

AGENDA ITEM

III. A. NOV Audit Committee Work Plan

DATE: **October 27, 2011**

TO: **Members, Audit Committee**

FROM: **Peggy Van Horn, Chief Financial Officer**

SUBJECT: **Proposed Audit Committee Work Plan and Agendas for 2011-2012 Board Year**

The Charter of the Audit Committee establishes its responsibilities as follows:

- a. Selecting the independent auditor for the State Bar's annual financial statement audit;
- b. Monitoring the progress of the financial statement audit;
- c. Evaluating the results of the financial statement audit;
- d. Ensuring that control weaknesses and legal compliance violations identified in the course of the financial statement audit are promptly and effectively remedied;
- e. Serving as a direct communications link between the Board of Governors and the independent auditor;
- f. Monitoring the adequacy of the State Bar's internal control structure on an ongoing basis, through either performance audits conducted by the Bar's contracted internal auditing firm or finance staff internal analyses.

To fulfill these responsibilities, the Audit Committee should develop a plan for the 2011-2012 Board year. Included with this agenda item is a draft Committee work plan that includes tentative agenda topics for the year.