

---

# Office of Campaign Finance

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

Telephone: 202-671-0547

---

**Table CJ0-1**

Description	FY 2016	FY 2017	FY 2018	% Change
	Actual	Approved	Proposed	from FY 2017
OPERATING BUDGET	\$2,590,226	\$2,833,463	\$2,908,335	2.6
FTEs	28.2	30.0	30.0	0.0

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, political committees, political action committees, independent expenditure 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; performs 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 2018 proposed budget is presented in the following tables:

## FY 2018 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table CJ0-2 contains the proposed FY 2018 budget by revenue type compared to the FY 2017 approved budget. It also provides FY 2016 actual data.

**Table CJ0-2**

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual	Approved	Proposed	Change		Actual	Approved	Proposed	Change	
	FY 2016	FY 2017	FY 2018	FY 2017	Percentage Change*	FY 2016	FY 2017	FY 2018	FY 2017	Percentage Change
<b>GENERAL FUND</b>										
LOCAL FUNDS	2,590	2,833	2,908	75	2.6	28.2	30.0	30.0	0.0	0.0
<b>TOTAL FOR GENERAL FUND</b>	<b>2,590</b>	<b>2,833</b>	<b>2,908</b>	<b>75</b>	<b>2.6</b>	<b>28.2</b>	<b>30.0</b>	<b>30.0</b>	<b>0.0</b>	<b>0.0</b>
<b>GROSS FUNDS</b>	<b>2,590</b>	<b>2,833</b>	<b>2,908</b>	<b>75</b>	<b>2.6</b>	<b>28.2</b>	<b>30.0</b>	<b>30.0</b>	<b>0.0</b>	<b>0.0</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 2018 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2018 Proposed Operating Budget, by Comptroller Source Group

Table CJ0-3 contains the proposed FY 2018 budget at the Comptroller Source Group (object class) level compared to the FY 2017 approved budget. It also provides FY 2015 and FY 2016 actual expenditures.

**Table CJ0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2015	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	1,910	2,011	2,209	2,254	45	2.0
13 - ADDITIONAL GROSS PAY	4	7	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	421	442	517	518	1	0.3
<b>SUBTOTAL PERSONAL SERVICES (PS)</b>	<b>2,335</b>	<b>2,460</b>	<b>2,726</b>	<b>2,772</b>	<b>46</b>	<b>1.7</b>
20 - SUPPLIES AND MATERIALS	8	4	10	10	0	0.0
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	0	1	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	96	111	97	126	29	29.6
70 - EQUIPMENT AND EQUIPMENT RENTAL	0	14	0	0	0	N/A
<b>SUBTOTAL NONPERSONAL SERVICES (NPS)</b>	<b>104</b>	<b>130</b>	<b>107</b>	<b>136</b>	<b>29</b>	<b>26.9</b>
<b>GROSS FUNDS</b>	<b>2,439</b>	<b>2,590</b>	<b>2,833</b>	<b>2,908</b>	<b>75</b>	<b>2.6</b>

\*Percent change is based on whole dollars.

## FY 2018 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table CJ0-4 contains the proposed FY 2018 budget by division/program and activity compared to the FY 2017 approved budget. It also provides FY 2016 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

**Table CJ0-4**

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017
<b>(1000) AGENCY MANAGEMENT</b>								
(1010) PERSONNEL	179	192	195	3	2.8	3.0	3.0	0.0
(1015) TRAINING AND DEVELOPMENT	105	101	104	3	0.9	1.0	1.0	0.0
(1040) INFORMATION TECHNOLOGY	82	122	81	-41	0.9	1.0	1.0	0.0
(1090) PERFORMANCE MGMT	190	207	213	6	0.9	1.0	1.0	0.0
<b>SUBTOTAL (1000) AGENCY MANAGEMENT</b>	<b>556</b>	<b>623</b>	<b>593</b>	<b>-30</b>	<b>5.6</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	423	383	461	78	3.8	4.0	4.0	0.0
(2020) REPORT ANALYSIS AND AUDIT DIVISION	950	1,100	1,121	21	12.2	13.0	13.0	0.0
(2030) OFFICE OF THE GENERAL COUNSEL	661	727	734	6	6.6	7.0	7.0	0.0
<b>SUBTOTAL (2000) OVERSIGHT SUPPORT SERVICES</b>	<b>2,035</b>	<b>2,211</b>	<b>2,315</b>	<b>105</b>	<b>22.6</b>	<b>24.0</b>	<b>24.0</b>	<b>0.0</b>
<b>TOTAL PROPOSED OPERATING BUDGET</b>	<b>2,590</b>	<b>2,833</b>	<b>2,908</b>	<b>75</b>	<b>28.2</b>	<b>30.0</b>	<b>30.0</b>	<b>0.0</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 2018 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 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 Record 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 website, so that the public is well informed and confident in the integrity of the electoral process and government service;
- **Report 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 of the General Counsel 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 2018 proposed budget.

