

Office of Campaign Finance FY2016

Agency Office of Campaign Finance

Mission The mission of the Office of Campaign Finance (OCF) is to regulate and provide public disclosure and transparency to protect and 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. OCF also 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 Web Site; and enforces the Act through the conduct of audits, investigations, and the informal hearing process.

2016 Objectives

FY16 Objectives

Objective Number	Objective Description
Agency Management (3 Objectives)	
1	Obtain full and complete disclosure of documents and actions relevant to the Campaign Finance Act through efficient and effective educational, audit, and enforcement programs and activities.
2	Assimilate, maintain, and compile financial disclosure records received through electronic filing and by hard copy into an integrated, relational database.
3	Disseminate Financial Disclosure Records and Statistical Reports in a timely, efficient, and useful manner.

2016 Key Performance Indicators

Measure	Division	Frequency of Reporting	FY 2013	FY 2014	FY 2015	FY 2015 Target	FY 2016 Target
1 - Obtain full and complete disclosure of documents and actions relevant to the Campaign Finance Act through efficient and effective educational, audit, and enforcement programs and activities. (6 Measures)							
Percent of investigative matters closed within ninety (90) days of opening		Quarterly	6	100	100		100
Percent of informal hearings conducted and closed before the next filing deadline.		Quarterly	113	100	100		100
Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline.		Quarterly	953	100	100		100
Percent of periodic random audits conducted within sixty (60) days of initiation.		Quarterly	100	100	100		100
Percent of Interpretative Opinions issued within thirty (30) days.		Quarterly	3	0	100		100
Percent of expedited advice for time-sensitive election related matters issued within fifteen (15) days of request.		Quarterly	0	0	100		100

2016 Workload Measures

Measure	Frequency of Reporting	FY 2013	FY 2014	FY 2015
Workload Measure (3 Measures)				
Total number of mandatory training conferences conducted.	Quarterly	0	0	0
Total number of financial reports filed electronically.	Quarterly	754	638	1,043
Total number of financial reports filed	Quarterly	1,002	728	1,262

2016 Initiatives

Objective Number	Objective Title	Initiative Number	Initiative Title	Initiative Description
Agency Management - 1 (3 Initiatives)				
1		1.1	Review Financial Reports, conduct periodic random and full field audits to ensure accurate reporting, and produce the Biennial Report.	The Office of Campaign Finance will conduct at least four (4) periodic audits of the financial reports of principal campaign committees active during the 2016 election cycle following the December 10th, the March 10th, and the August 10th Filing Deadlines. At the close of each statutory filing deadline, the OCF will review the financial reports of candidates, political committees, political action committees, independent expenditure committees, and the constituent service and Statehood fund programs, for compliance with the reporting requirements; randomly audit the activity reports of the constituent service and Statehood fund programs following the close of the October 1st and the April 1st Filing Deadlines; and refer violations of the Campaign Finance Act to the General Counsel for enforcement. The desk review of financial reports and the conduct of periodic random audits are ongoing audit activities.
1		1.2	Promote compliance with the Campaign Finance Act.	The Office of the General Counsel will organize the conduct of site visits to the Early Voting Centers and to at least ten (10) of the Election Precincts operated by the Board of Elections in each of the eight (8) Wards during the June 14, 2016 Federal and Local Primary Election in the District of Columbia, and to the business offices of the principal campaign committees of candidates for local elective office, as well as to the offices of any other committees under the purview of the Office of Campaign Finance. The OCF staff will be dispatched to observe the activity in and around the Voting Centers and Precincts, and the financial operations and activity of the offices of the various entities registered with the OCF. The staff will provide counsel upon request and where necessary concerning the proper application of the campaign finance laws.

