
Office of Campaign Finance

www.ocf.dc.gov

Telephone: 202-671-0547

Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$1,373,762	\$1,407,024	\$2,601,045	84.9
FTEs	17.8	16.0	31.0	93.8

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 2013 proposed budget is presented in the following tables:

FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table CJ0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

Table CJ0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
General Fund						
Local Funds	1,636	1,325	1,313	2,601	1,288	98.1
Special Purpose Revenue Funds	0	49	94	0	-94	-100.0
Total for General Fund	1,636	1,374	1,407	2,601	1,194	84.9
Gross Funds	1,636	1,374	1,407	2,601	1,194	84.9

*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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table CJ0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

Table CJ0-2

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
General Fund						
Local Funds	171	178	15.0	31.0	16.0	106.7
Special Purpose Revenue Funds	0.0	0.0	1.0	0.0	-1.0	-100.0
Total for General Fund	17.1	17.8	16.0	31.0	15.0	93.8
Total Proposed FTEs	17.1	17.8	16.0	31.0	15.0	93.8

FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table CJ0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

Table CJ0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	1,116	1,034	1,072	1,877	805	75.1
12 - Regular Pay - Other	26	52	73	0	-73	-100.0
13 - Additional Gross Pay	12	16	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	218	220	251	561	310	123.7
15 - Overtime Pay	0	0	0	0	0	N/A
Subtotal Personal Services (PS)	1,373	1,322	1,396	2,439	1,043	74.7
20 - Supplies and Materials	9	11	6	12	6	95.7
30 - Energy, Comm. and Building Rentals	42	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	7	0	0	0	0	N/A
33 - Janitorial Services	42	0	0	0	0	N/A
34 - Security Services	17	0	0	0	0	N/A
35 - Occupancy Fixed Costs	68	0	0	0	0	N/A
40 - Other Services and Charges	36	41	5	151	146	2,961.0
41 - Contractual Services - Other	43	0	0	0	0	N/A
Subtotal Nonpersonal Services (NPS)	264	52	11	163	151	1,370.8
Gross Funds	1,636	1,374	1,407	2,601	1,194	84.9

*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 2013 proposed budget.

FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table CJ0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

Table CJ0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
(1000) Agency Management Program								
(1010) Personnel	166	165	167	2	5.0	3.0	3.0	0.0
(1015) Training and Development	-1	0	0	0	0.0	0.0	0.0	0.0
(1040) Information Technology	69	60	62	1	1.0	1.0	1.0	0.0
(1090) Performance Management	190	188	189	2	1.0	1.0	1.0	0.0
Subtotal (1000) Agency Management Program	423	413	418	5	6.9	5.0	5.0	0.0
(2000) Oversight Support Services								
(2010) Public Information and Record Management	303	273	429	156	4.0	4.0	4.0	0.0
(2020) Report Analysis and Audit Division	322	315	1,068	753	4.0	4.0	14.0	10.0
(2030) Office of the General Counsel	325	406	686	280	3.0	3.0	8.0	5.0
Subtotal (2000) Oversight Support Services	950	994	2,183	1,189	10.9	11.0	26.0	15.0
Total Proposed Operating Budget	1,374	1,407	2,601	1,194	17.8	16.0	31.0	15.0

(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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2013 Proposed Budget Changes

The Office of Campaign Finance's (OCF) proposed FY 2013 gross budget is \$2,601,045, which represents an 84.9 percent increase over its FY 2012 approved gross budget of \$1,407,024. 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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 2013 CSFL budget is \$1,334,694, which represents a \$21,670, or 1.7 percent, increase over the FY 2012 approved Local funds budget of \$1,313,024.

Initial Adjusted Budget

Cost Increase: \$47,248 in Local funds to support increased demands related to Other Services and Charges.

Cost Decrease: \$47,248 in Local funds reflects an adjustment to Regular Pay - Other and Fringe Benefits; \$33,922 from personal services in Special Purpose Revenue funds is due to a decline in projected revenue.

Additionally Adjusted Budget

Technical Adjustment: Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$5,224 in Local funds and \$234 in Special Purpose Revenue funds.

