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# Office of Campaign Finance

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**Table CJ0-1**

Description	FY 2016	FY 2017	FY 2018	FY 2019	% Change
	Actual	Actual	Approved	Proposed	from FY 2018
OPERATING BUDGET	\$2,590,226	\$2,688,238	\$2,908,335	\$4,101,184	41.0
FTEs	28.2	30.0	30.0	35.0	16.7

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 2019 proposed budget is presented in the following tables:

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

Table CJ0-2 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 CJ0-2**

(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
<b>GENERAL FUND</b>												
Local Funds	2,590	2,688	2,908	4,101	1,193	41.0	28.2	30.0	30.0	35.0	5.0	16.7
<b>TOTAL FOR GENERAL FUND</b>	<b>2,590</b>	<b>2,688</b>	<b>2,908</b>	<b>4,101</b>	<b>1,193</b>	<b>41.0</b>	<b>28.2</b>	<b>30.0</b>	<b>30.0</b>	<b>35.0</b>	<b>5.0</b>	<b>16.7</b>
<b>GROSS FUNDS</b>	<b>2,590</b>	<b>2,688</b>	<b>2,908</b>	<b>4,101</b>	<b>1,193</b>	<b>41.0</b>	<b>28.2</b>	<b>30.0</b>	<b>30.0</b>	<b>35.0</b>	<b>5.0</b>	<b>16.7</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 2019 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2019 Proposed Operating Budget, by Comptroller Source Group

Table CJ0-3 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 CJ0-3**

(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	2,011	2,070	2,254	2,736	482	21.4
13 - Additional Gross Pay	7	32	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	442	448	518	641	123	23.7
15 - Overtime Pay	0	1	0	0	0	N/A
<b>SUBTOTAL PERSONAL SERVICES (PS)</b>	<b>2,460</b>	<b>2,550</b>	<b>2,772</b>	<b>3,377</b>	<b>605</b>	<b>21.8</b>
20 - Supplies and Materials	4	0	10	35	25	250.0
31 - Telephone, Telegraph, Telegram, Etc.	1	0	0	0	0	N/A
40 - Other Services and Charges	111	138	126	627	501	396.6
70 - Equipment and Equipment Rental	14	0	0	62	62	N/A
<b>SUBTOTAL NONPERSONAL SERVICES (NPS)</b>	<b>130</b>	<b>138</b>	<b>136</b>	<b>724</b>	<b>588</b>	<b>431.3</b>
<b>GROSS FUNDS</b>	<b>2,590</b>	<b>2,688</b>	<b>2,908</b>	<b>4,101</b>	<b>1,193</b>	<b>41.0</b>

\*Percent change is based on whole dollars.

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

Table CJ0-4 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 CJ0-4**

(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
<b>(1000) AGENCY MANAGEMENT</b>										
(1010) Personnel	179	151	195	166	-29	2.8	3.0	3.0	3.0	0.0
(1015) Training and Development	105	108	104	108	3	0.9	1.0	1.0	1.0	0.0
(1040) Information Technology	82	126	81	85	4	0.9	1.0	1.0	1.0	0.0
(1090) Performance Mgmt	190	184	213	220	7	0.9	1.0	1.0	1.0	0.0
<b>SUBTOTAL (1000) AGENCY MANAGEMENT</b>	<b>556</b>	<b>570</b>	<b>593</b>	<b>578</b>	<b>-15</b>	<b>5.6</b>	<b>6.0</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	384	461	1,565	1,104	3.8	4.0	4.0	9.0	5.0
(2020) Report Analysis and Audit Division	950	1,044	1,121	1,208	87	12.2	13.0	13.0	13.0	0.0
(2030) Office of the General Counsel	661	691	734	750	17	6.6	7.0	7.0	7.0	0.0
<b>SUBTOTAL (2000) OVERSIGHT SUPPORT SERVICES</b>	<b>2,035</b>	<b>2,119</b>	<b>2,315</b>	<b>3,523</b>	<b>1,208</b>	<b>22.6</b>	<b>24.0</b>	<b>24.0</b>	<b>29.0</b>	<b>5.0</b>
<b>(9960) YR END CLOSE</b>										
	0	-1	0	0	0	0.0	0.0	0.0	0.0	0.0
<b>SUBTOTAL (9960) YR END CLOSE</b>	<b>0</b>	<b>-1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>TOTAL PROPOSED OPERATING BUDGET</b>	<b>2,590</b>	<b>2,688</b>	<b>2,908</b>	<b>4,101</b>	<b>1,193</b>	<b>28.2</b>	<b>30.0</b>	<b>30.0</b>	<b>35.0</b>	<b>5.0</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 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 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 2019 proposed budget.

