

DRAFT AUDIT COMMITTEE 2021 WORK PLAN

Item Description	To Committee? / By When?	To Board? / By When?	Link to Strategic Plan	Status
<ul style="list-style-type: none"> Evaluate and Monitor Internal Controls: <ul style="list-style-type: none"> Ensure internal control review conducted every 5 years 	As Needed	As Needed	Core Business Operations	Last done 2017
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Meet with Chief Financial Officer and other members of State Bar leadership every 2 years to review the internal control structure 	As Needed	As Needed		Anticipated
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Monitor implementation of corrective actions 	As Needed	As Needed		-
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Review quarterly Travel Expense Reports 	Quarterly	Quarterly		Completed Each Qtr.
<ul style="list-style-type: none"> MAAD Compliance Review & Activities: <ul style="list-style-type: none"> Identify new priority areas 	Mid 2020	Mid 2020	Compliance	Ongoing
<ul style="list-style-type: none"> State Auditor's Audit (Every 2 years): <ul style="list-style-type: none"> Monitor progress Evaluate findings and recommendations Monitor implementation of corrective actions 	Late 2020 to Early 2021	May 2021	Compliance	Anticipated
	Late 2020 to Early 2021 Mid 2020			
<ul style="list-style-type: none"> Annual Financial Statement Audit: <ul style="list-style-type: none"> Approve scope and fees, meet with auditor, assess independence Monitor progress Review audited financial statements Evaluate findings and recommendations Monitor implementation of corrective actions 	November	NA	Compliance	Anticipated
	Ongoing	As Needed		
	April	May		
	April	As Needed		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Monitor implementation of corrective actions 	Ongoing	As Needed	Compliance	Anticipated
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Recommend appointment or contract extension of external auditors 	As Needed	As Needed		
<ul style="list-style-type: none"> Business Continuity Plan Review: <ul style="list-style-type: none"> Understanding Risk & Provide Feedback Monitor implementation 	Mid to Late 2020	Mid to Late 2020	Core Business Operations	Anticipated

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<ul style="list-style-type: none"> IT Systems Assessment (Every 2 years): <ul style="list-style-type: none"> ○ Approve scope and fees ○ Monitor progress ○ Review consultants' reports and evaluate findings and recommendations 	Mid 2020	Late 2020	Goal 3.i.	Anticipated
<ul style="list-style-type: none"> ○ Monitor implementation of corrective actions ○ In years between IT systems assessments, meet with IT staff 				