

**AGENDA ITEM**  
**50-1 JULY 2017**

**Financial Resolution**

**RESOLVED**, that authority heretofore granted to persons to sign transfer orders and checks upon the various State Bar accounts and to have access to the State Bar safe deposit box is hereby revoked; and it is;

**FURTHER RESOLVED**, that each bank in which the State Bar maintains an account or safe deposit box shall be furnished a copy of this resolution and be notified that the Executive Director, Chief Operating Officer, Chief Financial Officer, Director of General Services and Director of Human Resources or their successors in the office, who are now so authorized to purchase and sell securities, sign withdrawal orders, transfer orders and checks, to order the deposit or withdrawal of monies in the Local Agency Investment Fund, and authorize transfer of funds from one State Bar account to another State Bar account are as follows:

\_\_\_\_\_  
Elizabeth Parker, Executive Director

\_\_\_\_\_  
Leah Wilson, Chief Operating Officer

\_\_\_\_\_  
Christine Wong, Chief Financial Officer

\_\_\_\_\_  
Steven Mazer, Director of General Services

\_\_\_\_\_  
Gilda Munoz, Director of Human Resources

Signatures required for various transactions are:

For checks drawn on a commercial account

- (a) Any single check of \$75,000.00 or more requires the manual signature of any two of the positions listed above.

- (b) Any single check of \$75,000.00 or more requires the manual signature of any two of the positions listed above.
- (c) Any single check less than \$75,000.00 may be processed through a check signing machine utilizing a signature plate engraved with the name of the Executive Director.
- (d) Transfer of funds from one State Bar account to another State Bar account may be approved by any two of the authorized persons.
- (e) Wire transfers to non-State Bar accounts must be processed on-line and require approval of any two of the authorized persons. Manual wire transfers, requested in-person at a bank branch, are prohibited.

In addition, for checks drawn on the Los Angeles commercial account:

- (a) Any single check less than \$3,000.00 requires the signature of one of the following:

\_\_\_\_\_  
Steven Mazer, Director of General Services

\_\_\_\_\_  
Gilda Munoz, Director of Human Resources

\_\_\_\_\_  
Greg Shin, Director of Operations and Management, Admissions

- (b) Any single check of \$3,000.00 or more requires the signature of any two of the above listed persons.

I hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by the Board of Trustees at its meeting held on July 14, 2017, in Los Angeles, California.

\_\_\_\_\_  
Elizabeth Parker, Executive Director

Date: July 14, 2017