

# Douglass Winthrop Advisors

## Form CRS Relationship Summary

### **Item 1. Introduction**

Douglass Winthrop Advisors, LLC (“DWA”) is an SEC registered investment advisor. We are not a broker dealer; brokerage and investment advisory services and 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 [investor.gov/CRS](https://investor.gov/CRS), which also provides educational materials about broker-dealers, investment advisers, and investing.

### **Item 2. Relationships and Services**

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

DWA manages investment portfolios for retail investors including individuals, families, and trusts. We also manage portfolios for institutions. Each portfolio is separately managed with the allocation to equities and fixed income tailored to the client’s investment objectives and risk tolerance. We believe that long-term ownership of high-quality stocks and bonds is the best strategy for compounding and preserving wealth. We concentrate our equity holdings in 25-30 companies that we have studied in depth. We have managed the DWA Equity Strategy since our founding in 1999. In addition we offer a Sustainable Equity Strategy which adds an additional filter to our Equity Strategy focused on a company’s leadership on environmental, social and governance issues. In balanced portfolios, we own investment grade corporate, municipal and agency bonds in addition to stocks.

Typically, our firm has discretion to manage retail investors’ portfolios without any material limitations. As part of our standard services, we review accounts with our clients no less than annually.

DWA’s wealth management team works with our clients to ensure that their wealth management strategies are coordinated and consistent with their goals. We help clients evaluate trust and estate issues, plan for retirement and identify insurance needs. We do not charge a separate fee for this service. While we do not give legal or tax advice ourselves, we work with highly qualified attorneys and accountants to execute a comprehensive plan for our clients.

Minimum account size is \$1 million, which can be waived at the firm’s discretion. Institutional investors have a higher minimum and a different fee structure. For more detailed information about our services, please refer to Item 4 of our Form ADV Part 2A which is available on the SEC’s website (<https://adviserinfo.sec.gov/firm/summary/108680>).

***Conversation Starters: 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. Fees, Costs, Conflicts, and Standard of Conduct**

#### ***What fees will I pay?***

Retail investors will pay as much as 1.5% on assets with lower rates above certain break points. Fees are paid quarterly in arrears based on the account’s value at each quarter-end. These are the only fees DWA receives. The higher the value of the assets in your account, the higher the fees you will pay, so the firm has an incentive to encourage you to increase the assets in your account. You may also pay brokerage commissions to the broker that executes trades in your account. Certain types of accounts may also pay custody fees. These are negotiated directly between the client and the custodian. 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.

***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 must act in your best interest and always put your interest ahead of ours. 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.

Unlike some larger institutions, DWA does not sell proprietary products (like mutual funds) that may have additional fees embedded in them. We do not receive payments or revenue shares from third parties. And we do not engage in principal trading. The only way we make money is through advisory fees that our clients pay us.

We have arrangements with certain broker-dealers whereby some commissions that our clients pay are used to pay for research and trading expenses that DWA uses to benefit all clients. We may be motivated to trade with those brokers as a way to save the company money on those expenses. To mitigate that risk we have appointed a Trade Oversight Committee. This committee meets quarterly and reviews, among other things, the commissions paid to each broker and verifies that they are reasonable based on the level of service received from that broker. For more detailed information about Douglass Winthrop's conflicts of interest, please refer to our Form ADV, Part 2A which is available on the SEC's website <https://adviserinfo.sec.gov/firm/summary/108680> or on our website [www.douglasswinthrop.com](http://www.douglasswinthrop.com).

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

DWA pays its portfolio managers, marketing professionals and all other employees a base salary and a discretionary or formulaic bonus based on the performance of the firm and the individual's contribution. In addition, all portfolio managers are partners of the firm. Thus, as the value of the firm grows, the value of their investment in the firm grows. Generally, the more assets the firm manages, the more our portfolio managers are paid and the higher the value of their ownership interest. Thus, a portfolio manager is incentivized to grow existing assets being managed by the firm and to bring in new assets. This latter responsibility may take time away from a portfolio manager managing your account. To mitigate that risk, each account is reviewed at least once per year, but typically much more often.

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

**Item 4. Disciplinary History**

We do not have any legal or disciplinary events. Visit <https://www.investor.gov/> for a free, simple search tool to research us and our financial professionals.

***Conversation Starters: As a financial professional, do you have any disciplinary history? For what type of conduct? Do you or your financial professionals have legal or disciplinary history?***

**Item 5. Additional Information**

For additional information on our advisory services, please visit [www.douglasswinthrop.com](http://www.douglasswinthrop.com) or see our brochure available at <https://adviserinfo.sec.gov/firm/summary/108680>. If you have any questions, need additional up-to-date information, or want another copy of this Client Relationship Summary, please contact us at (212) 557 - 7680.

***Conversation Starters: 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?***