



## FY09 PERFORMANCE PLAN Office of Campaign Finance

### MISSION

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.

**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.**

**INITIATIVE 1.1: Expand the OCF educational program to obtain full disclosure and increase voluntary compliance.**

OCF will increase the number of educational seminars offered during FY09, develop separate brochures for each financial program, and design web based interactive modules to explain the reporting requirements. In FY07, the Agency conducted seminars only until the scheduled election. OCF has since determined that reporting entities will be better served by receiving instruction through termination of their committees, which may occur upon satisfaction of all debts and obligations, when the purpose for which the committee was organized ceases to exist.

**INITIATIVE 1.2: Increase the number of periodic random audits to ensure accurate reporting.**

OCF will increase the number of random periodic audits conducted at the end of a reporting cycle. During FY08, the Audit Division of the Office of Campaign Finance grew from three permanent full time audit positions to four. Because of this personnel increase, the number of random periodic audits conducted in FY09 should increase to one of every fifteen continuing political committees, following the January 31<sup>st</sup> and July 31<sup>st</sup> filing deadlines.

**INITIATIVE 1.3: Improve the enforcement process.**

During FY08, the number of positions in the Office of the General Counsel increased from three permanent full time legal positions to four. Because of this personnel increase, the Office of Campaign Finance will become more steadfast in FY09 in its efforts to issue interpretative opinions within thirty days of receipt, and to conduct and resolve all informal hearings before the next filing deadline, through the allocation of specific responsibilities under each OCF Program to a specific staff member.

**OBJECTIVE 2: Assimilate, maintain, and compile financial disclosure records received through electronic filing and by hard copy into an integrated, relational database.**

**INITIATIVE 2.1: Complete the data entry of all financial reports received by hard copy into the database before the next filing deadline.**

During FY07, 1406 public officials and reporting entities filed their reports electronically, and 2754 submitted paper reports. Because the Board of Elections and Ethics conducted three elections, there were seventeen (17) separate filing deadlines required for financial reports. During FY08, two elections will be conducted, with eighteen separate filing deadlines; and during



FY09, one election will be conducted, with at least thirteen separate filing deadlines. At a minimum, the number of reports filed will be similar to that of FY07. OCF will be required in each fiscal year to timely data enter all reports to present an accurate portrayal of campaign activity.

**OBJECTIVE 3: Disseminate financial disclosure records and statistical reports.**

**INITIATIVE 3.1: Design Geographical Information System to profile contributor and expenditure information of ward and at large candidates for publication on the OCF web site.**

The Geographical Information System will disclose, at a glance, the contribution and expenditure profiles for candidates by location geographically. This will ease and expedite the public's access to vital campaign data.

**INITIATIVE 3.2: Employ a Data Extraction System to provide for the integration of information into the OCF Database from the hard copy of financial reports.**

This System will save man hours through the elimination of manual data entry; reduce the turn around time for data integration online; and provide faster disclosure capability.

**PROPOSED KEY PERFORMANCE INDICATORS**

<b>Measure</b>	<b>FY07 Actual</b>	<b>FY08 Target</b>	<b>FY08 YE Actual</b>	<b>FY09 Projection</b>	<b>FY10 Projection</b>	<b>FY11 Projection</b>
Percent of Interpretative Opinions issued within thirty days	100%	100%	N/A	100%	100%	100%
Percent of listings in the D.C. Register published before the statutory deadlines of January 15 <sup>th</sup> , April 30 <sup>th</sup> , June 15 <sup>th</sup> , and August 15 <sup>th</sup> of each year	100%	100%	N/A	100%	100%	100%
Percent of informal hearings and investigative matters conducted before the next filing deadline, and within 90 days of the filing of a complaint	100%	100%	N/A	100%	100%	100%
Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline	100%	N/A	N/A	100%	100%	100%