton Planning & Management will be able to predict these price movements accurately or capitalize on any such assumptions.

### *Volatility Risks*

The prices and values of investments can be highly volatile, and are influenced by, among other things, interest rates, general economic conditions, the condition of the financial markets, the financial condition of the issuers of such assets, changing supply and demand relationships, and programs and policies of governments.

### *Cash Management Risks*

The Firm may invest some of a client's assets temporarily in money market funds or other similar types of investments, during which time an advisory account may be prevented from achieving its investment objective.

### *Equity-Related Securities and Instruments*

The Firm may take long positions in common stocks of U.S. and non-U.S. issuers traded on national securities exchanges and over-the-counter markets. The value of equity securities varies in response to many factors. These factors include, without limitation, factors specific to an issuer and factors specific to the industry in which the issuer participates. Individual companies may report poor results or be negatively affected by industry and/or economic trends and developments, and the stock prices of such companies may suffer a decline in response. In addition, equity securities are subject to stock risk, which is the risk that stock prices historically rise and fall in periodic cycles. U.S. and non-U.S. stock markets have experienced periods of substantial price volatility in the past and may do so again in the future. In addition, investments in small-capitalization, mid-capitalization and financially distressed companies may be subject to more abrupt or erratic price movements and may lack sufficient market liquidity, and these issuers often face greater business risks.

### *Fixed Income Securities*

While the Firm emphasizes risk-averse management and capital preservation in its fixed-income bond

portfolios, clients who invest in this product can lose money, including losing a portion of their original investment. The prices of the securities in our portfolios fluctuate. The Firm does not guarantee any particular level of performance. Below is a representative list of the types of risks clients should consider before investing in this product.

- Interest rate risk. Prices of bonds tend to move in the opposite direction to interest rate changes. Typically, a rise in interest rates will negatively affect bond prices. The longer the duration and average maturity of a portfolio, the greater the likely reaction to interest rate moves.
- Credit (or default) risk. A bond's price will generally fall if the issuer fails to make a scheduled interest or principal payment, if the credit rating of the security is downgraded, or if the perceived creditworthiness of the issuer deteriorates.
- Liquidity risk. Sectors of the bond market can experience a sudden downturn in trading activity. When there is little or no trading activity in a security, it can be difficult to sell the security at or near its perceived value. In such a market, bond prices may fall.
- Call risk. Some bonds give the issuer the option to call or redeem the bond before the maturity date. If an issuer calls a bond when interest rates are declining, the proceeds may have to be reinvested at a lower yield. During periods of market illiquidity or rising rates, prices of callable securities may be subject to increased volatility.
- Prepayment risk. When interest rates fall, the principal of mortgage-backed securities may be prepaid. These prepayments can reduce the portfolio's yield because proceeds may have to be reinvested at a lower yield.
- Extension risk. When interest rates rise or there is a lack of refinancing opportunities, prepayments of mortgage-backed securities or callable bonds may be less than expected. This would lengthen the portfolio's duration and average maturity and increase its sensitivity to rising rates and its potential for price declines.

### *Mutual Funds and ETFs*

An investment in a mutual fund or ETF involves risk, including the loss of principal. Mutual fund and ETF shareholders are necessarily subject to the risks stemming from the individual issuers of the fund's underlying portfolio securities. Such shareholders are also liable for taxes on any fund-level capital gains, as mutual funds and ETFs are required by law to distribute capital gains in the event they sell securities for a profit that cannot be offset by a corresponding loss.

Shares of mutual funds are generally distributed and redeemed on an ongoing basis by the fund itself or a broker acting on its behalf. The trading price at which a share is transacted is equal to a fund's stated daily per share net asset value ("NAV"), plus any shareholders fees (*e.g.*, sales loads, purchase fees, redemption

fees). The per share NAV of a mutual fund is calculated at the end of each business day, although the actual NAV fluctuates with intraday changes to the market value of the fund's holdings. The trading prices of a mutual fund's shares may differ from the NAV during periods of market volatility, which may, among other factors, lead to the mutual fund's shares trading at a premium or discount to actual NAV.

Shares of ETFs are listed on securities exchanges and transacted at negotiated prices in the secondary market. Generally, ETF shares trade at or near their most recent NAV, which is generally calculated at least once daily for index-based ETFs and potentially more frequently for actively managed ETFs. However, certain inefficiencies may cause the shares to trade at a premium or discount to their pro rata NAV. There is also no guarantee that an active secondary market for such shares will develop or continue to exist. Generally, an ETF only redeems shares when aggregated as creation units (usually 20,000 shares or more). Therefore, if a liquid secondary market ceases to exist for shares of a particular ETF, a shareholder may have no way to dispose of such shares.

### *Use of Independent Managers*

As stated above, Hoxton Planning & Management selects certain Independent Managers to manage a portion of its clients' assets. In these situations, Hoxton Planning & Management continues to conduct ongoing due diligence of such managers, but such recommendations rely to a great extent on the Independent Managers' ability to successfully implement their investment strategies. In addition, Hoxton Planning & Management does not have the ability to supervise the Independent Managers on a day-to-day basis.

### *Management through Similarly Managed "Model" Accounts*

Hoxton Planning & Management manages certain accounts through the use of similarly managed "model" portfolios, whereby the Firm allocates all or a portion of its clients' assets among various mutual funds and/or securities on a discretionary basis using one or more of its proprietary investment strategies. In managing assets through the use of models, the Firm remains in compliance with the safe harbor provisions of Rule 3a-4 of the Investment Company Act of 1940.

