

AGENDA ITEM

50-1 MAY 13

DATE: May 13, 2016

TO: Members, Board of Trustees

FROM: Leah Wilson, Chief Operating Officer

SUBJECT: Financial Resolution

EXECUTIVE SUMMARY

The Board of Trustees adopts a financial resolution identifying the State Bar's various bank accounts and delegating authority to certain positions in the State Bar to initiate cash transfers, sign checks, and buy and sell securities. This resolution must be amended to remove authorized signers who are retired or terminated and add new signatories for business continuity.

Bank and Safe Deposit Authorization

The State Bar maintains eleven commercial accounts and lock boxes with Wells Fargo Bank: one general account in San Francisco; one special account for payroll; one petty cash account in Los Angeles; two special accounts (one commercial account and one lock box) for membership and application fees; two special accounts (lock box) for funds received for Admissions; one special account (lock box) for funds received for the Legal Services Trust Fund; and three special accounts (lock box) for fees received for Legal Specialization. The State Bar also maintains one account with U.S. Bank National Association for credit card processing. To accommodate the LA office acquisition and the tenant improvement project in the San Francisco office, the State Bar also maintains a commercial account with Bank of America for debt servicing. Investment accounts are maintained primarily with Wells Fargo Bank, Fidelity Investments, and the Local Agency Investment Fund in the State Treasury.

Those authorized to sign are the Executive Director, Chief Operating Officer, Director of Finance, Director of General Services and Director of Human Resources. Any of the persons enumerated in the following proposed resolution may authorize investment transactions and sign withdrawal orders, transfer orders, and checks, except that

- (a) Checks of \$75,000.00 or more require the manual signatures of any two of the positions listed above.
- (b) Checks less than \$75,000.00 drawn on a general commercial account may be signed using a check-signing machine utilizing a signature plate engraved with the name of the Executive Director.

- (c) Transfer of funds from one State Bar account to another State Bar account may be approved by any two of the authorized persons.

Those authorized to sign checks drawn in the Los Angeles office on the Los Angeles commercial account are the Director of General Services, Director of Human Resources, and the Director of Operations and Management in Admissions, except that

- (a) Checks for less than \$3,000.00 drawn in the Los Angeles office on the Los Angeles commercial account require only one signature of any of the above listed persons.
- (b) Any single check of \$3,000.00 or over requires the signature of any two of the above listed persons.

The banks have stated that they will accept the signatures of the authorized signatories endorsed on the following resolution in lieu of individual signature cards for each account.

FISCAL/PERSONNEL IMPACT: None.

BOARD BOOK/RULE AMENDMENTS IMPACT: None.

Should the Board concur with the amendment, it would be in order to adopt the following resolution authorizing the foregoing persons to act as herein above described:

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, Director of Finance, Director of General Services and Director of Human Resources, who are now so authorized to purchase and sell securities, sign withdrawal orders, transfer orders and checks 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	Director of Finance
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 signatures of any two of the positions listed above.

- (b) 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.

Authority is hereby granted to any two of the above persons to open cash accounts for the State Bar of California at securities brokerage firms and to place orders in such accounts to purchase and sell securities.

Transfer of funds from one State Bar account to another State Bar account, whether requested by telephone, internet, fax, orally or in writing requires the signature of any two of the persons listed above.

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

- (a) Any single check less than \$3,000.00 requires the signatures 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 over requires the signatures of any two of the above listed persons.