1		1.3	Obtain full disclosure and increase voluntary compliance through the OCF Educational Program.	<p>The Office of Campaign Finance will develop, design, and introduce interactive training tutorials. The interactive training modules will invite the user to test their knowledge of the information presented. During the 2016 election cycle the OCF will increase its outreach services and activities at the OCF Website and Facebook Page, through the issuance of reminder letters of impending report dates, and the mandatory and bi-weekly training sessions to disseminate clear guidance and reinforce the most recent changes in the campaign finance laws mandated by the "Campaign Finance Reform and Transparency Act of 2013". The OCF will schedule and conduct Mandatory Training for each candidate for public office and the treasurer of each political committee, political action committee, or independent expenditure committee, within fifteen (15) calendar days of their registration with the Agency. The training will address the obligations and responsibilities of the new registrants under the Campaign Finance Act, and how best to achieve compliance. The OCF will schedule and conduct bi-weekly training sessions, commencing January 2016 for the continuing committees, the candidates and treasurers who register to participate in the 2016 Election Cycle, and for the constituent service and Statehood fund programs. The OCF will circulate surveys to the training participants during each onsite seminar to determine if the presentation achieved targeted satisfaction.</p>
---	--	-----	---	---

TOT

Agency Management - 2 (3 Initiatives)				
2		2.1	Complete the data entry of all financial records received by hard copy into the database before the next filing deadline.	<p>During FY15, 72.25% (757 of 985) of all financial reports filed with the Office of Campaign Finance were received electronically online at the OCF Web Site; and 228 paper reports were submitted. The number of paper reports submitted dramatically decreased after January 31, 2015, the effective date of the mandatory online filing requirement, except where actual hardship in complying was demonstrated. In FY15, there were approximately six (6) statutory filing deadlines which occurred on or before January 31, 2015 and five (5) statutory filing deadlines subsequent thereto. The remaining 25% (paper reports), at a minimum, of the total reports filed required data entry. The data entry must be completed prior to the next filing deadline to present an accurate portrayal of campaign activity. During FY16, it is anticipated the electronic filing statistics will continue to increase because of the mandatory online filing requirement, and the receipt of paper submissions will continue to require timely data entry.</p>

2		2.2	Fully administer the requirement for mandatory electronic filing of all financial reports by all reporting entities.	During FY15, the Office of Campaign Finance fully implemented those provisions of the "Campaign Finance Reform and Transparency Amendment Act of 2013", applicable January 31, 2015, which require the online submission of all reports filed with the OCF, unless actual hardship in complying is demonstrated. The OCF will utilize the Mandatory Training Program during the 2016 election cycle to inform newly registered candidates and the committee treasurers of the mandatory online filing requirement. To foster compliance by the continuing committees and other filers, the OCF will continue to utilize the OCF Web Site, the OCF Facebook Page, the OCF Forms, the biweekly training seminars, and the issuance of reminder letters under the Filer Pre-Notification Program, to reinforce notice of the mandatory online filing requirement.
2		2.3	Upgrade of the Electronic Filing System.	In FY16, the Office of Campaign Finance will upgrade the OCF Electronic Filing and Disclosure System to provide for an import module which will enable the import of contribution and expenditure records from either Excel or an XML template using pre-approved spreadsheets. This upgrade will eliminate the data entry of these records.
TOT				
Agency Management - 3 (2 Initiatives)				
3		3.1	Ensure the Timely Dissemination and Transparency of Financial Reports.	During FY16, the Office of Campaign Finance will employ an online survey to evaluate the effectiveness and efficiency of the OCF Web Site to deliver relevant information and services following the redesign and modernization of the Web Site and E-Filing System in FY15 to improve data access, system performance, and the navigation scheme. The results of the survey will aid the OCF in its ongoing effort to ensure the disclosure, transparency, and easy access by the public of the financial reports filed with the Agency.
3		3.2	Increase Availability of Summary Information.	During FY16, the Office of Campaign Finance will research, compile and publish comparative studies of campaign finance activity by various types of candidates and committees from past elections based on the OCF Biennial Reports of Contribution and Expenditure Information to depict increases or decreases in receipts or spending from prior election cycles.
TOT				
TOT				