

Office of Finance and Resource Management

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Table AS0-1

Description	FY 2016	FY 2017	FY 2018	FY 2019	% Change
	Actual	Actual	Approved	Proposed	from FY 2018
OPERATING BUDGET	\$30,410,138	\$32,666,590	\$37,533,928	\$36,737,522	-2.1
FTEs	42.2	45.0	45.0	45.0	0.0

The mission of the Office of Finance and Resource Management (OFRM) is to provide financial and resource management services to various District of Columbia government agencies. OFRM will promote the effective management of the District's resources by continuously seeking improvements in operational efficiency on behalf of the government and the residents of the District.

The agency's FY 2019 proposed budget is presented in the following tables:

FY 2019 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AS0-2 contains the proposed FY 2019 budget by revenue type compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 actual data.

Table AS0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands							Full-Time Equivalents					
	Actual	Actual	Approved	Proposed	Change	%	Actual	Actual	Approved	Proposed	Change	%	
	FY 2016	FY 2017	FY 2018	FY 2019	from FY 2018	Change*	FY 2016	FY 2017	FY 2018	FY 2019	from FY 2018	Change	
GENERAL FUND													
Local Funds	20,800	23,230	24,264	27,123	2,859	11.8	37.3	38.8	38.0	38.0	0.0	0.0	
Special Purpose Revenue Funds	238	220	442	472	30	6.8	0.0	0.0	0.0	0.0	0.0	N/A	
TOTAL FOR GENERAL FUND	21,037	23,450	24,706	27,595	2,889	11.7	37.3	38.8	38.0	38.0	0.0	0.0	

Table AS0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	% Change*	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	% Change
INTRA-DISTRICT FUNDS												
Intra-District Funds	9,373	9,216	12,828	9,143	-3,685	-28.7	4.9	6.2	7.0	7.0	0.0	0.0
TOTAL FOR INTRA-DISTRICT FUNDS												
	9,373	9,216	12,828	9,143	-3,685	-28.7	4.9	6.2	7.0	7.0	0.0	0.0
GROSS FUNDS	30,410	32,667	37,534	36,738	-796	-2.1	42.2	45.0	45.0	45.0	0.0	0.0

*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 2019 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2019 Proposed Operating Budget, by Comptroller Source Group

Table AS0-3 contains the proposed FY 2019 budget at the Comptroller Source Group (object class) level compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 actual expenditures.

Table AS0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	Percentage Change*
11 - Regular Pay - Continuing Full Time	4,198	4,490	4,879	5,046	167	3.4
12 - Regular Pay - Other	58	131	47	50	3	6.2
13 - Additional Gross Pay	32	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	856	980	1,065	1,133	68	6.3
15 - Overtime Pay	7	5	4	4	0	0.0
SUBTOTAL PERSONAL SERVICES (PS)	5,152	5,606	5,995	6,232	238	4.0
20 - Supplies and Materials	50	29	50	50	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	24,861	26,828	31,284	30,132	-1,152	-3.7
40 - Other Services and Charges	282	171	166	283	118	71.2
70 - Equipment and Equipment Rental	65	33	40	40	0	0.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	25,258	27,061	31,539	30,505	-1,034	-3.3
GROSS FUNDS	30,410	32,667	37,534	36,738	-796	-2.1

*Percent change is based on whole dollars.

FY 2019 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AS0-4 contains the proposed FY 2019 budget by division/program and activity compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AS0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018
(1000) AGENCY MANAGEMENT										
(1010) Personnel	261	271	280	298	18	1.6	2.4	2.4	2.4	0.0
(1020) Contracting and Procurement	87	90	91	97	6	0.6	0.6	0.6	0.6	0.0
(1040) Information Management	5	0	0	0	0	0.0	0.0	0.0	0.0	0.0
(1050) Financial Management	109	75	90	90	0	0.0	0.0	0.0	0.0	0.0
(1070) Fleet Management	1	1	1	1	0	0.0	0.0	0.0	0.0	0.0
(1080) Communications	1	0	4	4	0	0.7	0.0	0.0	0.0	0.0
(1085) Customer Service	152	91	80	83	3	1.9	2.0	1.0	1.0	0.0
(1090) Performance Management	633	656	672	696	24	2.9	3.0	3.0	3.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	1,249	1,185	1,218	1,268	50	7.7	8.0	7.0	7.0	0.0
(2000) FINANCIAL MANAGEMENT										
(2100) Accounting	2,114	2,279	2,326	2,438	112	17.2	19.0	20.0	19.0	-1.0
(2200) Budget Formulation and Planning	1,746	2,122	2,344	2,532	187	13.5	14.0	16.0	17.0	1.0
(2500) Fixed Costs	24,318	26,075	31,284	30,132	-1,152	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (2000) FINANCIAL MANAGEMENT	28,177	30,475	35,954	35,101	-853	30.7	33.0	36.0	36.0	0.0
(3000) RESOURCE MANAGEMENT										
(3100) Resource Management	984	1,009	361	368	7	3.8	4.0	2.0	2.0	0.0
SUBTOTAL (3000) RESOURCE MANAGEMENT	984	1,009	361	368	7	3.8	4.0	2.0	2.0	0.0
(9960) AUDIT ADJUSTMENTS										
(9961) Yr End Close	0	-3	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (9960) AUDIT ADJUSTMENTS	0	-3	0	0	0	0.0	0.0	0.0	0.0	0.0
TOTAL PROPOSED OPERATING BUDGET	30,410	32,667	37,534	36,738	-796	42.2	45.0	45.0	45.0	0.0

(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 2019 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Office of Finance and Resource Management operates through the following 3 programs:

Financial Management – provides financial management services to enable agencies to accomplish programmatic goals and ensure financial health and positive recognition of the agencies and the District of Columbia government.

