
Office of Campaign Finance

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Description	FY 2010 Actual	FY 2011 Approved	FY 2012 Proposed	% Change from FY 2011
Operating Budget	\$1,636,159	\$1,414,974	\$1,407,024	-0.6
FTEs	17.1	18.0	16.0	-11.1

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 informal 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 2012 proposed budget is presented in the following tables:

FY 2012 Proposed Gross Funds Operating Budget, by Revenue Type

Table CJ0-1 contains the proposed FY 2012 agency budget compared to the FY 2011 approved budget. It also provides FY 2009 and FY 2010 actual expenditures.

Table CJ0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2009	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Percent Change*
General Fund						
Local Funds	1,648	1,636	1,325	1,313	-12	-0.9
Special Purpose Revenue Funds	0	0	90	94	4	4.4
Total for General Fund	1,648	1,636	1,415	1,407	-8	-0.6
Gross Funds	1,648	1,636	1,415	1,407	-8	-0.6

*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 2012 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2012 Proposed Full-Time Equivalents, by Revenue Type

Table CJ0-2 contains the proposed FY 2012 FTE level compared to the FY 2011 approved FTE level by revenue type. It also provides FY 2009 and FY 2010 actual data.

Table CJ0-2

Appropriated Fund	Actual FY 2009	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Percent Change
General Fund						
Local Funds	16.9	17.1	18.0	15.0	-3.0	-16.7
Special Purpose Revenue Funds	0.0	0.0	0.0	1.0	1.0	N/A
Total for General Fund	16.9	17.1	18.0	16.0	-2.0	-11.1
Total Proposed FTEs	16.9	17.1	18.0	16.0	-2.0	-11.1

FY 2012 Proposed Operating Budget, by Comptroller Source Group

Table CJ0-3 contains the proposed FY 2012 budget at the Comptroller Source Group (object class) level compared to the FY 2011 approved budget. It also provides FY 2009 and FY 2010 actual expenditures.

Table CJ0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2009	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Percent Change*
11 - Regular Pay - Cont Full Time	1,125	1,116	1,142	1,072	-70	-6.1
12 - Regular Pay - Other	0	26	0	73	73	N/A
13 - Additional Gross Pay	31	12	0	0	0	N/A
14 - Fringe Benefits - Curr Personnel	200	218	220	251	31	14.2
15 - Overtime Pay	4	0	0	0	0	N/A
Subtotal Personal Services (PS)	1,360	1,373	1,362	1,396	34	2.5
20 - Supplies and Materials	16	9	12	6	-6	-49.2
30 - Energy, Comm. and Building Rentals	43	42	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	12	7	0	0	0	N/A
32 - Rentals - Land and Structures	1	0	0	0	0	N/A
33 - Janitorial Services	22	42	0	0	0	N/A
34 - Security Services	39	17	0	0	0	N/A
35 - Occupancy Fixed Costs	41	68	0	0	0	N/A
40 - Other Services and Charges	75	36	41	5	-36	-88.1
41 - Contractual Services - Other	31	43	0	0	0	N/A
70 - Equipment and Equipment Rental	9	0	0	0	0	N/A
Subtotal Nonpersonal Services (NPS)	288	264	53	11	-42	-79.3
Gross Funds	1,648	1,636	1,415	1,407	-8	-0.6

*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 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 Changes

The Office of Campaign Finance has no program structure changes in the FY 2012 Proposed Budget.

FY 2012 Proposed Operating Budget and FTEs, by Program and Activity

Table CJ0-4 contains the proposed FY 2012 budget by program and activity compared to the FY 2011 approved budget. It also provides the FY 2010 actual data.

Table CJ0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011
(1000) Agency Management Program								
(1010) Personnel	314	160	165	5	2.8	5.0	3.0	-2.0
(1015) Training and Development	91	0	0	0	2.8	0.0	0.0	0.0
(1020) Contracting and Procurement	2	0	0	0	0.0	0.0	0.0	0.0
(1040) Information Technology	0	58	60	2	0.0	1.0	1.0	0.0
(1090) Performance Management	0	184	188	3	0.0	1.0	1.0	0.0
Subtotal (1000) Agency Management Program	407	403	413	10	5.7	7.0	5.0	-2.0
(2000) Oversight Support Services								
(2010) Public Information and Record Management	515	309	273	-36	3.8	4.0	4.0	0.0
(2020) Report Analysis and Audit Division	307	305	315	10	3.8	4.0	4.0	0.0
(2030) Office of the General Counsel	407	398	406	8	3.8	3.0	3.0	0.0
Subtotal (2000) Oversight Support Services	1,229	1,012	994	-18	11.4	11.0	11.0	0.0
Total Proposed Operating Budget	1,636	1,415	1,407	-8	17.0	18.0	16.0	-2.0

(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 2012 Operating Appendices located on the Office of the Chief Financial Officer's website.

