The Aftermath

Where do we go from here?

Auditor Fall Conference 2021

Emergency Plans

• April 2020, we issued memos regarding the continuity of Services in response to a threat environment
  • SBOA Memo – Continuity of Essential Operations
  • SBOA Memo – Coronavirus Items to Consider

• How do we move forward???
Continuity of Essential Operations

• Order of Succession
• Delegation of Authority
• Access to bank accounts
• Compile procedures and necessary information
• Information Technology – local system, Case management, election
• Prioritize duties and deadlines

Proactive, not Reactive

• Look Back
  • What have we learned
  • Correct any issues
• Take Stock
  • What worked and what didn’t
  • What changes do we need to make
• Plan for future
  • Review and revise plans
  • Prioritize plan
Look Back

• What worked and what didn’t?
• What could have worked better?

• Designated successor
• Remote Access
• Appointment only
• Staggered work force
• Remote work

Take Stock

• Where are you now?
  • Is everything caught up?
  • Have you reviewed the work from the past year?
• What do you have and what do you still need?
  • Shields and PPE
  • Equipment and technology
• What procedures and policies need to be reviewed and updates?
  • Order of Succession
  • Internal controls
Review

- If you haven’t already done so, review the work from last year.
- Financial records are up to date
- Review IT or Banking Access given to designated individuals
- Any work that was done under procedures established to address the pandemic needs to be reviewed for completeness and accuracy
  - Work done remotely
  - Staggered work force with less oversight
  - Work that was catch up when office had been closed

Plans for Moving Forward

- What still needs to be done – set your plan to address those needs
- Set a priority of those needs
- Determine a cost/budget
- Set a time-line for the plan

- Update your Emergency plan – keep it current and relevant
PUTTING IT ALL TOGETHER

Unique to your office, your resources and your staff. We will assist you in brainstorming.

QUESTIONS