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

Table CJ0-5 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 CJ0-5**

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2018 Approved Budget and FTE</b>		<b>2,908</b>	<b>30.0</b>
No Change		0	0.0
<b>LOCAL FUNDS: FY 2019 Recurring Budget</b>		<b>2,908</b>	<b>30.0</b>
COLA: FY 2019 COLA Adjustment	Multiple Programs	81	0.0
Agency Request-Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	52	0.0
Agency Request-Decrease: To realize programmatic cost savings in nonpersonal services	Oversight Support Services	-54	0.0
Mayor's Policy-Enhance: To support the Fair Elections program	Oversight Support Services	860	3.0
<b>LOCAL FUNDS: FY 2019 Mayor's Proposed Budget</b>		<b>3,847</b>	<b>33.0</b>
Enhance: To support personal services	Oversight Support Services	261	2.0
Enhance: To align resources with operational spending goals	Oversight Support Services	25	0.0
Enhance: To recognize savings in personal services	Agency Management	-31	0.0
<b>LOCAL FUNDS: FY 2019 District's Proposed Budget</b>		<b>4,101</b>	<b>35.0</b>
<b>GROSS FOR CJ0 - OFFICE OF CAMPAIGN FINANCE</b>		<b>4,101</b>	<b>35.0</b>

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

## **FY 2019 Proposed Budget Changes**

The Office of Campaign Finance's (OCF) proposed FY 2019 gross budget is \$4,101,184, which represents a 41.0 percent increase over its FY 2018 approved gross budget of \$2,908,335. The budget is comprised entirely of Local funds.

### **Recurring Budget**

**No Change:** The Office of Campaign Finance's proposed budget reflects no change from the FY 2018 approved budget to the FY 2019 recurring budget.

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

**Cost-of-Living Adjustment:** OCF's budget proposal includes a cost-of-living adjustment (COLA) of \$80,665 in Local funds.

**Agency Request – Increase:** OCF's proposed FY 2019 budget includes an increase of \$52,048 across multiple programs to support projected salary steps and Fringe Benefit costs.

**Agency Request – Decrease:** OCF's budget proposal reflects a nonpersonal services reduction of \$53,945 in the Oversight Support Services program, due to a reduction in projected administrative costs.

**Mayor's Policy – Enhance:** OCF's Local funds budget proposes an increase of \$860,000 in the Oversight Services program to support primary and general election financing. This adjustment also provides funding for administrative costs, which includes support for 3.0 Full-Time Equivalent (FTE) auditor positions.

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

**Enhance:** OCF's budget proposal includes a personal services increase of \$260,558 and 2.0 FTEs in the Oversight Support Services program to implement the "Fair Elections Act of 2017." The proposed budget also includes an increase of \$25,000 in nonpersonal services to cover anticipated supply costs.

**Reduce:** OCF's proposed budget reflects a decrease of \$31,477 in personal services to reflect cost savings in the Agency Management program based on projected salary steps and Fringe Benefit costs.

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## Agency Performance Plan\*

The Office of Campaign Finance (OCF) has the following strategic objectives for FY 2019:

### 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.\*\*

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### 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.

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#### **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)**

<b>Activity Title</b>	<b>Activity Description</b>	<b>Type of Activity</b>
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 and dissemination online and onsite	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 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.	Daily Service



## 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 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 Target
Percent of Interpretative Opinions issued within thirty (30) days	No	100%	100%	66.7%	100%	100%
Percent of expedited advice for time-sensitive election related matters issued within fifteen (15) days of request	No	100%	100%	92.9%	100%	100%
Percent of informal hearings conducted and closed before the next filing deadline	No	100%	100%	140.7%	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 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 Target
Percent of new candidates and treasurers who receive mandatory training	No	100%	Not Available	29%	100%	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 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 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	93.8%	100%	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 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 Target
Percent of financial reports filed electronically	No	100%	100%	96.4%	100%	100%

**5. Create and maintain a highly efficient, transparent and responsive District government.\*\* (1 Measure)**

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 Target
Percent of investigative matters closed within ninety (90) days of opening	No	0%	100%	Data Forthcoming	100%	100%

**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. Educational Outreach Services**

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Total number of mandatory training conferences conducted	No	Not Available	34	29

**2. Audit Programs**

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Total number of financial reports reviewed, evaluated, and analyzed for the reporting period	No	Not Available	727	1,092
Total number of periodic random and full field audits completed by the Audit Division	No	Not Available	24	17

**3. Public Information collection and dissemination online and onsite**

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Total number of financial reports filed	No	Not Available	610	966
Total number of financial reports filed electronically	No	Not Available	610	964

**4. Enforcement Program**

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Total number of informal hearings conducted	No	Not Available	47	83
Total number of Interpretative Opinions and Expedited Advice issued	No	Not Available	19	12
Total number of investigations completed within 90 days	No	Not Available	Not Available	Data Forthcoming

**Performance Plan Endnotes:**

\*For more information about the structure and components of FY 2019 draft performance plans, please see the FY 2019 Proposed Budget and Financial Plan, Volume 1, Appendix E.

\*\*We've revisited a project to standardize District wide measures for the Objective “Create and maintain a highly efficient, transparent and responsive District government”. New measures will be tracked in FY 2018 and FY 2019 and published starting in the FY 2019 Performance Plan.

\*\*\*Key Performance Indicators that are new may not have historical data and may only have FY 2019 targets.