



The State Bar *of California*

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

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.

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

ATTACHMENT A

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