The strategy used to manage a model portfolio may involve an above average portfolio turnover that could negatively impact clients' net after tax gains. While the Firm seeks to ensure that clients' assets are managed in a manner consistent with their individual financial situations and investment objectives, securities transactions effected pursuant to a model investment strategy are usually done without regard to a client's individual tax ramifications. Clients should contact the Firm if they experience a change in their financial situation or if they want to impose reasonable restrictions on the management of their accounts.

### *Currency Risks*

An advisory account that holds investments denominated in currencies other than the currency in which the advisory account is denominated may be adversely affected by the volatility of currency exchange rates.

### *Interest Rate Risks*

Interest rates may fluctuate significantly, causing price volatility with respect to securities or instruments held by clients.

## **Item 9. Disciplinary Information**

Hoxton Planning & Management has not been involved in any legal or disciplinary events that are material to a client's evaluation of its advisory business or the integrity of its management.

## **Item 10. Other Financial Industry Activities and Affiliations**

This item requires investment advisers to disclose certain financial industry activities and affiliations.

### **Licensed Insurance Agents**

---

Representatives of our firm are licensed insurance agents. As insurance agents, these representatives may offer various insurance products. Commissions may be earned as a result of sale of insurance products. Our clients are under no obligation to purchase insurance products recommended or offered by representatives of our firm.

## **Item 11. Code of Ethics**

Hoxton Planning & Management has adopted a code of ethics in compliance with applicable securities laws ("Code of Ethics") that sets forth the standards of conduct expected of its Supervised Persons.

Hoxton Planning & Management's Code of Ethics contains written policies reasonably designed to prevent certain unlawful practices such as the use of material non-public information by the Firm or any of its Supervised Persons and the trading by the same of securities ahead of clients in order to take advantage of pending orders.

The Code of Ethics also requires certain members of Hoxton Planning & Management's personnel to report their personal securities holdings and transactions and obtain pre-approval of certain investments (e.g., initial public offerings, limited offerings). However, the Firm's Supervised Persons are permitted to buy or sell securities that it also recommends to clients if done in a fair and equitable manner that is consistent with the Firm's policies and procedures. This Code of Ethics has been established recognizing that some securities trade in sufficiently broad markets to permit transactions by certain personnel to be completed without any appreciable impact on the markets of such securities.

Therefore, under limited circumstances, exceptions may be made to policies stated below.



When the Firm is engaging in or considering a transaction in any security on behalf of a client, no Supervised Person with access to this information may knowingly effect for themselves or for their immediate family (i.e., spouse, minor children and adults living in the same household) a transaction in that security unless:

- the transaction has been completed;
- the transaction for the Supervised Person is completed as part of a batch trade with clients; or
- a decision has been made not to engage in the transaction for the client.

These requirements are not applicable to: (i) direct obligations of the Government of the United States; (ii) money market instruments, bankers' acceptances, bank certificates of deposit, commercial paper, repurchase agreements and other high quality short-term debt instruments, including repurchase agreements; (iii) shares issued by money market funds; and iv) shares issued by other unaffiliated open-end mutual funds.

Clients and prospective clients may contact Hoxton Planning & Management to request a copy of its Code of Ethics by contacting the Firm at the phone number on the cover page of this brochure.

## **Item 12. Brokerage Practices**

### **Recommendation of Broker-Dealers for Client Transactions**

---

Hoxton Planning & Management recommends that clients utilize the custody, brokerage and clearing services of a broker-dealer or other Financial Institution ( "Custodian") for brokerage accounts. The final decision to custody assets with Custodian is at the discretion of the client, including those accounts under ERISA or IRA rules and regulations, in which case the client is acting as either the plan sponsor or IRA accountholder. Hoxton Planning & Management is independently owned and operated and not affiliated with Custodian. Custodian provides Hoxton Planning & Management with access to its institutional trading and custody services, which are typically not available to retail investors.

Factors which Hoxton Planning & Management considers in recommending Custodian or any other broker- dealer to clients include their respective financial strength, reputation, execution, pricing, research and service. Custodian enables the Firm to obtain many mutual funds without transaction charges and other securities at nominal transaction charges. The commissions and/or transaction fees charged by Custodian may be higher or lower than those charged by other Financial Institutions.

The commissions paid by Hoxton Planning & Management's clients to Custodian comply with the Firm's duty to obtain "best execution." Clients may pay commissions that are higher than another qualified Financial Institution might charge to affect the same transaction where Hoxton Planning & Management determines that the commissions are reasonable in relation to the value of the brokerage and research



services received. In seeking best execution, the determinative factor is not the lowest possible cost, but whether the transaction represents the best qualitative execution, taking into consideration the full range of a Financial Institution's services, including among others, the value of research provided, execution capability, commission rates and responsiveness. Hoxton Planning & Management seeks competitive rates but may not necessarily obtain the lowest possible commission rates for client transactions.

Consistent with obtaining best execution, brokerage transactions are directed to certain broker-dealers in return for investment research products and/or services which assist Hoxton Planning & Management in its investment decision-making process. Such research will be used to service all of the Firm's clients, but brokerage commissions paid by one client may be used to pay for research that is not used in managing that client's portfolio. The receipt of investment research products and/or services as well as the allocation of the benefit of such investment research products and/or services poses a conflict of interest because Hoxton Planning & Management does not have to produce or pay for the products or services.

Hoxton Planning & Management utilizes model portfolios through certain custodians. Depending on the model that is used, the custodian may receive additional compensation for the use of specific products in these models.

Hoxton Planning & Management periodically and systematically reviews its policies and procedures regarding its recommendation of Financial Institutions considering its duty to obtain best execution.