This program contains the following 3 activities:

- **Accounting** – provides accounts payable and accounts receivable services to cluster agencies; processes all vendor invoice payments ensuring that the provisions of the District’s Quick Payment Act are adhered to; reconciles all agency-controlled cash accounts; processes all check payments and cash receipts within 24 hours; processes accounting journal entries for cluster agencies and records all financial events in the accounting system within the required timeframes; manages and directs the monthly, interim, and annual closings; and completes cash drawdowns for agencies with federal grant programs;
- **Budget Formulation and Planning** – provides and develops the annual budgets in conjunction with the cluster agencies; provides budget execution, financial analysis, forecasting, and reporting functions on behalf of the agencies in the cluster; and approves and tracks all agency obligations and commitments; and
- **Fixed Costs** – provides timely and accurate fixed costs payments to District vendors and ensures that expenditures are accurately billed to the applicable cluster agency.

Resource Management – performs due diligence analysis to identify financial waste and abuse and accounts for the use of all dollars expended from budgets of client agencies that are related to fixed costs.

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 Finance and Resource Management has no program structure changes in the FY 2019 proposed budget.

FY 2018 Approved Budget to FY 2019 Proposed Budget, by Revenue Type

Table AS0-5 itemizes the changes by revenue type between the FY 2018 approved budget and the FY 2019 proposed budget. For a more comprehensive explanation of changes, please see the FY 2019 Proposed Budget Changes section, which follows the table.

Table AS0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2018 Approved Budget and FTE		24,264	38.0
No Change		0	0.0
LOCAL FUNDS: FY 2019 Recurring Budget		24,264	38.0
COLA: FY 2019 COLA Adjustment	Multiple Programs	156	0.0
Agency Request-Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	61	0.0
Agency Request-Increase: To align resources with operational spending goals	Financial Management	52	0.0
Agency Request-Decrease: To align resources with operational spending goals	Financial Management	0	0.0
Mayor's Policy-Enhance: To support revised telecommunication costs	Financial Management	2,591	0.0
LOCAL FUNDS: FY 2019 Mayor's Proposed Budget		27,123	38.0
No Change		0	0.0
LOCAL FUNDS: FY 2019 District's Proposed Budget		27,123	38.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2018 Approved Budget and FTE		442	0.0
Agency Request-Increase: To align Fixed Costs with proposed estimates	Financial Management	30	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2019 Mayor's Proposed Budget		472	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2019 District's Proposed Budget		472	0.0

Table AS0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
INTRA-DISTRICT FUNDS: FY 2018 Approved Budget and FTE		12,828	7.0
COLA: FY 2019 COLA Adjustment	Financial Management	27	0.0
Agency Request-Increase: To align resources with operational spending goals	Financial Management	66	0.0
Agency Request-Decrease: To align personal services and Fringe Benefits with projected costs	Financial Management	-6	0.0
Agency Request-Decrease: To align Fixed Costs with proposed estimates	Financial Management	-3,773	0.0
INTRA-DISTRICT FUNDS: FY 2019 Mayor's Proposed Budget		9,143	7.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2019 District's Proposed Budget		9,143	7.0
GROSS FOR AS0 - OFFICE OF FINANCE AND RESOURCE MANAGEMENT		36,738	45.0

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

FY 2019 Proposed Budget Changes

The Office of Finance and Resource Management's (OFRM) proposed FY 2019 gross budget is \$36,737,522, which represents a 2.1 percent decrease from its FY 2018 approved gross budget of \$37,533,928. The budget is comprised of \$27,122,756 in Local funds, \$472,147 in Special Purpose Revenue funds, and \$9,142,619 in Intra-District funds.

Recurring Budget

No Change: The Office of Finance and Resource Management's budget proposal reflects no change from the FY 2018 approved budget to the FY 2019 recurring budget.

Mayor's Proposed Budget

Cost-of-Living Adjustment: OFRM's budget proposal includes cost-of-living adjustments (COLA) of \$155,601 in Local funds and \$27,319 in Intra-District funds.

Agency Request – Increase: In Local funds, OFRM's proposed budget includes a net increase of \$60,539 in personal services across multiple programs to support proposed salary step and associated Fringe Benefit adjustments. Additionally, the agency proposes an increase of \$51,908 in the Financial Management program to reflect adjustments for professional service fees.

In Special Purpose Revenue funds, the proposed budget is increased by \$29,929 to properly align fixed costs with Telecommunications cost estimates from the Office of the Chief Technology Officer (OCTO). The proposed budget for Intra-District funds includes an increase of \$66,000 in the Financial Management program to cover the costs related to managing a third-party contractor that handles the Random Moment Time study on behalf of the Office on Aging.

Agency Request – Decrease: In Local funds, OFRM's budget proposal decreased by \$1,533,574 to properly align the budget for nonpersonal services in the Financial Management program.

In Intra-District funds, the agency proposes a net decrease of \$5,702 in the Financial Management program for personal services, and a reduction of \$3,772,529 to properly align the agency's fixed cost budget with proposed estimates for Telecommunications.

Mayor's Policy – Enhance: In Local funds, OFRM proposes an increase of \$4,124,104 in the Financial Management program to support the revised Telecommunications cost estimates from OCTO.

District's Proposed Budget

No Change: The Office of Finance and Resource Management's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.