



The State Bar of California

OPEN SESSION

AGENDA ITEM

DECEMBER 2020

FINANCE COMMITTEE III.C

DATE: December 22, 2020

TO: Members, Finance Committee

FROM: Kevin Harper, Chief Financial Officer

SUBJECT: Discussion and Adoption of 2021 Finance Committee Work Plan

EXECUTIVE SUMMARY

This agenda item presents the Finance Committee 2021 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 22, 2021.

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.

The Work Plan for the 2021 Board year will be revised based on the Executive Committee's review and will be presented for approval and adoption by the Board of Trustees at their meeting on January 22, 2021.

DISCUSSION

Attached is a draft of the Finance Committee Work Plan for 2021. 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.

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 2021 Work Plan, included with this item as Attachment A, subject to approval by the Board Executive Committee.

ATTACHMENT(S) LIST

- A.** Draft Finance Committee 2021 Work Plan

FINANCE COMMITTEE 2021 Work Plan

Annual/Recurring	To Committee? / By When?	To Board? / By When?	Link to Strategic Plan	Status
<ul style="list-style-type: none"> Review Investment Policy and other Finance Policies as needed 	Ongoing	Ongoing	5(d)	Ongoing
<ul style="list-style-type: none"> Annual Report of Debt Collection Efforts for 2020 	March 2021	March 2021	3(e)	Annual
<ul style="list-style-type: none"> Participate in Annual Budget Process <ul style="list-style-type: none"> Review 2021 final budget Mid-Year 2021 Budget Review 	December 2020 September 2021	January 2021 September 2021	5(d)	2022 Final Budget Expected December 2021
<ul style="list-style-type: none"> Quarterly Review of Financial Reports <ul style="list-style-type: none"> Review 2020 Q4 financials Review 2021 Q1 financials Review 2021 Q2 financials Review 2021 Q3 financials 	March 2021 May 2021 September 2021 November 2021	March 2021 May 2021 September 2021 November 2021	5(d)	2020 Q4 – Expected March 2021
<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