### **Software and Support Provided by Financial Institutions**

---

Hoxton Planning & Management receives without cost from Custodian administrative support, computer software, related systems support, as well as other third-party support as further described below (together "Support") which allow Hoxton Planning & Management to better monitor client accounts maintained at Custodian and otherwise conduct its business. Hoxton Planning & Management receives the Support without cost because the Firm renders investment management services to clients that maintain assets at Custodian. The Support is not provided in connection with securities transactions of clients (i.e., not "soft dollars"). The Support benefits Hoxton Planning & Management, but not its clients directly. Clients should be aware that Hoxton Planning & Management's receipt of economic benefits such as the Support from a broker-dealer creates a conflict of interest since these benefits will influence the Firm's choice of broker-dealer over another that does not furnish similar software, systems support or services Custodian.

In fulfilling its duties to its clients, Hoxton Planning & Management endeavors at all times to put the interests of its clients first and has determined that the recommendation of Custodian is in the best interest of clients and satisfies the Firm's duty to seek best execution.

Specifically, Hoxton Planning & Management receives the following benefits from Custodian: i) receipt of duplicate client confirmations and bundled duplicate statements; ii) access to a trading desk that exclusively services its institutional traders; iii) access to block trading which provides the ability to aggregate securities transactions and then allocate the appropriate shares to client accounts; and iv) access to an electronic communication network for client order entry and account information.

Custodian also makes available to the Firm, at no additional charge, certain research and brokerage services, including research services obtained by Custodian directly from independent research companies, as selected by Hoxton Planning & Management (within specified parameters). These research and brokerage services are used by the Firm to manage accounts for which it has investment discretion. Without this arrangement, the Firm might be compelled to purchase the same or similar services at its own expense.

These services generally are available to independent investment advisors on an unsolicited basis, at no charge to them so long as a certain amount of the advisor's clients' assets are maintained in accounts at Custodian. Custodian services include brokerage services that are related to the execution of securities transactions, custody, research, including that in the form of advice, analyses and reports, and access to mutual funds and other investments that are otherwise generally available only to institutional investors or would require a significantly higher minimum initial investment.

For client accounts maintained in its custody, Custodian generally does not charge separately for custody services but is compensated by account holders through commissions or other transaction-related or asset-based fees for securities trades that are executed through Custodian or that settle into Custodian accounts.

Custodian also makes available to the Firm other products and services that benefit the Firm but may not benefit its clients' accounts. These benefits may include national, regional or Firm specific educational events organized and/or sponsored by Custodian. Other potential benefits may include occasional business entertainment of personnel of Hoxton Planning & Management by Custodian personnel, including meals, invitations to sporting events, including golf tournaments, and other forms of entertainment, some of which may accompany educational opportunities. Other of these products and services assist Hoxton Planning & Management in managing and administering clients' accounts. These include software and other technology (and related technological training) that provide access to client account data (such as trade confirmations and account statements), facilitate trade execution (and allocation of aggregated trade orders for multiple client accounts), provide research, pricing information and other market data, facilitate payment of the Firm's fees from its clients' accounts, and assist with back-office training and support functions, recordkeeping and client reporting. Many of these services generally may be used to service all or some substantial number of the Firm's accounts, including accounts not maintained at Custodian. Custodian also makes available to Hoxton Planning & Management other services intended to help the Firm manage and further develop its business enterprise. These services may include professional compliance, legal and business consulting, publications and conferences on practice management, information technology, business succession, regulatory compliance, employee benefits providers, human capital consultants, insurance and marketing.

In addition, Custodian may make available, arrange and/or pay vendors for these types of services rendered to the Firm by independent third parties. Custodian may discount or waive fees it would otherwise charge for some of these services or pay all or a part of the fees of a third-party providing these services to the Firm. While, as a fiduciary, Hoxton Planning & Management endeavors to act in its clients' best interests, the Firm's recommendation that clients maintain their assets in accounts at Custodian may be based in part on the benefits received and not solely on the nature, cost or quality of custody and brokerage services

provided by Custodian, which creates a potential conflict of interest.

### **Brokerage for Client Referrals**

---

Hoxton Planning & Management does not consider, in selecting or recommending broker-dealers, whether the Firm receives client referrals from the Financial Institutions or other third party.

### **Directed Brokerage**

---

The client may direct Hoxton Planning & Management in writing to use a particular Financial Institution to execute some or all transactions for the client. In that case, the client will negotiate terms and arrangements for the account with that Financial Institution and the Firm will not seek better execution services or prices from other Financial Institutions or be able to “batch” client transactions for execution through other Financial Institutions with orders for other accounts managed by Hoxton Planning & Management (as described above). As a result, the client may pay higher commissions or other transaction costs, greater spreads or may receive less favorable net prices, on transactions for the account than would otherwise be the case. Subject to its duty of best execution, Hoxton Planning & Management may decline a client’s request to direct brokerage if, in the Firm’s sole discretion, such directed brokerage arrangements would result in additional operational difficulties.

### **Trade Aggregation**

---

Transactions for each client will be effected independently, unless Hoxton Planning & Management decides to purchase or sell the same securities for several clients at approximately the same time. Hoxton Planning & Management may (but is not obligated to) combine or “batch” such orders to obtain best execution, to negotiate more favorable commission rates or to allocate equitably among the Firm’s clients differences in prices and commissions or other transaction costs that might not have been obtained had such orders been placed independently. Under this procedure, transactions will be averaged as to price and allocated among Hoxton Planning & Management’s clients pro rata to the purchase and sale orders placed for each client on any given day. To the extent that the Firm determines to aggregate client orders for the purchase or sale of securities, including securities in which Hoxton Planning & Management’s Supervised Persons may invest, the Firm does so in accordance with applicable rules promulgated under the Advisers Act and no-action guidance provided by the staff of the U.S. Securities and Exchange Commission. Hoxton Planning & Management does not receive any additional compensation or remuneration as a result of the aggregation.

