



The State Bar of California

OPEN SESSION AGENDA ITEM 4.4 SEPTEMBER 2024 AUDIT COMMITTEE

DATE: September 9, 2024

TO: Members, Audit Committee
Members, Board of Trustees

FROM: Aracely Montoya-Chico, Chief Financial Officer

SUBJECT: Approval of 2024 Quarter Two Board and Management Travel Expense Report

EXECUTIVE SUMMARY

To increase transparency and to ensure public confidence in the operations of the State Bar at all levels, the Audit Committee is responsible for reviewing quarterly reports prepared by the Office of Finance on travel and business expenditures of senior management and members of the Board of Trustees. This item will be considered for approval by the Board of Trustees at its September 2024 meeting.

BACKGROUND

In 2015, the Audit Committee Charter was amended to provide oversight to monitor the travel and other business expenses for the senior executives and Board members. The attached reports are expenses incurred from April to June 2024.

DISCUSSION

None

FISCAL/PERSONNEL IMPACT

None

AMENDMENTS TO RULES

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & IMPLEMENTATION STEPS

None – compliance

RESOLUTIONS

Should the Audit Committee concur it is:

RESOLVED, that the Audit Committee recommends that the Board of Trustees approve the second quarter of 2024 Board and management travel expense report in the form presented this day, for the three months ended June 30, 2024.

Should the Board of Trustees concur it is:

RESOLVED, that the Board of Trustees, upon recommendation of the Audit Committee, approves the second quarter of 2024 Board and management travel expense report in the form presented this day, for the three months ended June 30, 2024.

ATTACHMENTS LIST

- A. 2024 Q2 Executive/Board of Trustee Travel Expense
- B. 2024 Q2 Senior Executive Pcard Travel Expense
- C. 2024 Q2 Executive/Board of Trustee Direct-Bill Travel Expense