FY 2012 Proposed Budget Changes

Redirection: \$30,332 was redirected from the Oversight Support Services program to the Agency Management program to cover the increase in salary and fringe benefits associated with step increases.

Transfer Out: The budget transfers \$11,950 for the Local portion of the information technology assessment to the Office of the Chief Technology Officer (OCTO).

Cost Increase: Additional funding of \$4,000 in Special Purpose Revenue funds was requested due to additional use of fund balance.

FY 2011 Approved Budget to FY 2012 Proposed Budget, by Revenue Type

Table CJ0-5 itemizes the changes by revenue type between the FY 2011 approved budget and the FY 2012 proposed budget.

Table CJ0-5

(dollars in thousands)

	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2011 Approved Budget and FTE		1,325	18.0
Shift: 2.0 FTEs to Special Purpose Revenue funds	Agency Management Program	0	-2.0
Cost Decrease: Align budget with nonpersonal services adjustments	Oversight Support Services	-30	0.0
Cost Increase: Adjust salary and fringe schedule to include step increases	Agency Management Program	30	0.0
FY 2012 Initial Adjusted Budget		1,325	16.0
Cost Decrease: Shift 1.0 FTE to Special Purpose Revenue	Agency Management Program	0	-1.0
Transfer Out: Transfer Local portion of IT assessment to OCTO	Oversight Support Services	-12	0.0
LOCAL FUNDS: FY 2012 Proposed Budget and FTE		1,313	15.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2011 Approved Budget and FTE		90	0.0
Cost Increase: Additional funding due to fund balance use in FY 2012	Oversight Support Services	4	0.0
Shift: 1.0 FTEs from Local Funds	Oversight Support Services	0	1.0
FY 2012 Initial Adjusted Budget		94	1.0
Cost Decrease: Eliminate vacant positions	Agency Management Program	0	-2.0
Cost Increase: Shift 2.0 FTEs from Local funds	Agency Management Program	0	2.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Proposed Budget and FTE		94	1.0
Gross for CJ0 - Office of Campaign Finance		1,407	16.0

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2012:

Objective 1: Obtain full and complete disclosure of documents and actions relevant to the Campaign Finance and Conflict of Interest 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

Measure	FY 2009 Actual	FY 2010 Target	FY 2010 Actual	FY 2011 Projection	FY 2012 Projection	FY 2013 Projection
Percentage 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%
Percentage of informal hearings conducted and closed before the next filing deadline	100%	100%	100%	100%	100%	100%
Percentage of investigative matters closed within 90 days of opening	75%	100%	0%	100%	100%	100%
Percentage of financial reports reviewed, evaluated, and analyzed before the next filing deadline	100%	100%	100%	100%	100%	100%
Percentage of financial reports filed electronically ¹	42%	60%	47%	70%	75%	80%
Number of periodic random audits conducted of political committees following the January 31st and July 31st filing deadlines ²	6	6	7	6 ³	6	6
Percent of Interpretive Opinions issued within 30 days Compliance Rate ⁴	100%	100%	100%	100%	100%	100%
Percentage of Financial Disclosure and Conflict of Interest Reports filed electronically	Not Available	Not Available	48%	60%	70%	75%
Percentage of Financial Disclosure Statements filed on time	Not Available	Not Available	95%	96%	96%	96%
Percentage of periodic random audits of political committees following January 31st and July 31st filing deadlines completed before the next filing deadline	Not Available	Not Available	100%	100%	100%	100%

Performance Plan Endnotes:

- As of 2008, based on the "Grading State Disclosure 2008" report, dated September 17, 2008 by the Campaign Disclosure Project, a partnership of the Center for Governmental Studies, the California Voter Foundation, and UCLA Law School, 30 states have mandatory electronic filing programs for certain campaign reports, 12 states had some form of voluntary program, and 8 states had no electronic filing. The District of Columbia was not included in this study. Participation rates among the voluntary states averaged at that time at 54 percent for statewide candidates and 43 percent for legislative candidates. The report can be found at www.campaigndisclosure.org. OCF will attempt to determine what the current trends are in electronic filing from the Council on Governmental Ethics Laws.
- The total number of periodic audits conducted for all filer groups was as follows: FY 2009, 8; and FY 2010, 14. OCF expects the total number of periodic audits conducted for all filer groups to be as follows: FY 2011, 8; FY 2012, 12; and FY 2013, 8.
- OCF expects to perform three audits of political committees following the January 31st filing deadline and three audits of political committees after the July 31st deadline.
- The total number of disclosure statements received compared to the number expected.