In the event that the Firm determines that a prorated allocation is not appropriate under the particular circumstances, the allocation will be made based upon other relevant factors, which include: (i) when only a small percentage of the order is executed, shares may be allocated to the account with the smallest order or the smallest position or to an account that is out of line with respect to security or sector weightings relative to other portfolios, with similar mandates; (ii) allocations may be given to one account when one

account has limitations in its investment guidelines which prohibit it from purchasing other securities which are expected to produce similar investment results and can be purchased by other accounts; (iii) if an account reaches an investment guideline limit and cannot participate in an allocation, shares may be reallocated to other accounts (this may be due to unforeseen changes in an account's assets after an order is placed); (iv) with respect to sale allocations, allocations may be given to accounts low in cash; (v) in cases when a pro rata allocation of a potential execution would result in a de minimis allocation in one or more accounts, the Firm may exclude the account(s) from the allocation; the transactions may be executed on a pro rata basis among the remaining accounts; or (vi) in cases where a small proportion of an order is executed in all accounts, shares may be allocated to one or more accounts on a random basis.

### **Item 13. Review of Accounts**

#### **Account Reviews**

---

Hoxton Planning & Management monitors client portfolios on a continuous and ongoing basis and regular account reviews are conducted on at least a semi-annual basis to determine the appropriateness of asset allocation and need for rebalancing. Such reviews are conducted by the Firm's investment adviser representatives. All investment advisory clients are encouraged to discuss their needs, goals and objectives with Hoxton Planning & Management and to keep the Firm informed of any changes thereto.

#### **Account Statements and Reports**

---

Clients are provided with transaction confirmation notices and regular summary account statements directly from the Financial Institutions where their assets are custodied. From time-to-time or as otherwise requested, clients may also receive written or electronic reports from Hoxton Planning & Management and/or an outside service provider, which contain certain account and/or market-related information, such as an inventory of account holdings or account performance. Clients should compare the account statements they receive from their custodian with any documents or reports they receive from Hoxton Planning & Management or an outside service provider.

### **Item 14. Client Referrals and Other Compensation**

#### **Client Referrals**

In the event a client is introduced to Hoxton Planning & Management by either an unaffiliated or an affiliated solicitor, the Firm may pay that solicitor a referral fee in accordance with applicable securities laws. Unless otherwise disclosed, any such referral fee is paid solely from Hoxton Planning & Management's investment management fee and does not result in any additional charge to the client. If the client is introduced to the Firm by an unaffiliated solicitor, the client will receive a solicitor's disclosure

statement containing the terms and conditions of the solicitation arrangement. Any affiliated solicitor of Hoxton Planning & Management is required to disclose the nature of his or her relationship to prospective clients at the time of the solicitation and will provide all prospective clients with a copy of the Firm's written brochure(s) at the time of solicitation.

### **Other Compensation**

---

The Firm receives economic benefits from Custodian. The benefits, conflicts of interest and how they are addressed are discussed above in response to Item 12.

### **Item 15. Custody**

Hoxton Planning & Management is deemed to have custody of client funds and securities because the Firm is given the ability to debit client accounts for payment of the Firm's fees. As such, client funds and securities are maintained at one or more Financial Institutions that serve as the qualified custodian with respect to such assets. Such qualified custodians will send account statements to clients at least once per calendar quarter that typically detail any transactions in such an account for the relevant period.

In addition, as discussed in Item 13, Hoxton Planning & Management will also send, or otherwise make available, periodic supplemental reports to clients. Clients should carefully review the statements sent directly by the Financial Institutions and compare them to those received from Hoxton Planning & Management. Any other custody disclosures can be found in the Firm's Form ADV Part 1.

### **Item 16. Investment Discretion**

Hoxton Planning & Management is given the authority to exercise discretion on behalf of some clients. Hoxton Planning & Management is considered to exercise investment discretion over a client's account if it can effect and/or direct transactions in client accounts without first seeking their consent. Hoxton Planning & Management is given this authority through a power-of-attorney included in the agreement between Hoxton Planning & Management and the client. Clients may request a limitation on this authority (such as certain securities not to be bought or sold). Hoxton Planning & Management takes discretion over the following activities:

- The securities to be purchased or sold;
- The amount of securities to be purchased or sold;
- When transactions are made; and
- The Independent Managers to be hired or fired.

## **Item 17. Voting Client Securities**

Hoxton Planning & Management does not accept the authority to vote a client's securities (i.e., proxies) on their behalf. Clients receive proxies directly from the Financial Institutions where their assets are custodied and may contact the Firm at the contact information on the cover of this brochure with questions about any such issuer solicitations.

## **Item 18. Financial Information**

Hoxton Planning & Management is not required to disclose any financial information listed in the instructions to Item 18 because:

- The Firm does not require or solicit the prepayment of more than \$1,200 in fees six months or more in advance of services rendered;
- The Firm does not have a financial condition that is reasonably likely to impair its ability to meet contractual commitments to clients; and
- The Firm has not been the subject of a bankruptcy petition at any time during the past ten years.

