

Alexander Randolph Advisory, Inc.
Form CRS
Prepared June 30, 2020

Item 1 - Introduction

Alexander Randolph Advisory, Inc. is an investment advisory firm registered with the Securities and Exchange Commission. It is important for you to understand that investment advisory services are different from brokerage services and the fees charged for investment advisory services differ from the fees charged for brokerage services.

Free and simple tools are available to research firms and financial professionals at www.Investor.gov/CRS, which provides educational materials about broker-dealers, investment advisers and investing.

Item 2 - What investment services and advice can you provide me?

We provide investment management services to individuals, trusts, retirement plans and charitable organizations (our “retail investors”). In addition, we provide financial planning and wealth management services that include retirement planning, income and estate tax planning, assisting in the preparation of clients’ personal income tax returns, planning for college educational funding and evaluating life and disability insurance coverages.

Investment management services are provided to most of our clients on a discretionary basis where we determine the specific securities to be bought and sold in each client’s investment portfolio as well as the amount of each specific security to be bought and sold without obtaining the client’s consent. For a limited number of our clients, we provide investment management services on a non-discretionary basis which requires us to obtain each client’s specific consent prior to executing any transactions to purchase or sell securities in their investment portfolio.

As part of our standard investment management services, we monitor all investments we recommend and purchase in client accounts on a daily basis to ensure that investments are sold when we believe they are no longer attractive. We do not offer proprietary products and all of the client portfolios we manage are comprised of publicly traded stocks, bonds and mutual funds. Although our firm does not specifically impose a minimum dollar value of assets for opening an account, our firm’s minimum annual fee for new clients is generally \$5,000. Occasionally, we will waive this minimum fee requirement for new clients.

More detailed information about our firm’s services including how we select investments to be held in client accounts, can be found in items 4, 7 and 8 of our form ADV Part 2A which is provided to new clients and offered to all existing clients annually and can be accessed at:

https://files.adviserinfo.sec.gov/IAPD/Content/Common/crd_iapd_Brochure.aspx?BRCHR_VRSN_ID=631389

The Securities and Exchange Commission (SEC) requires the following questions, which they call “conversation starters”, to be included on this disclosure document for you to consider asking us:

- *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?*

Item 3 - What Fees Will I Pay?

The annual fees we charge most clients for investment management services are based on the following schedule as a percentage of the investments we manage for them:

1% of the first \$500,000 of the investments we manage,
plus 0.5% of the investments we manage in excess of \$500,000.

Occasionally, clients with large portfolios may be offered a discounted annual fee equal to 0.5% of all investments we manage for them. Our fees are charged quarterly with 25% of the annual fee charged each quarter. Since our fees are based on the amount of money we manage for you, we have an incentive to encourage you to add to the accounts we manage for you.

In addition to our investment management fees, you will be charged a transaction fee of \$25 or less for the purchase or sale of some open-ended mutual funds by the broker/dealer or custodian holding your investment account(s). You will also pay management and operating expenses charged by the mutual funds held in your account(s).

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.

More detailed information about our fees and the costs you will incur in accounts we manage for you can be found in Item 5 of our form ADV Part 2A which is provided to new clients and offered to all existing clients annually and can be accessed at:

https://files.adviserinfo.sec.gov/IAPD/Content/Common/crd_iapd_Brochure.aspx?BRCHR_VRSN_ID=631389

The SEC requires the following question, which they call a “conversation starter”, to be included on this disclosure document for you to consider asking us:

- *Help me understand how these fees and costs might affect my investments. If I give you \$500,000 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 advisor? 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.

One conflict of interest we have is when we recommend that you add to the accounts we manage for you because our investment management fees are based on the amount we manage for you. The investment management fees we receive from our clients represent 100% of our firm’s compensation for providing investment management services. Neither our firm nor any employee or affiliate of our firm accepts compensation for the sale of securities or other investment products or asset-based sales charges or service fees from the sale of mutual funds.

The SEC requires the following question, which they call a “conversation starter”, to be included on this disclosure document for you to consider asking us:

- *How might your conflicts of interest affect me, and how will you address them?*

Our form ADV Part 2A which is provided to new clients and offered to all existing clients annually and can be accessed at the following link contains more detailed information about our conflicts of interest:

https://files.adviserinfo.sec.gov/IAPD/Content/Common/crd_iapd_Brochure.aspx?BRCHR_VRSN_ID=631389

How do your financial professionals make money?

Every employee of our firm receives a salary. Most of the professionals in our firm also receive bonuses that are in part based on our firm’s profits which are partly determined by the fees we charge to manage client investment portfolios.

Item 4 - Do you or your financial professionals have legal or disciplinary history?

No, neither our firm nor any of the financial professionals in our firm have any legal or disciplinary history.

You can research our firm and our financial professionals using the free and simple search tool at Investor.gov/CRS.

The SEC requires the following question which they call a “conversation starter” to be included on this disclosure document for you to consider asking us:

- *As a financial professional, do you have any disciplinary history? For what type of conduct?*

Item 5 - Additional Information

Additional information about our firm is included in our Form ADV Part 2A which can be accessed at the following link: https://files.adviserinfo.sec.gov/IAPD/Content/Common/crd_iapd_Brochure.aspx?BRCHR_VRSN_ID=631389.

You can also call Susan Boyd at our office phone 703-734-1507 ext. 7013 to request a copy of our Form ADV Part 2A or this Client Relationship Summary.

The SEC requires the following questions, which they call “conversation starters”, to be included on this disclosure document for you to consider asking us: *Who is my primary contact person? Is he or she a representative of an investment adviser or broker-dealer? Who can I talk to if I have concerns about how this person is treating me?*