

Office of Finance and Resource Management

www.ofrm.cfo.in.dc.gov

Description	FY 2004 Actual	FY 2005 Approved	FY 2006 Proposed	% Change from FY 2004
*Operating Budget	\$167,771,918	\$188,015,939	\$200,888,456	6.8
FTEs	40.6	41.0	45.0	9.8

*Includes the central payment of fixed costs on behalf of District agencies.

The mission of the Office of Finance and Resource Management (OFRM) is to provide sound financial management services to District agencies. This means that all financial deliverables are met while adhering to the highest standard of accountability and oversight.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- By FY 2006, OFRM will develop agency-specific financial service agreements for all client agencies to increase the understanding of the services being provided.
- By FY 2006, OFRM will conduct bi-annual financial management workshops to include budget formulation and fiscal year end closing for client agencies to promote fiscal understanding and accountability.
- By FY 2006, OFRM will provide monthly fiscal reporting and utility bill payment analysis on-line for stakeholder review.
- By FY 2007, OFRM will develop and automate a fixed cost forecasting system so that OFRM can provide timely, accurate fixed cost estimates to District agencies that will serve as a mechanism to validate forecasting assumptions.
- By FY 2007, OFRM will establish an automated tracking system for monitoring agency deliverables to include invoices, MOUs, revenue collections, Intra-District billing, and grant performance.
- As the cluster agency for Government Operations, under the direction of the Associate Chief Financial Officer, build and maintain partnerships with client agencies by improving communications, and providing accurate and timely fiscal information, and developing OFRM staff to exceed client program and financial needs.
- Continue to build the internal capacity of OFRM financial systems, refine the closing process and enhance financial reporting through continued education and training of OFRM employees.
- Ensure 100 percent compliance with the District's Anti-Deficiency Act by developing financial oversight mechanisms.

Funding by Source

Tables AS0-1 and 2 show the sources of funding and FTEs by fund type for the Office of Finance and Resource Management.

Table AS0-1

FY 2006 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

Appropriated Fund	Actual FY 2003	Actual FY 2004	Approved FY 2005	Proposed FY 2006	Change from FY 2005	Percent Change
General Fund						
Local Fund	1,845	3,603	6,723	9,782	3,059	45.5
Special Purpose Revenue Funds	514	630	964	848	-117	-12.1
Total for General Fund	2,358	4,233	7,687	10,630	2,942	38.3
Intra-District Funds	156,822	163,539	180,329	190,259	9,930	5.5
Total for Intra-District Funds	156,822	163,539	180,329	190,259	9,930	5.5
Gross Funds	159,180	167,772	188,016	200,888	12,873	6.8

Table AS0-2

FY 2006 Full-Time Equivalent Employment Levels

Appropriated Fund	Actual FY 2003	Actual FY 2004	Approved FY 2005	Proposed FY 2006	Change from FY 2005	Percent Change
General Fund						
Local Fund	37	41	32	43	11	33.6
Total for General Fund	37	41	32	43	11	33.6
Intra-District Funds						
Intra-District Funds	0	0	9	2	-7	-78.3
Total for Intra-District Funds	0	0	9	2	-7	-78.3
Total Proposed FTEs	37	41	41	45	4	9.8

Expenditure by Comptroller Source Group

Table AS0-3 shows the FY 2006 proposed budget for the agency at the Comptroller Source Group level (Object Class level).

Table AS0-3

FY 2006 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

Comptroller Source Group	Actual FY 2003	Actual FY 2004	Approved FY 2005	Proposed FY 2006	Change from FY 2005	Percent Change
11 Regular Pay - Cont Full Time	2,187	2,532	2,584	3,052	467	18.1
12 Regular Pay - Other	0	42	0	0	0	0.0
13 Additional Gross Pay	9	18	0	20	20	100.0
14 Fringe Benefits - Curr Personnel	365	427	389	519	130	33.4
15 Overtime Pay	2	1	23	5	-18	-78.5
Subtotal Personal Services (PS)	2,563	3,019	2,996	3,596	599	20.0
20 Supplies and Materials	18	51	35	35	0	0.0
30 Energy, Comm. and Bldg Rentals	54,226	58,157	68,146	67,867	-279	-0.4
31 Telephone, Telegraph, Telegram, Etc	25,390	23,382	27,327	26,661	-665	-2.4
32 Rentals - Land and Structures	75,265	82,963	87,000	98,403	11,403	13.1
33 Janitorial Services	10	16	19	19	0	0.0
34 Security Services	16	21	21	22	1	6.6
35 Occupancy Fixed Costs	0	0	40	55	15	37.4
40 Other Services and Charges	92	144	2,381	3,909	1,528	64.2
41 Contractual Services - Other	1,540	0	52	52	0	0.0
70 Equipment & Equipment Rental	60	19	0	270	270	100.0
Subtotal Nonpersonal Services (NPS)	156,617	164,753	185,019	197,293	12,273	6.6
Total Proposed Operating Budget	159,180	167,772	188,016	200,888	12,873	6.8

Gross Funds

The proposed Gross Funds budget is \$200,888,456, an increase of \$12,872,517 or 6.8 percent over the FY 2005 approved budget of \$188,015,939. There are 45.0 FTEs for the agency, which is an increase of 4.0 FTEs or 9.8 percent over the FY 2005 approved budget.