Policy Initiative

Cost Increase: \$708,000 and 9.0 FTEs in Local funds to support increased random audits conducted on political committees, \$215,000 in the Oversight Support Services program to support 4.0 additional FTEs, \$134,126 and 2.0 FTEs in Local funds for the costs of an Attorney Advisor and a Hearing Examiner's position previously funded by Special Purpose Revenue, and \$104,000 in Other Services and Charges for equipment and necessary software upgrades in the Oversight Support Services program.

Transfer In: \$100,000 and 1.0 FTE in Local funds from the District Department of Transportation.

Transfer out: \$60,077 and 1.0 FTE from Special Purpose Revenue funds to the newly created Ethics Board, in the Board of Ethics and Government Accountability.

FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table CJ0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

Table CJ0-5

(dollars in thousands)

	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2012 Approved Budget and FTE		1,313	15.0
Fringe Benefit Rate Adjustment	Multiple Programs	16	0.0
Consumer Price Index	Multiple Programs	0	0.0
Personal Services Growth Factor	Multiple Programs	5	0.0
FY 2013 Current Services Funding Level Budget (CSFL)		1,335	15.0
Cost Increase: In Other Services and Charges due to increased needs	Multiple Programs	47	0.0
Cost Decrease: In personal services to absorb the increase in Other Services and Charges	Multiple Programs	-47	0.0
FY 2013 Initial Adjusted Budget		1,335	15.0
Technical Adjustment: Health insurance contribution	Multiple Programs	5	0.0
FY 2013 Additionally Adjusted Budget		1,340	15.0
FY 2013 Policy Initiatives			
Cost Increase: To support the increased random audits conducted of political committees	Oversight Support Services	708	9.0
Cost Increase: To support an additional 4 FTEs	Oversight Support Services	215	4.0
Cost Increase: To cover the costs of an Attorney Advisor's and a Hearing Examiner's positions previously funded by Special Purpose Revenue funds	Oversight Support Services	134	2.0
Cost Increase: In Other Services and Charges for Equipment and necessary software upgrades	Oversight Support Services	104	0.0
Transfer In: From the District Department of Transportation	Oversight Support Services	100	1.0
LOCAL FUNDS: FY 2013 Proposed Budget and FTE		2,601	31.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE		94	1.0
Cost Decrease: In personal services due to decline in expected revenue projection	Multiple Programs	-34	0.0
FY 2013 Initial Adjusted Budget		60	1.0
Technical Adjustment: Health insurance contribution (less than \$500)	Multiple Programs	0	0.0
FY 2013 Additionally Adjusted Budget		60	1.0
FY 2013 Policy Initiatives			
Transfer Out: To the Ethics Board	Oversight Support Services	-60	-1.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE		0	0.0
Gross for CJ0 - Office of Campaign Finance		2,601	31.0

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

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

Objective 1: Obtain full and complete disclosure of documents and actions relevant to the Campaign Finance code 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 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 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%	86.79%	100%	100%	100%
Percentage of investigative matters closed within 90 days of opening	100%	100%	62.5%	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	59.64%	70%	70.99%	75%	80%	95%
Number of periodic random audits conducted of political committees following the January 31st and July 31st filing deadlines ²	7	6 ³	6/8	6	6	6
Percentage of Interpretive Opinions issued within 30 days	94%	100%	100%	100%	100%	100%
Percentage of Compliance Rate ⁴	94.39%	100%	100%	100%	100%	100%
Percentage of Financial Disclosure and Conflict of Interest Reports filed electronically	90%	60%	78.59%	70%	100%	100%
Percentage of Financial Disclosure Statements filed on time	95%	96%	96%	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	100%	100%	100%	100%	100%	100%

¹Per FY 2012 Performance Policy and Measure Recommendations of the GOE FY 2012 Budget Report, at Page 55, the "Office of Campaign Finance should increase the number of financial reports that are filed electronically, particularly in the lobbyist and Financial Disclosure statements, with a goal of 100 percent electronic filing by Fiscal Year 2013"; and for FY 2012, measure the "number of periodic random audits of lobbyist communications reports." It should be noted, however, that based upon the enactment of the "Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Emergency Amendment Act of 2012," effective January 29, 2012, the Office of Campaign Finance will no longer be responsible for the public reporting of public officials, and as of October 1, 2012, will no longer administer the provisions of the "Emergency Ethics Act" pertaining to lobbyists.

Performance Plan Endnotes:

1. 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.
2. 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.
3. 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.
4. The total number of disclosure statements received compared to the number expected.

