

State Bar of California

Risk Scan and Cash Receipts Self Assessment Project Status

Project Description	Original Target Date	As of May 1, 2010 Status	July 09	Aug 09	Sept 09	Oct 09	Nov 09	Dec 09	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010
10b. Conduct survey to determine bills issued outside of Finance dept.	Aug-09	Completed	█											
10c. Recommend centralizing AR to other billing cycles	Sep-09	On hold pending Oracle assistance												█
10d. Prepare written AR policy	Oct-09	Completed	█											
11a. Enhance policy governing business expenses	Sep-09	Completed					█							
11b. Establish regular reporting cycle for business expenses	Dec-09	Completed						█						
12a. Review employee access rights to financial systems	Dec-09	Completed						█						
13a,b. Finance to mail checks to Client Security Fund recipients	Dec-09	Completed	█											
14a. Complete indirect cost allocation plan	Dec-09	Schedule revised												█
14b. Develop organization-wide approach to "business analyst" issue	Ongoing	On hold awaiting new CIO												█
15a. Electronic check deposit - Check 21 Desktop Deposit	Jun-09	Completed	█											
15b. Clarify written procedures for fee waivers and amendments	Aug-09	Completed		█										
15c. Review lockbox procedures to eliminate round-tripping of checks	Sep-09	Review Completed								█				
16a. Cease accommodation of special requests to return checks to depts.	Dec-09	Completed	█											
17a. Draft procedures/policies relating to pay practices	Sep-09	Completed					█							
17b. Implement on-line time entry if feasible	Oct-09	On hold												█
17c. Monitor, update CalPers reporting requirement	Dec-09	Completed												
18a. Draft Account Code Manual	Mar-10	Schedule may require revision											█	

Cash Receipt Workshop Action Plans

Risk #1





1. Cash receipt procedures and Oracle User manual posted on intranet	Dec-09	Partially Complete- Oracle manual pending						█						
2. Annual Adm Advisory stressing follow cash receipt procedures	Aug-09	Completed	█											
3. Section and MIS automate collection for MCLE tests	Mar-10	Completed								█				

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Legend:

-  Actual completion date
-  Estimated completion date
-  Pending Oracle/IT Assistance
-  Schedule revised

Tasks Completed/Ongoing	40
Tasks on track to meet target implementation date	5
Tasks with revised target dates	8
Tasks on hold due to need for Oracle/other IT assistance	7
Total Tasks	<u>60</u>

Note: Several projects involve technology/financial system programming and will require the use of Oracle specialists. These tasks are:

From Risk Scan report - 2b, 2e, 3c, 10c, 10d, 14b, 17b

From Cash Receipts Project - Risk #2 task 1