---

## FY 2017 Approved Budget to FY 2018 Proposed Budget, by Revenue Type

Table CJ0-5 itemizes the changes by revenue type between the FY 2017 approved budget and the FY 2018 proposed budget. For a more comprehensive explanation of changes, please see the FY 2018 Proposed Budget Changes section, which follows the table.

**Table CJ0-5**

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2017 Approved Budget and FTE</b>		<b>2,833</b>	<b>30.0</b>
Removal of One-Time Funding	Multiple Programs	-41	0.0
Other CSFL Adjustments	Multiple Programs	12	0.0
<b>LOCAL FUNDS: FY 2018 Current Services Funding Level (CSFL) Budget</b>		<b>2,804</b>	<b>30.0</b>
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	48	0.0
Decrease: To offset projected adjustments in personal services costs	Multiple Programs	-48	0.0
<b>LOCAL FUNDS: FY 2018 Agency Budget Submission</b>		<b>2,804</b>	<b>30.0</b>
Enhance: To support OCTO and DCHR assessments	Oversight Support Services	104	0.0
No Change		0	0.0
<b>LOCAL FUNDS: FY 2018 District's Proposed Budget</b>		<b>2,908</b>	<b>30.0</b>
<b>GROSS FOR CJ0 - OFFICE OF CAMPAIGN FINANCE</b>		<b>2,908</b>	<b>30.0</b>

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

### FY 2018 Proposed Budget Changes

The Office of Campaign Finance's (OCF) proposed FY 2018 gross budget is \$2,908,335, which represents a 2.6 percent increase over its FY 2017 approved gross budget of \$2,833,463. 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 2017 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 2018 CSFL adjustments to the FY 2017 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 2018 CSFL budget is \$2,803,907, which represents an \$29,556, or a 1.0 percent decrease from the FY 2017 approved Local funds budget of \$2,833,463.

### **CSFL Assumptions**

The FY 2018 CSFL calculated for OCF included adjustment entries that are not described in detail on table 5. These adjustments include a decrease of \$2,068 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, and an increase of \$1,402 in nonpersonal services based on the Consumer Price Index factor of 2.5 percent.

CSFL funding for OCF include a reduction of \$41,358 to account for the removal of one-time funding appropriated in FY 2017 for Information Technology to support various technology updates. Additionally, an increase of \$12,468 for the Fixed Costs Inflation Factor, to account for fixed costs estimates for Fleet services.

### **Agency Budget Submission**

**Increase:** OCF's proposed budget includes an increase of \$48,048 to personal services across multiple programs to support projected salary steps and Fringe Benefit costs. This adjustment includes increases of \$34,292 in the Oversight Support Services program and \$13,756 in the Agency Management program.

**Decrease:** OCF's budget proposal reflects a net reduction of \$48,048 in nonpersonal services, primarily in Other Services and Charges, across multiple programs, to offset the increase in personal services.

### **Mayor's Proposed Budget**

**Enhance:** The Office of Campaign Finance proposes an increase of \$104,428, to support the Office of the Chief Technology Officer (OCTO) and the District of Columbia Department of Human Resources (DCHR) assessments, Data Net, Court reporting, and employee training.

### **District's Proposed Budget**

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

## Agency Performance Plan

Office of Campaign Finance (OCF) has the following strategic objectives for FY 2018:

### Strategic Objectives

Strategic Objectives describe what the agency will do, at a high level, to achieve its mission. These are action-based sentences that define what an agency does for its customers, whether the customers are residents or other District agencies, and how that improves the District.

### Objectives

1. Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act.
2. Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act.
3. Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act.
4. Provide a high quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website.
5. Create and maintain a highly efficient, transparent and responsive District government.\*\*

---

### ACTIVITIES

Activities include the work that happens on a daily basis to help achieve the Strategic Objectives. Activity names come from the budget line items. This is further divided into “daily services” (ex. sanitation disposal), and long-term “key projects” that are high profile, one-time and span several years, (ex. redevelopment of Walter Reed Army Medical Center). Many agencies will mostly have daily services, whereas some agencies that have more of their budget come from capital funding will have several key projects.

---

#### 1. Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (1 Activity)

Activity Title	Activity Description	Type of Activity
Enforcement Program	The Office of the General Counsel provides legal advice and enforcement through the conduct of investigations and informal hearings, and the recommendation of decisions on charges of violations of the Campaign Finance Act; the issuance of interpretative opinions and expedited legal advice; the drafting of regulations and the review of OCF Forms for changes; the conduct of training seminars to promote voluntary compliance; and the coordination of site visits to the election precincts and early vote centers operated by the Board of Elections, and to campaign offices.	Daily Service