# Brochure Supplement

February 28, 2025

## Archibald R. Hoxton IV

8530 Shepherdstown Pike  
Shepherdstown, WV 25443

(304) 283-0017

This Brochure Supplement provides information about Archibald R. Hoxton IV that supplements the Disclosure Brochure of Hoxton Planning & Management, LLC (hereinafter “Hoxton Planning & Management”), a copy of which you should have received. Please contact Hoxton Planning & Management’s Chief Compliance Officer if you did not receive the Disclosure Brochure or if you have any questions about the contents of this Brochure Supplement. Additional information about Archibald R. Hoxton IV is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

**Hoxton Planning & Management, LLC, a Registered Investment Adviser**

8530 Shepherdstown Pike, Shepherdstown WV 25443 | (304) 283-0017

## Item 2. Educational Background and Business Experience

Born 1965

### Post-Secondary Education

North Carolina State University | B.A., English | 1988

### Recent Business Background

Hoxton Planning & Management, LLC | Chief Compliance Officer, Partner, Advisor and Founding Member | February 2022 – Present

Goldman Sachs Personal Financial Management | Vice President | July 2019 – March 2022

United Capital Financial Advisors | Managing Director | April 2016 – July 2019

### Professional Designations

Archibald Robinson Hoxton IV holds the professional designations of CERTIFIED FINANCIAL PLANNER™ (“CFP®”) and Accredited Investment Fiduciary (“AIF®”).

The CFP® certification is a financial planning credential awarded by the Certified Financial Planner Board of Standards Inc. (the “CFP Board”) to individuals who meet its education, examination, experience and ethics requirements. Eligible candidates are generally required to have three years of financial planning related experience and possess a bachelor’s degree from an accredited U.S. college or university. Certificants are further required to complete a CFP Board-Registered Education Program (or possess a qualifying professional credential), clear a personal and professional background check, and pass the CFP® Certification Examination, a ten-hour multiple choice exam divided into three separate sessions. In order to maintain the certification, CFP® designees must also complete at least 30 hours of continuing education every two years on an ongoing basis.

The AIF® designation is a credential awarded by the Center for Fiduciary Studies, LLC, a division of Fiduciary360, to individuals who meet its professional, educational and ethical requirements, and demonstrate a commitment to fiduciary principles. The AIF® training curriculum culminates in a 60-question exam on the fiduciary practices, which requires a passing score of at least 75 percent. AIF® designees must agree to abide by the applicable code of ethics and complete six hours of continuing education each year on an ongoing basis.

For additional information about each of these credentials, please refer directly to the website of the issuing organization.

## Item 3. Disciplinary Information

Hoxton Planning & Management is required to disclose information regarding any legal or disciplinary events material to a client’s evaluation of Archibald R. Hoxton IV. Hoxton Planning & Management has no information to disclose in relation to this Item.



## Item 4. Other Business Activities

Hoxton Planning & Management is required to disclose information regarding any investment-related business or occupation in which Archibald Robinson Hoxton IV is actively engaged.

### Licensed Insurance Agent

Archibald Robinson Hoxton IV is a licensed insurance agent and in such capacity may recommend, on a fully-disclosed commission basis, the purchase of certain insurance products. A conflict of interest exists to the extent that Hoxton Planning & Management recommends the purchase of insurance products where Archibald Robinson Hoxton IV receives insurance commissions or other additional compensation. Hoxton Planning & Management seeks to ensure that all recommendations are made in the best interests of clients regardless of any additional compensation earned.

### Board of Directors

Archibald Robinson Hoxton IV serves as a Member on the Board of Directors at Jefferson Security Bank. A conflict of interest exists where Jefferson Security Bank recommends the services of Hoxton Planning & Management and Archibald Robinson Hoxton IV receives compensation as a result. Hoxton Planning & Management does not pay any direct or indirect compensation to Jefferson Security Bank for referrals.

## Item 5. Additional Compensation

Hoxton Planning & Management is required to disclose information regarding any arrangement under which Archibald R. Hoxton IV receives an economic benefit from someone other than a client for providing investment advisory services. Hoxton Planning & Management has no information to disclose in relation to this Item.

## Item 6. Supervision

Archibald Robinson Hoxton IV, Chief Compliance Officer, is generally responsible for supervising his advisory activities on behalf of Hoxton Planning & Management. Archibald Robinson Hoxton IV can be reached at the firm's main telephone number listed on the cover page of this Brochure Supplement.

Hoxton Planning & Management supervises its personnel, and the investments made in client accounts. Hoxton Planning & Management monitors the investments recommended by Archibald R. Hoxton IV to ensure they are suitable for the particular client and consistent with their investment needs, goals, objectives and risk tolerance, as well as any restrictions previously requested by the client. Hoxton Planning & Management periodically reviews the advisory activities of Archibald R. Hoxton IV, which may include reviewing individual client accounts and correspondence (including e-mails) sent and received by Archibald R. Hoxton IV.

# Brochure Supplement

February 28, 2025

## Archibald R. Hoxton V

8530 Shepherdstown Pike  
Shepherdstown, WV 25443

(304) 283-0017

This Brochure Supplement provides information about Archibald R. Hoxton V that supplements the Disclosure Brochure of Hoxton Planning & Management, LLC (hereinafter “Hoxton Planning & Management”), a copy of which you should have received. Please contact Hoxton Planning & Management’s Chief Compliance Officer if you did not receive the Disclosure Brochure or if you have any questions about the contents of this Brochure Supplement. Additional information about Archibald R. Hoxton V is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

**Hoxton Planning & Management, LLC, a Registered Investment Adviser**

8530 Shepherdstown Pike, Shepherdstown WV 25443 | (304) 283-0017

## Item 2. Educational Background and Business Experience

Born 1994

### Post-Secondary Education

Texas Tech University | M.S., Personal Financial Planning | 2020

West Virginia University | B.A., English Literature | 2016

### Recent Business Background

Hoxton Planning & Management, LLC | Partner, Adviser | January 2024 – Present

Vanguard | Financial Advisor | June 2020 – January 2023

Texas Tech University | Research Assistant | January 2018 – January 2019

United Capital Financial Advisors | Intern | July 2018 – August 2018

Fellowship of Catholic University Students | Campus Missionary | January 2017 – May 2018

### Professional Designations

Archibald R. Hoxton V holds the professional designation of CERTIFIED FINANCIAL PLANNER™ (“CFP®”).

