

WASHINGTON STATE BAR ASSOCIATION

Finance and Administration Department
Reports to: Jorge Perez, Chief Financial Officer
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Functions:

Finance and Administration Department

- Accounting
- Financial reporting
- Investments
- WSBA annual budget
- WSBA annual audit
- Off-site records storage
- Furniture, fixtures, building maintenance

Committees, Board, Panels – Budget & Audit Committee:

- Membership: Voting members: two Governors from each class (including Treasurer, who serves as Chair); non-voting members: President, Immediate Past President, and President-Elect; *ex officio*, non-voting members: Executive Director and Chief Financial Officer; staff liaison – Manager of Finance.
- Responsibilities: (1) annual budget, long range planning, and license fees, (2) financial reports, (3) annual audit, (4) review of significant financial policies, (5) review of expenditures per Fiscal Responsibility Matrix.

When will you hear from Finance and Administration at BOG meetings?

- Every meeting: YTD financial statements and investment updates included as information items in meeting materials
- Annually: (1) audited financial statements/independent audit presentation (January); and (2) WSBA budget and license fees (first reading July; approval in September)
- Issue specific/as needed (e.g. cost analyses, budget amendments, disaster recovery)

What is the BOG's role in ensuring success of this work?

The Board of Governors exercises its fiduciary responsibility through its commission and review of the annual independent audit, adoption of the annual budget, and adoption of fiscal policies concerning operating reserves, investments, and decision-making matrix, which assure prudent fiscal management.