

---

# Office of Campaign Finance

[www.ocf.dc.gov](http://www.ocf.dc.gov)

Telephone: 202-671-0547

---

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$2,592,852	\$2,798,476	\$2,704,259	-3.4
FTEs	29.6	31.0	30.0	-3.2

---

The mission of the Office of Campaign Finance (OCF) is to regulate and provide public disclosure of the conduct, activities, and financial operations of candidates, campaign finance committees, legal defense committees, and constituent service and statehood fund programs, to ensure public trust in the integrity of the election process and government service.

## Summary of Services

The Office of Campaign Finance processes and facilitates the public disclosure of financial reports, which are required by law to be filed with the OCF; desk reviews and develops statistical reports and summaries of the financial reports; encourages voluntary compliance by providing information and guidance on the application of the District of Columbia Campaign Finance Act of 2011 (the Act), as amended, through educational seminars, interpretative opinions, and the OCF website; and enforces the Act through the conduct of audits, investigations, and the informal hearing process.

The agency's FY 2016 proposed budget is presented in the following tables:

## FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table CJ0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

**Table CJ0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<b>General Fund</b>						
Local Funds	2,017	2,593	2,798	2,704	-94	-3.4
<b>Total for General Fund</b>	<b>2,017</b>	<b>2,593</b>	<b>2,798</b>	<b>2,704</b>	<b>-94</b>	<b>-3.4</b>
<b>Gross Funds</b>	<b>2,017</b>	<b>2,593</b>	<b>2,798</b>	<b>2,704</b>	<b>-94</b>	<b>-3.4</b>

\*Percent change is based on whole dollars.

**Note:** If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table CJ0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

**Table CJ0-2**

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<b>General Fund</b>						
Local Funds	22.7	29.6	31.0	30.0	-1.0	-3.2
<b>Total for General Fund</b>	<b>22.7</b>	<b>29.6</b>	<b>31.0</b>	<b>30.0</b>	<b>-1.0</b>	<b>-3.2</b>
<b>Total Proposed FTEs</b>	<b>22.7</b>	<b>29.6</b>	<b>31.0</b>	<b>30.0</b>	<b>-1.0</b>	<b>-3.2</b>

## FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table CJ0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

**Table CJ0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	1,359	1,844	2,074	2,138	64	3.1
12 - Regular Pay - Other	17	0	0	0	0	N/A
13 - Additional Gross Pay	7	1	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	282	384	662	468	-193	-29.2
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>1,665</b>	<b>2,229</b>	<b>2,735</b>	<b>2,606</b>	<b>-129</b>	<b>-4.7</b>
20 - Supplies and Materials	26	21	16	10	-6	-35.9
31 - Telephone, Telegraph, Telegram, Etc.	12	0	0	0	0	N/A
40 - Other Services and Charges	254	343	48	63	15	32.3
70 - Equipment and Equipment Rental	58	0	0	25	25	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>351</b>	<b>364</b>	<b>63</b>	<b>98</b>	<b>35</b>	<b>55.0</b>
<b>Gross Funds</b>	<b>2,017</b>	<b>2,593</b>	<b>2,798</b>	<b>2,704</b>	<b>-94</b>	<b>-3.4</b>

\*Percent change is based on whole dollars.

## Program Description

The Office of Campaign Finance operates through the following 2 programs:

**Oversight Support Services** – provides desk analysis reviews, investigations, hearings, field audits, statistical reports, recommendations, and summaries of all financial reports submitted by candidates, political committees, political action committees, independent expenditure committees, and constituent service and statehood fund programs that focus efforts on ensuring accurate reporting and full disclosure, pursuant to the Campaign Finance Laws, so that the public is well informed and confident in the integrity of the electoral process and government services. The program also provides public information and educational seminars.

This program contains the following 3 activities:

- **Public Information and Records Management** – provides public information and educational seminars, registers candidates and committees, receives electronically submitted financial reports, enters financial reports received by hard copy, and compiles summary contribution and expenditure information for publication at the OCF Web Site so that the public is well informed and confident in the integrity of the electoral process and government service;
- **Reports Analysis and Audit Division** – provides desk analysis reviews, field audits, statistical reports, and summaries of all financial reports submitted by candidates, committees, and constituent service and statehood fund programs that focus efforts on ensuring accurate reporting and full disclosure, pursuant to the Campaign Finance Laws; and
- **Office of the General Counsel** – provides enforcement by conducting investigations and hearings and issuing recommendations for decisions on charges of violations of the Campaign Finance Act. The Office drafts regulations and interpretive opinions that focus efforts on promoting voluntary compliance with the Campaign Finance Act.

**Agency Management** – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

## Program Structure Change

The Office of Campaign Finance has no program structure changes in the FY 2016 proposed budget.

## FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table CJ0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

**Table CJ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
<b>(1000) Agency Management</b>								
(1010) Personnel	148	189	181	-9	2.9	3.0	3.0	0.0
(1015) Training and Development	98	105	97	-8	0.0	1.0	1.0	0.0
(1020) Contracting and Procurement	0	0	0	0	0.0	0.0	0.0	0.0
(1040) Information Technology	74	77	76	-1	1.0	1.0	1.0	0.0
(1090) Performance Management	168	215	226	11	1.0	1.0	1.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>487</b>	<b>587</b>	<b>580</b>	<b>-7</b>	<b>4.8</b>	<b>6.0</b>	<b>6.0</b>	<b>0.0</b>
<b>(2000) Oversight Support Services</b>								
(2010) Public Information and Record Management	646	387	374	-13	3.8	4.0	4.0	0.0
(2020) Report Analysis and Audit Division	824	1,053	1,064	11	13.4	13.0	13.0	0.0
(2030) Office of the General Counsel	636	771	686	-86	7.6	8.0	7.0	-1.0
<b>Subtotal (2000) Oversight Support Services</b>	<b>2,105</b>	<b>2,212</b>	<b>2,124</b>	<b>-87</b>	<b>24.8</b>	<b>25.0</b>	<b>24.0</b>	<b>-1.0</b>
<b>Total Proposed Operating Budget</b>	<b>2,593</b>	<b>2,798</b>	<b>2,704</b>	<b>-94</b>	<b>29.6</b>	<b>31.0</b>	<b>30.0</b>	<b>-1.0</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

**Note:** For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

### FY 2016 Proposed Budget Changes

The Office of Campaign Finance's (OCF) proposed FY 2016 gross budget is \$2,704,259, which represents a 3.4 percent decrease from its FY 2015 approved gross budget of \$2,798,476. The budget is comprised entirely of Local funds.

### Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OCF's FY 2016 CSFL budget is \$2,819,411, which represents a \$20,935, or 0.7 percent, increase over the FY 2015 approved Local funds budget of \$2,798,476.

### CSFL Assumptions

The FY 2016 CSFL calculated for OCF included adjustment entries that are not described in detail on table 5. Adjustments were made for a net increase of \$20,935 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015.

### Agency Budget Submission

**Increase:** In Local funds, the budget increased by \$94,107 in the Oversight Support Services program to primarily support investigations, reports, and record management costs.

**Reduce:** The budget decreased by \$94,107 across multiple programs due to salary adjustments and Fringe Benefit savings.

### Mayor's Proposed Budget

**Reduce:** In Local funds, the budget decreased in the Oversight Support Services program by \$55,845 and 1.0 FTE due to the elimination of a position and \$86,761 due to savings in Public Information and Record Management services.

### District's Proposed Budget

**Enhance:** OCF's proposed budget reflects an increase of \$27,454 in the Agency Management program to support the agency's electronic filing project, fleet management, and photocopying costs.

---

## FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table CJ0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

---

**Table CJ0-5**  
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2015 Approved Budget and FTE</b>		<b>2,798</b>	<b>31.0</b>
Other CSFL Adjustments	Multiple Programs	21	0.0
<b>LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget</b>		<b>2,819</b>	<b>31.0</b>
Increase: To align resources with operational goals	Multiple Programs	94	0.0
Decrease: To adjust personal services	Multiple Programs	-94	0.0
<b>LOCAL FUNDS: FY 2016 Agency Budget Submission</b>		<b>2,819</b>	<b>31.0</b>
Reduce: To recognize savings from a reduction in FTEs	Oversight Support Services	-56	-1.0
Reduce: To align funding with nonpersonal services costs	Oversight Support Services	-87	0.0
<b>LOCAL FUNDS: FY 2016 Mayor's Proposed Budget</b>		<b>2,677</b>	<b>30.0</b>
Enhance: Funding for e-filing, fleet maintenance, and copying	Agency Management	27	0.0
<b>LOCAL FUNDS: FY 2016 District's Proposed Budget</b>		<b>2,704</b>	<b>30.0</b>
<b>Gross for CJ0 - Office of Campaign Finance</b>		<b>2,704</b>	<b>30.0</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

### Oversight Support Services

**Objective 1:** Obtain full and complete disclosure of documents and actions relevant to the Campaign Finance Act through efficient and effective educational, audit, and enforcement processes.

**Objective 2:** Assimilate, maintain, and compile financial disclosure records received through electronic filing and by hard copy into an integrated, relational database.

**Objective 3:** Disseminate financial disclosure records and statistical reports.

## KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of informal hearings conducted and closed before the next filing deadline	103.7%	100%	95%	100%	100%	100%
Percent of investigative matters closed within 90 days of opening	100%	100%	100%	100%	100%	100%
Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline	100%	100%	100%	100%	100%	100%
Percent of financial reports filed electronically <sup>1</sup>	75.3%	95%	89.7%	95%	98%	100%
Percent of interpretative opinions issued within 30 days	100%	100%	Not Available <sup>2</sup>	100%	100%	100%
Percent of periodic random audits conducted of political committees following the January 31st and July 31st filing deadlines	108.3% <sup>3</sup>	100%	75%	100%	Not Available	Not Available
Percent of periodic random audits conducted within 60 days of initiation	Not Available	Not Available	Not Available	Not Available	100%	100%
Percent of expedited advice for time-sensitive election related issues within 15 days of request	Not Available	Not Available	Not Available	Not Available	100%	100%

### Performance Plan Endnotes:

<sup>1</sup>The DC Council enacted legislation in FY 2014 to mandate 100 percent electronic filing, which become effective January 31, 2015.

<sup>2</sup>In FY 2014, there were no requests for Interpretative Opinions received. The OCF received 15 requests for expedited advice pertaining to the 2014 election. Because of time constraints, the requests were not treated as requests as requests for interpretative opinions, although advice was sought concerning the application of the campaign finance laws.

<sup>3</sup>This percentage may exceed 100 percent where the number of audits conducted is more than the number of audit reports issued.