The CFP® certification is a financial planning credential awarded by the Certified Financial Planner Board of Standards Inc. (the “CFP Board”) to individuals who meet its education, examination, experience and ethics requirements. Eligible candidates are generally required to have three years of financial planning related experience and possess a bachelor’s degree from an accredited U.S. college or university. Certificants are further required to complete a CFP Board-Registered Education Program (or possess a qualifying professional credential), clear a personal and professional background check, and pass the CFP® Certification Examination, a ten-hour multiple-choice exam divided into three separate sessions. In order to maintain the certification, CFP® designees must also complete at least 30 hours of continuing education every two years on an ongoing basis.

For additional information about this credential, please refer directly to the website of the issuing organization.

## Item 3. Disciplinary Information

Hoxton Planning & Management is required to disclose information regarding any legal or disciplinary events material to a client’s evaluation of Archibald R. Hoxton V. Hoxton Planning & Management has no information to disclose in relation to this Item.

## Item 4. Other Business Activities

Hoxton Planning & Management is required to disclose information regarding any investment-related business or occupation in which Archibald R. Hoxton V is actively engaged. Hoxton Planning & Management has no information to disclose in relation to this Item.

## Item 5. Additional Compensation

Hoxton Planning & Management is required to disclose information regarding any arrangement under which Archibald R. Hoxton V receives an economic benefit from someone other than a client for providing investment advisory services. Hoxton Planning & Management has no information to disclose in relation to this Item.

## **Item 6. Supervision**

Archibald Robinson Hoxton IV, Chief Executive Officer and Chief Compliance Officer, is generally responsible for supervising Archibald R. Hoxton V's advisory activities on behalf of Hoxton Planning & Management. Archibald Robinson Hoxton IV can be reached at the firm's main telephone number listed on the cover page of this Brochure Supplement.

Hoxton Planning & Management supervises its personnel, and the investments made in client accounts. Hoxton Planning & Management monitors the investments recommended by Archibald R. Hoxton V to ensure they are suitable for the particular client and consistent with their investment needs, goals, objectives and risk tolerance, as well as any restrictions previously requested by the client. Hoxton Planning & Management periodically reviews the advisory activities of Archibald R. Hoxton V, which may include reviewing individual client accounts and correspondence (including e-mails) sent and received by Archibald R. Hoxton V.

# Brochure Supplement

February 28, 2025

## James Arthur Sutch Jr.

8530 Shepherdstown Pike  
Shepherdstown, WV 25443

(304) 283-0017

This Brochure Supplement provides information about James Arthur Sutch Jr. that supplements the Disclosure Brochure of Hoxton Planning & Management, LLC (hereinafter “Hoxton Planning & Management”), a copy of which you should have received. Please contact Hoxton Planning & Management’s Chief Compliance Officer if you did not receive the Disclosure Brochure or if you have any questions about the contents of this Brochure Supplement. Additional information about James Arthur Sutch Jr. is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

**Hoxton Planning & Management, LLC, a Registered Investment Adviser**

8530 Shepherdstown Pike, Shepherdstown WV 25443 | (304) 283-0017

## **Item 2. Educational Background and Business Experience**

Born 1988

### **Post-Secondary Education**

Shepherd University | Master of Business Administration (MBA) | 2014

Shepherd University | Bachelor of Science | 2012

### **Recent Business Background**

Hoxton Planning & Management, LLC | Partner, Advisor | August 2024 –present

Arbor Private Wealth, LLC | Investment Advisor Rep | November 2023 – August 2024

Wells Fargo Advisors | Financial Advisor | December 2015 – November 2023

Charles Schwab & Co. | Associate Financial Advisor | June 2014 – April 2015

## **Item 3. Disciplinary Information**

Hoxton Planning & Management is required to disclose information regarding any legal or disciplinary events material to a client's evaluation of James Arthur Sutch Jr. Hoxton Planning & Management has no information to disclose in relation to this Item.

## **Item 4. Other Business Activities**

Hoxton Planning & Management is required to disclose information regarding any investment-related business or occupation in which James Arthur Sutch Jr. is actively engaged. James Arthur Sutch Jr. is a Licensed Insurance Agent, and spends 16 hours per month on this activity. These activities present a conflict of interest for Mr. Sutch, and his ability to put his client's investment needs first.

## **Item 5. Additional Compensation**

Hoxton Planning & Management is required to disclose information regarding any arrangement under which James Arthur Sutch Jr. receives an economic benefit from someone other than a client for providing investment advisory services. Hoxton Planning & Management has no information to disclose in relation to this Item.

## **Item 6. Supervision**

Archibald Robinson Hoxton IV, Chief Executive Officer and Chief Compliance Officer, is generally responsible for supervising James Arthur Sutch Jr's advisory activities on behalf of Hoxton Planning & Management. Archibald Robinson Hoxton IV can be reached at the firm's main telephone number listed on the cover page of this Brochure Supplement.

