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# Office of Campaign Finance

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

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Description	FY 2009 Actual	FY 2010 Approved	FY 2011 Proposed	% Change from FY 2010
Operating Budget	\$1,647,901	\$1,690,071	\$1,442,581	-14.6
FTEs	16.9	18.0	18.0	0.0

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The mission of the Office of Campaign Finance (OCF) is to regulate the conduct of public officials and political campaigns to ensure public trust in the integrity of the election process and government service.

## Summary of Services

The Office of Campaign Finance processes and maintains financial reports, for public inspection, which are required by law to be filed with OCF; audits and develops statistical reports and summaries of the financial reports; conducts investigations and infor-

mal hearings of alleged violations of the Campaign Finance Act (the Act); and renders interpretative opinions concerning the application of the Act.

The agency's FY 2011 proposed budget is presented in the following tables:

## FY 2011 Proposed Gross Funds Operating Budget, by Revenue Type

Table CJ0-1 contains the proposed FY 2011 agency budget compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

**Table CJ0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
<b>General Fund</b>						
Local Funds	1,589	1,648	1,690	1,353	-337	-20.0
Special Purpose Revenue Funds	0	0	0	90	90	N/A
<b>Total for General Fund</b>	<b>1,589</b>	<b>1,648</b>	<b>1,690</b>	<b>1,443</b>	<b>-247</b>	<b>-14.6</b>
<b>Gross Funds</b>	<b>1,589</b>	<b>1,648</b>	<b>1,690</b>	<b>1,443</b>	<b>-247</b>	<b>-14.6</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 **Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2011 Proposed Full-Time Equivalents, by Revenue Type

Table CJ0-2 contains the proposed FY 2011 FTE level compared to the FY 2010 approved FTE level by revenue type. It also provides FY 2008 and FY 2009 actual data.

**Table CJ0-2**

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change
<b>General Fund</b>						
Local Funds	15.0	16.9	18.0	18.0	0.0	0.0
<b>Total for General Fund</b>	<b>15.0</b>	<b>16.9</b>	<b>18.0</b>	18.0	0.0	0.0
<b>Total Proposed FTEs</b>	<b>15.0</b>	<b>16.9</b>	<b>18.0</b>	18.0	0.0	0.0

## FY 2011 Proposed Operating Budget, by Comptroller Source Group

Table CJ0-3 contains the proposed FY 2011 budget at the Comptroller Source Group (object class) level compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

**Table CJ0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
11 - Regular Pay - Cont Full Time	1,131	1,125	1,178	1,160	-17	-1.5
12 - Regular Pay - Other	6	0	0	0	0	N/A
13 - Additional Gross Pay	15	31	0	0	0	N/A
14 - Fringe Benefits - Curr Personnel	164	200	178	223	45	25.0
15 - Overtime Pay	1	4	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>1,316</b>	<b>1,360</b>	<b>1,356</b>	<b>1,383</b>	<b>28</b>	<b>2.0</b>
20 - Supplies and Materials	23	16	18	18	0	0.0
30 - Energy, Comm. and Building Rentals	43	43	53	0	-53	-100.0
31 - Telephone, Telegraph, Telegram, Etc.	22	12	13	0	-13	-100.0
32 - Rentals - Land and Structures	0	1	0	0	0	N/A
33 - Janitorial Services	17	22	44	0	-44	-100.0
34 - Security Services	37	39	21	0	-21	-100.0
35 - Occupancy Fixed Costs	41	41	68	0	-68	-100.0
40 - Other Services and Charges	73	75	44	41	-2	-5.5
41 - Contractual Services - Other	0	31	74	0	-74	-100.0
70 - Equipment and Equipment Rental	17	9	0	0	0	N/A
<b>Subtotal Nonpersonal Services(NPS)</b>	<b>273</b>	<b>288</b>	<b>334</b>	<b>59</b>	<b>-275</b>	<b>-82.3</b>
<b>Gross Funds</b>	<b>1,589</b>	<b>1,648</b>	<b>1,690</b>	<b>1,443</b>	<b>-247</b>	<b>-14.6</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, constituent service programs, public officials, lobbyists, and statehood funds 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, receives electronically submitted financial reports, enters financial reports received by hard copy, and compiles information for publication in the D.C. Register, 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, political committees, constituent service programs, public officials, lobbyists, and statehood funds that focus efforts on ensuring accurate reporting and full disclosure, pursuant to the Campaign Finance Laws; and
- **Office of the General Counsel** – provides enforcement through the conduct of investigations, hearings, and the issuance of 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 Changes

The Office of Campaign Finance had no program structure changes in the FY 2011 Proposed Budget.

## FY 2011 Proposed Operating Budget and FTEs, by Program and Activity

Table CJ0-4 contains the proposed FY 2011 budget by program and activity compared to the FY 2010 approved budget. It also provides the FY 2009 actual data.