**2. Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act. (1 Activity)**

Activity Title	Activity Description	Type of Activity
Educational Outreach Services	The OCF Educational Outreach Program assists with the coordination of the mandatory training conferences for new registrants, the onsite training seminars, the development of online brochures, interactive tutorials, and online tutorials, and the employee training program. The OCF Training Program also manages and utilizes the OCF Facebook Page as a training tool to disseminate information to the public. The Training Program distributes and evaluates surveys to training participants to assess the content and performance of the trainer.	Daily Service

**3. Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (1 Activity)**

Activity Title	Activity Description	Type of Activity
Audit Programs	The Reports Analysis and Audit Division conducts audit analysis and reviews of all financial reports and statements received in the Agency; issues requests for additional information to filers where deficiencies are noted during the desk review process; conducts full field audits of the campaign operations of newly elected public officials, investigative audits of financial operations based on the receipt of complaints or based upon desk reviews; conducts periodic random audits of the reports filed by the constituent service programs, committees active during an election cycle, and continuing committees; and recommends the issuance of final audit reports based on the findings of full field and random periodic audits. Participates in site visits to election precincts, early voting centers, and to the offices of principal campaign committees.	Daily Service

**4. Provide a high quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website. (1 Activity)**

Activity Title	Activity Description	Type of Activity
Public Information Collection	The Public Information and Records Management Division publishes campaign finance data and information online at the OCF Website, and makes information available in the OCF Offices; compiles listings and reports of contribution and expenditure information published at the website and in the Biennial Report; manages the electronic filing and data entry of financial reports; oversees the registration of new candidates and committees, and coordinates the mandatory training of the new registrants; oversees the OCF e-mail.	Daily Service

(Continued on next page)

**4. Provide a high quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website. (1 Activity)**

Activity Title	Activity Description	Type of Activity
	subscription service; makes all public reports and statements available for the public within 48 hours of receipt; and conducts the Filer Pre-Notification and Failure to File Programs.	

## KEY PERFORMANCE INDICATORS

Key Performance Indicators measure how well an agency is achieving its Strategic Objectives. They are outcome-oriented and should be used to answer the question, “What does the agency need to measure to determine success?”

**1. Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (3 Measures)**

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of expedited advice for time-sensitive election related matters issued within fifteen (15) days of request	No	Not Available	100%	100%	100%	100%
Percent of informal hearings conducted and closed before the next filing deadline	No	100%	100%	100%	100%	100%
Percent of Interpretative Opinions issued within thirty (30) days	No	100%	100%	Not Available	100%	100%

**2. Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act. (1 Measure)**

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of new candidates and treasurers who receive mandatory training	No	Not Available	100%	100%	Not Available	100%

**3. Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (2 Measures)**

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline	No	100%	100%	100%	100%	100%
Percent of periodic random audits conducted within sixty (60) days of initiation	No	100%	93.8%	100%	100%	100%



**4. Provide a high quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website.**  
(1 Measure)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of financial reports filed electronically	No	100%	100%	100%	100%	100%

**5. Create and maintain a highly efficient, transparent and responsive District government.\*\***  
(10 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Budget- Federal funds returned	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Budget- Local funds unspent	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Contracts/Procurement- Contracts lapsed into retroactive status	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Contracts/Procurement- Expendable Budget spent on Certified Business Enterprises	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Customer Service- Meeting Service Level Agreements	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee District residency	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee Onboard Time	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Vacancy Rate	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Percent of investigative matters closed within ninety (90) days of opening	No	100%	No Applicable Incidents	Not Available	100%	100%
Performance Management- Employee Performance Plan Completion	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017

## WORKLOAD MEASURES

Workload Measures, also called inputs or outputs, quantify an activity, effort or process that is necessary to make progress towards the Strategic Objectives. They help answer the question; “How much are we doing?”

### 1. Public Information collection and dissemination online and onsite

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Total number of financial reports filed	No	Not Available	Not Available	610
Total number of financial reports filed electronically	No	Not Available	Not Available	610

### 2. Educational Outreach Services

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Total number of mandatory training conferences conducted	No	Not Available	Not Available	34

### 3. Audit Programs

<b>Measure</b>	<b>New Measure/ Benchmark Year</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>
Total number of financial reports reviewed, evaluated, and analyzed for the reporting period	No	Not Available	Not Available	727
Total number of periodic random and full field audits completed by the Audit Division	No	Not Available	Not Available	24

### 4. Enforcement Program

<b>Measure</b>	<b>New Measure/ Benchmark Year</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>
Total number of informal hearings conducted	No	Not Available	Not Available	47
Total number of Interpretative Opinions and Expedited Advice issued	No	Not Available	Not Available	19
Total number of investigations completed within 90 days	No	Not Available	Not Available	Not Available

### Performance Plan Endnotes

\*For more information about the new structure and components of FY 2018 draft performance plans, please see the FY 2018 Proposed Budget and Financial Plan, Volume 1, Appendix E.

\*\*"Create and maintain a highly efficient, transparent and responsive District government" is a new Strategic Objective this year required for all agencies.

\*\*\*Key Performance Indicators that are new may not have historical data and may only have FY 2018 targets.