

# AGENDA ITEM

54-181 MAY 2016

**DATE:** April 13, 2016

**TO:** Members, Board of Trustee

**FROM:** Staff

**SUBJECT:** Adopt Recommendation of Audit Committee to Amend Charter

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## EXECUTIVE SUMMARY

On January 16, 2015 in order to assure public confidence in the operations of the State Bar at all levels, the Audit Committee recommended that the Board its charter to include a quarterly review of travel and expense reimbursements for Senior Management and Board Members. Although the Board did not act on this recommendation, the Audit Committee has performed this quarterly review process for the past year. This agenda item seeks ratification of this ongoing quarterly review process and approval for the formal amendment of the Audit Committee charter which expressly provides that the oversight functions of the Audit Committee include specifically the quarterly review of summary reports of the travel and business expense of the Senior Executives and the Board Members.

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## BACKGROUND

On January 16, 2015, the Audit Committee recommended that the Board of Trustees revise its charter to include a quarterly review of travel and expense reimbursements for Senior Management and Board Members. This item seeks to ratify the ongoing practice of quarterly reviews and the revised Audit Committee's charter.

## DISCUSSION

The Audit Committee added to its specific oversight function the responsibility to monitor the travel and other business expenses for the Senior Executives and Board Members, and amended its charter to include quarterly reviews of the reports prepared by the Office of Finance regarding Senior Executives' and Board Members' travel and expense reimbursements, which includes summaries of expenditures on (See Attachment A):

- Senior Executive Team P-card reports
- Senior Executive Team and Board of Trustees “TravelStore” (Direct Bill from Travel the State Bar Travel Agency)
- Senior Executive Team and Board of Trustees Expense Reports

**FISCAL / PERSONNEL IMPACT:**

None

**RULE AMENDMENTS:**

None

**BOARD BOOK IMPACT:**

Tab 9, Article 9, Section 2.III.C

**RECOMMENDATION**

It is recommended that the Board of Trustee adopt the following resolution.

**PROPOSED RESOLUTION:**

Should the Board concur with January 16, 2015 action by the Board Audit Committee revising its charter to include a quarterly review of travel and expense reimbursements for Senior Management and Board Members.

**RESOLVED**, that the Board of Trustees hereby ratifies the January 16, 2015 action of the Board Audit Committee and hereby amends the Audit Committee’s charter to expressly provide that the oversight functions of the Audit Committee include specifically the quarterly review of summary reports of the travel and business expense of the Senior Executives and the Board Members.