



# The State Bar of California

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**OPEN SESSION  
AGENDA ITEM  
JANUARY 2020  
FINANCE COMMITTEE III.B**

**DATE: January 24, 2020**

**TO: Members, Finance Committee  
Members, Board of Trustees**

**FROM: John Adams, Chief Financial Officer**

**SUBJECT: Discussion and Adoption of 2020 Finance Committee Work Plan**

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## **EXECUTIVE SUMMARY**

This agenda item presents the draft Finance Committee 2020 Work Plan. It is presented to the committee for review and discussion. The work plan will be presented for approval by the Board Executive Committee at the Board of Trustees meeting on January 24, 2020.

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## **BACKGROUND**

To strengthen the Board committee process, each Board committee, with staff assistance, develops a work plan summarizing the annual, recurring and time-limited items to be undertaken, the strategic goal(s) and objective(s) furthered by each item and an estimated timeline for the completion of this work.

## **DISCUSSION**

This item is intended as a discussion item for the Finance Committee. Work plans are aligned with the Board's larger strategic planning efforts and items are linked to the State Bar's Strategic Plan. The work plan will be approved by the Board Executive Committee once approved by the Committee

## **FISCAL/PERSONNEL IMPACT**

None

## **AMENDMENTS TO RULES OF THE STATE BAR**

None

## **AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL**

None

## **STRATEGIC PLAN GOALS & OBJECTIVES**

Goal: None - core business operations

## **RECOMMENDATIONS**

**Should the Finance Committee concur in the proposed action, passage of the following resolution is recommended:**

**RESOLVED**, that the Finance Committee adopts the Finance Committee 2020 Work Plan, included with this item as Attachment A, subject to approval by the Board Executive Committee.

## **ATTACHMENT(S) LIST**

- A.** Draft Finance Committee 2020 Work Plan

State Bar of California  
Finance Committee 2020 Work Plan

Annual/Recurring	To Committee? / By When?	To Board? / By When?	Link to Strategic Plan	Status
<ul style="list-style-type: none"> <li>• Review Finance Policies (could include:)               <ul style="list-style-type: none"> <li>○ Investment Policy</li> <li>○ Cost Allocation Policy</li> <li>○ Cost Recover Policy</li> <li>○ Other Policies As Needed</li> </ul> </li> </ul>	July 2020	September 2020	5(d)	Ongoing
<ul style="list-style-type: none"> <li>• Participate in Annual Budget Process               <ul style="list-style-type: none"> <li>○ Mid-Year Budget Review</li> <li>○ Develop annual planning &amp; budget development cycle</li> <li>○ Review preliminary budget</li> <li>○ Review final budget</li> </ul> </li> </ul>	September 2020 October 2020  November 2020 December 2020	January 2020 & 2021	5(d)	
<ul style="list-style-type: none"> <li>• Quarterly Review of Financial Reports               <ul style="list-style-type: none"> <li>○ Review Q4 financials</li> <li>○ Review Q1 financials</li> <li>○ Review Q2 financials</li> <li>○ Review Q3 financials</li> </ul> </li> </ul>	February 2020 April 2020 August 2020 November 2020	March 2020 May 2020 September 2020 January 2021	5(d)	
<ul style="list-style-type: none"> <li>• Improve communications to BOT/Stakeholders of key financial metrics</li> </ul>	As needed	As needed	3 (j)	Ongoing
<ul style="list-style-type: none"> <li>• Review and monitor the financial implications of policy initiatives of the Board and Sub entities</li> </ul>	Ongoing	Ongoing	3	Ongoing
<ul style="list-style-type: none"> <li>• Review expenses/income to assess financial performance and ensure new funding is utilized in the manner approved by the Fee Bill</li> </ul>	Ongoing	Ongoing	3 (l)	Ongoing