**Table CJ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
<b>(1000) Agency Management Program</b>								
(1010) Personnel	277	304	162	-142	2.9	3.0	5.0	2.0
(1015) Training and Development	90	126	0	-126	1.9	3.0	0.0	-3.0
(1020) Contracting and Procurement	11	2	0	-2	0.0	0.0	0.0	0.0
(1040) Information Technology	0	0	58	58	0.0	0.0	1.0	1.0
(1090) Performance Management	0	0	184	184	0.0	0.0	1.0	1.0
<b>Subtotal (1000) Agency Management Program</b>	<b>378</b>	<b>432</b>	<b>405</b>	<b>-27</b>	<b>4.8</b>	<b>6.0</b>	<b>7.0</b>	<b>1.0</b>
<b>(2000) Oversight Support Services</b>								
(2010) Public Information and Record Management	560	548	315	-233	4.6	4.0	4.0	0.0
(2020) Report Analysis and Audit Division	301	294	309	16	3.8	4.0	4.0	0.0
(2030) Office of the General Counsel	409	417	413	-4	3.8	4.0	3.0	-1.0
<b>Subtotal (2000) Oversight Support Services</b>	<b>1,270</b>	<b>1,258</b>	<b>1,038</b>	<b>-220</b>	<b>12.2</b>	<b>12.0</b>	<b>11.0</b>	<b>-1.0</b>
<b>Total Proposed Operating Budget</b>	<b>1,648</b>	<b>1,690</b>	<b>1,443</b>	<b>-247</b>	<b>16.9</b>	<b>18.0</b>	<b>18.0</b>	<b>0.0</b>

(Change is calculated by whole numbers and numbers may not add 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 2011 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2011 Proposed Budget Changes

**Intra-Agency Adjustments:** The Office of Campaign Finance (OCF) will increase \$92,234 in Local funds to include fringe benefits and adjustments in salary schedules for realignments in staff positions in FY 2011.

**Transfers In/Out:** The Office of Campaign Finance will transfer out \$2,060 in Local funds for procurement and human resources assessments to the Office of Contracting and Procurement and the D.C. Department of Human Resources. Additionally, OCF is transferring out \$198,389 of its Local budget in facility and telecom fixed costs to the new fixed cost

agency and the Office of Finance and Resource Management, and \$45,000 to the Office of Employee Appeals.

**Cost Savings:** The proposed budget will save \$109,365 in Local funding by eliminating the funding for a Paralegal Specialist and a Hearing Examiner positions.

**Policy Initiative** The proposed budget includes an increase of \$90,000 in Special Purpose Revenue authority, to capture revenue based on lobbyist registration fees.

## FY 2010 Approved Budget to FY 2011 Proposed Budget, by Revenue Type

Table CJ0-5 itemizes the changes by revenue type between the FY 2010 approved budget and the FY 2011 proposed budget.

**Table CJ0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2010 Approved Budget and FTE</b>		<b>1,690</b>	<b>18.0</b>
Cost Decrease: Decrease funding for personal services	Multiple Programs	-109	0.0
Transfer Out: Transfer to the Office of Employee Appeals	Multiple Programs	-45	0.0
Cost Decrease: Decrease in contractual services	Oversight Support Services	-74	0.0
Cost Decrease: Decrease in other services and charges	Multiple Programs	-14	0.0
Cost Decrease: Align fleet assessment with DPW estimates	Oversight Support Services	-1	0.0
Cost Increase: Align IT assessment with OCTO estimates	Oversight Support Services	14	0.0
Cost Increase: Adjust fringe benefits based on historical growth rate	Multiple Programs	45	0.0
Cost Increase: Adjust salary schedule for realignment of staff positions	Oversight Support Services	47	0.0
Transfer Out: Transfer out procurement and human resources assessments to OCP/DCHR	Multiple Programs	-2	0.0
Transfer Out: Transfer facility and telecom fixed costs to new fixed cost agency and OFRM	Multiple Programs	-198	0.0
Reduce: Hold salary steps constant (less than \$1,000)	Multiple Programs	0	0.0
<b>LOCAL FUNDS: FY 2011 Proposed Budget and FTE</b>		<b>1,353</b>	<b>18.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2010 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Cost Increase: Increase the special purpose revenue authority	Oversight Support Services	90	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2011 Proposed Budget and FTE</b>		<b>90</b>	<b>0.0</b>
<b>Gross for CJ0 - Office of Campaign Finance</b>		<b>1,443</b>	<b>18.0</b>

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2011:

**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.

## Agency Performance Measures

Table CJ0-6

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Percent of listings in the D.C. Register published before the statutory deadlines of January 15th, April 30th, June 15th, and August 15th of each year	100%	100%	100%	100%	100%	100%
Percent of informal hearings conducted and closed before the next filing deadline	100%	100%	100%	100%	100%	100%
Percent of investigative matters closed within 90 days of opening	100%	100%	75%	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	N/A	N/A	42%	60%	70%	75%
Number of periodic random audits conducted of political committees following the January 31st and July 31st filing deadlines	N/A	N/A	8	12	8	12
Percent of Interpretive Opinions issued within thirty (30) days	100%	100%	100%	100%	100%	100%
Compliance Rate <sup>1</sup>	94%	94%	91%	94%	94%	94%
Percentage of financial disclosure and conflict-of-resolution reports filed electronically.	N/A	N/A	N/A	TBD	TBD	TBD
Percentage of financial disclosure statements filed on time.	N/A	N/A	N/A	TBD	TBD	TBD
Number of periodic random audits of political committees following the January 31st and July 31st filing deadlines completed before the next filing deadline.	N/A	N/A	N/A	TBD	TBD	TBD
Percentage of enforcement actions closed within 90 days of opening.	N/A	N/A	N/A	TBD	TBD	TBD

1. The total number of disclosure statements received compared to the number expected.