Hoxton Planning & Management supervises its personnel, and the investments made in client accounts. Hoxton Planning & Management monitors the investments recommended by James Arthur Sutch Jr to ensure they are suitable for particular clients and consistent with their investment needs, goals, objectives and risk tolerance, as well as any restrictions previously requested by the client. Hoxton Planning & Management periodically reviews the advisory activities of James Arthur Sutch Jr, which may include reviewing individual client accounts and correspondence (including e-mails) sent and received by James Arthur Sutch Jr.

# Brochure Supplement

February 28, 2025

## Emily A. Leslie

8530 Shepherdstown Pike  
Shepherdstown, WV 25443

(304) 283-0017

This Brochure Supplement provides information about Emily A. Leslie that supplements the Disclosure Brochure of Hoxton Planning & Management, LLC (hereinafter “Hoxton Planning & Management”), a copy of which you should have received. Please contact Hoxton Planning & Management’s Chief Compliance Officer if you did not receive the Disclosure Brochure or if you have any questions about the contents of this Brochure Supplement. Additional information about Emily A. Leslie is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

**Hoxton Planning & Management, LLC, a Registered Investment Adviser**

8530 Shepherdstown Pike, Shepherdstown WV 25443 | (304) 283-0017

## **Item 2. Educational Background and Business Experience**

Born 1993

### **Post-Secondary Education**

West Virginia University | Bachelors in Psychology & World Languages, Literatures and Linguistics | 2011-2015

### **Recent Business Background**

Hoxton Planning & Management, LLC | Investment Adviser Representative | February 2024 – Present

Hoxton Planning & Management, LLC | Relationship Manager | March 2022 –February 2024

Goldman Sachs | Relationship Manager | April 2020 – March 2022

Breaux Vineyards | Events Assistant | June 2019 – March 2020

LovelyPixels | Digital Media Strategist | February 2019 – June 2019

## **Item 3. Disciplinary Information**

Hoxton Planning & Management is required to disclose information regarding any legal or disciplinary events material to a client's evaluation of Emily A. Leslie. Hoxton Planning & Management has no information to disclose in relation to this Item.

## **Item 4. Other Business Activities**

Hoxton Planning & Management is required to disclose information regarding any investment-related business or occupation in which Emily A. Leslie is actively engaged. Hoxton Planning & Management has no information to disclose in relation to this Item.

## **Item 5. Additional Compensation**

Hoxton Planning & Management is required to disclose information regarding any arrangement under which Emily A. Leslie receives an economic benefit from someone other than a client for providing investment advisory services. Hoxton Planning & Management has no information to disclose in relation to this Item.

## **Item 6. Supervision**

Archibald Robinson Hoxton IV, Founding Member and Chief Compliance Officer, is generally responsible for supervising Archibald R. Hoxton IV's advisory activities on behalf of Hoxton Planning & Management. Archibald Robinson Hoxton IV can be reached at the firm's main telephone number listed on the cover page of this Brochure Supplement.

Hoxton Planning & Management supervises its personnel, and the investments made in client accounts. Hoxton Planning & Management monitors the investments recommended by Emily A. Leslie to ensure they are suitable for the particular client and consistent with their investment needs, goals, objectives and risk tolerance, as well as any restrictions previously requested by the client. Hoxton Planning & Management periodically reviews the advisory activities of Emily A. Leslie, which may include reviewing individual client accounts and correspondence (including e-mails) sent and received by Emily A. Leslie.



We are registered with the U.S. Securities and Exchange Commission as an investment adviser. Brokerage and investment advisory services fees differ and it is important for you to understand the differences. Free and simple tools are available to research firms and financial professionals at <http://investor.gov/crs>, which also provides educational materials about broker-dealers, investment advisers and investing.

## What investment services and advice can you provide me?

Our firm offers investment advisory services, which are fully described in our Form ADV Part 2A (“Disclosure Brochure”). Our services include: business planning, cash flow forecasting, trust and estate planning, insurance planning, retirement planning, major purchase consulting, tax planning, estate planning and education planning. As part of our standard services, we monitor investments that we manage on a continuous and ongoing basis. Financial planning and investment consulting recommendations are not actively monitored. There are no material limitations to our monitoring. We accept discretionary and/or non-discretionary authority to implement the recommended transactions in client accounts. The level of discretion is determined in our agreement and there are no material limitations on the authority. For non-discretionary services, you make the ultimate decision regarding the purchase or sale of investments. We do not offer advice only with respect to proprietary products. We offer advice on mutual funds, exchange traded funds, and independent investment managers. We require a minimum asset balance of \$500,000, which is negotiable at the firm’s discretion.

**Additional information about our services can be found in Items 4, 5 and 7 of our Disclosure and available to all clients or by going here: <https://adviserinfo.sec.gov/> and entering our company name under the “FIRM”.**

### *Let’s discuss...*

- *Given my financial situation, should I choose an investment advisory service? Why or why not?”*
- *How will you choose investments to recommend to me?*
- *What is your relevant experience, including your licenses, education and other qualifications? What do these qualifications mean?*

## What fees will I pay?

We offer our services on a fee basis. We charge a fixed fee for financial planning and investment consulting and a fee based upon assets under management for investment management and wealth management services. For project- based services one half of the fees are due upon engaging us while the remainder is due upon delivery of the services.

In addition to the advisory fees paid to us, you also incur certain charges imposed by other third parties, such as broker-dealers, custodians, etc. These additional charges include securities brokerage commissions, transaction fees, custodial fees, fees attributable to alternative assets, reporting charges, fees charged by the Independent Managers, margin and other borrowing costs, charges imposed directly by a mutual fund or ETF in a client’s account, as disclosed in the fund’s prospectus (e.g., fund management fees and other fund expenses), deferred sales charges, odd-lot differentials, transfer taxes, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions.

The more assets there are in your advisory accounts, the more you will pay in fees, so the firm may therefore have an incentive to encourage you to increase the assets in your account or manage them in a way where we charge higher fees. You will pay fees and costs whether you make or lose money on your investments. Fees and costs will reduce any amount of money you make on your investments over time. Please make sure you understand what fees and costs you are paying. **Additional information about our fees can be found in Item 5 of our Disclosure and available to all clients or by going here: <https://adviserinfo.sec.gov/> and entering our company name under the “FIRM”.**

*Let’s discuss... Help me understand how these fees and costs might affect my investments. If I give you \$10,000 to invest, how much will go to fees and costs, and how much will be invested for me?*

## **What are your legal obligations to me when acting as my investment adviser? How else does your firm make money and what conflicts of interest do you have?**

**When we act as your investment adviser**, we have to act in your best interest and not put our interest ahead of yours. At the same time, the way we make money creates some conflicts with your interests. You should understand and ask us about these conflicts because they can affect the investment advice we provide you. Here are some examples to help you understand what this means.

- **Third-Party Payments:** While we do not receive compensation from third parties when we recommend investments, our supervised persons or affiliates can do this in their individual capacities as licensed insurance agents when offering advice on insurance products. This results in an incentive for our supervised persons or affiliates to recommend those investments.

*Let's discuss... How might your conflicts of interest affect me, and how will you address them?*

**Additional information about our conflicts of interest can be found throughout our Disclosure Brochure and available to all clients or by going here: <https://adviserinfo.sec.gov/> and entering our company name under the "FIRM".**

## **How do your financial professionals make money?**

Our financial professionals are compensated based on the following factors and conflicts of interest:

- The amount of client assets they service. This results in an incentive to favor clients with more assets being serviced.
- The time and complexity required to meet the client's needs. This results in an incentive to spend more time on issues than are required.
- Product sales commissions in their individual capacity as licensed insurance brokers. Sales commissions, while not earned as financial professionals of our firm, result in an incentive to sell certain investments.
- Revenue the firm earns from the financial professional's advisory services or recommendations. This results in an incentive to take steps to maximize revenue to the firm.
- We have a relationship with certain outside insurance agencies, which may offer our clients insurance policies that we may manage for a fee. Clients are under no obligation to purchase insurance from such agencies.
- Our portfolio management standards provide guidance to manage your account in accordance with your best interests regardless of these conflicts.

**Additional information about our financial professionals can be found on their respective Form ADV Part 2 Brochure Supplements that you will be provided.**

## **Do you or your financial professionals have legal or disciplinary history?**

No, neither we nor our financial professionals have a legal or disciplinary history. You can visit <http://investor.gov/crs> for a free and simple search tool to research us and our financial professionals.

*Let's discuss... As a financial professional, do you have any disciplinary history? For what type of conduct?*

You can find additional information about our services in our Disclosure Brochure. To request a copy of this Relationship Summary and any of our other disclosure documents referred to in this document, please call us at (304) 876-2619.

*Let's discuss... Who is my primary contact person? Is he or she a representative of an investment adviser or a broker-dealer? Who can I talk to if I have concerns about how this person is treating me?*

## Privacy Policy Notice

Rev. March 2023

FACTS		WHAT DOES HOXTON PLANNING & MANAGEMENT, LLC DO WITH YOUR FINANCIAL INFORMATION?	
Why?	Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.		
What?	The types of personal information we collect and share depends on the product or service you have with us. This information can include: <ul style="list-style-type: none"><li>▪ Social Security number and income</li><li>▪ Account balances and assets</li><li>▪ Transaction history</li><li>▪ </li></ul>		
How?	All financial companies need to share customers’ personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers’ personal information; the reasons Hoxton Planning & Management, LLC chooses to share; and whether you can limit this sharing.		
Reasons we can share your personal information		Does Hoxton Planning & Management, LLC share?	Can you limit this sharing?
For our everyday business purposes – such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus		Yes	No
For our marketing purposes – to offer our products and services to you		Yes	No
For joint marketing with other financial companies		No	Not Applicable
For our affiliates’ everyday business purposes – information about your transactions and experiences		No	Not Applicable
For our affiliates’ everyday business purposes – information about your creditworthiness		No	Not Applicable
For our affiliates to market to you		No	Not Applicable
For nonaffiliates to market to you		No	Not Applicable
Questions?	Call 304-283-0017		

Who we are	
Who is providing this notice?	Hoxton Planning & Management, LLC
What we do	
How does Hoxton Planning & Management, LLC protect my personal information?	To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and building.
How does Hoxton Planning & Management, LLC collect my personal information?	<p>We collect your personal information, for example, when you:</p> <ul style="list-style-type: none"><li>▪ Open an account</li><li>▪ Deposit money</li><li>▪ Seek advice about your investments</li><li>▪ Enter into an investment advisory contract</li><li>▪ Tell us about your investment or retirement portfolio or earnings</li></ul> <p>We also collect your personal information from other companies.</p>
Definitions	
Affiliates	<p>Companies related by common ownership and control. They can be financial and nonfinancial companies.</p> <ul style="list-style-type: none"><li>▪ <i>We do not share with our affiliates.</i></li></ul>
Nonaffiliates	<p>Companies not related by common ownership and control. They can be financial or nonfinancial companies.</p> <ul style="list-style-type: none"><li>▪ <i>We do not share with nonaffiliates so that they can market to you.</i></li></ul>
Joint marketing	<p>A formal agreement between nonaffiliated financial companies that together market financial products or service to you.</p> <ul style="list-style-type: none"><li>▪ <i>We do not jointly market.</i></li></ul>