General Fund

Local Funds. The proposed budget is \$9,782,092, an increase of \$3,059,201 or 45.5 percent over the FY 2005 approved budget of \$6,722,891. There are 43.1 FTEs supported by

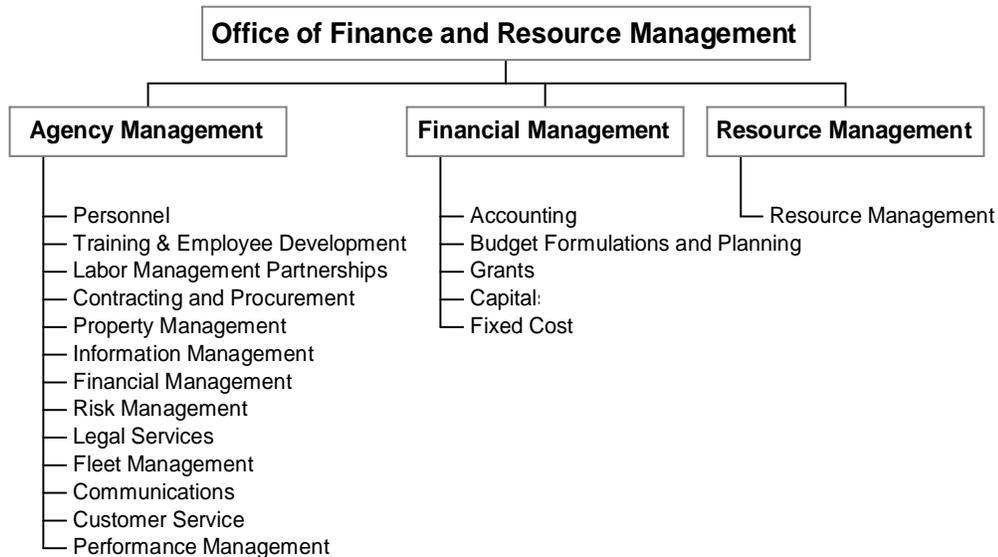
Local funds, which is an increase of 10.9 FTEs or 33.6 percent above the FY 2005 level.

Special Purpose Revenue Funds: The proposed budget is \$847,513, a decrease of \$116,821 or 12.1 percent from the FY 2005 approved budget of \$964,334. There are no FTEs funded through Special Purpose Revenue Funds, no change from FY 2005.

Intra-District Funds. The proposed budget is \$190,258,851 representing an increase of \$9,930,137 or 5.5 percent over the FY 2005

Figure AS0-1

Office of Finance and Resource Management



approved budget of \$180,328,714. There are 1.9 FTEs for the agency, representing a decrease of 6.9 FTEs or 78.3 percent from FY 2005 level.

Programs

The Office of Finance and Resource Management is committed to the following programs:

Financial Management

	FY 2005*	FY 2006
Budget	\$179,695,484	\$195,344,789
FTEs	27.0	31.3

*FY 2005 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2005 for this agency because the agency had not yet created its performance-based budgeting structure.

Program Description

The **Financial Management** program provides financial management services that will enable agencies to accomplish programmatic goals and insure financial health and positive recognition of the agency and the District of Columbia Government.

This program has five activities:

- **Accounting** - to provide accounts payable (A/P) and accounts receivable (A/R) services to cluster agencies; insure that all payments are made in adherence to the District's Quick Payment Act in a timely and accurate manner, reconcile all agencies controlled accounts and to insure that all collections are made within the timeframes required and receipts are deposited within 24 hours.
- **Budget Formulation and Planning** - to provide financial analysis, forecasting, reporting, and assistance in planning for the cluster's agencies. Oversight and tracking of all obligations and approval of all commitments.
- **Grants** - to provide technical assistance to agencies with Federal grant programs and in receipt of private donations within the cluster. To insure that all grants are monitored-negating or minimizing the potential of lapse grants. To provide timely reprogramming and budget modifications of grant funding and monitoring the cash management of federal programs. To insure the accurate and timely assessment of Central Service Indirect Cost Assessments.

- **Capital** - to provide financial management services to capital programs for agencies within the cluster. To insure that financial assistance is provided in the budget formulation of the programs, and that there are accurate spending plans associated with all projects. Also, to monitor and certify that projects have sufficient funding for program deliverables to be achieved.
- **Fixed Cost** - to provide timely and accurate billing and payment of fixed costs on behalf of District Government agencies.

Program Budget Summary

Since this agency transitions to a PBB agency in FY 2006, no analysis can be done between the FY 2006 request and the previous budget years on a program-by-program basis.

Key Result Measures

Program 1: Financial Management

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Mohamed A. Mohamed, Director of Financial Operations, Office of Finance and Resource Management

Supervisor(s): Barbara Jumper, Associate Chief Financial Officer

Measure 1.1: Percentage of agencies compliant with the Anti-Deficiency Act

	Fiscal Year	
	2006	2007
Target	100	100
Actual	-	-

Note: New measures in FY 2006.

Measure 1.2: Percentage of client agency complaints

	Fiscal Year	
	2006	2007
Target	3	3
Actual	-	-

Measure 1.3: Number of client offices served by OFRM

	Fiscal Year	
	2006	2007
Target	27	27
Actual	-	-

Measure 1.4: Percent of Intra-District payments processed

	Fiscal Year	
	2006	2007
Target	95	95
Actual	-	-

Measure 1.5: Number of monthly closings completed

	Fiscal Year	
	2006	2007
Target	12	12
Actual	-	-

Measure 1.6: Percent of financial reports submitted to agencies on time

	Fiscal Year	
	2006	2007
Target	100	100
Actual	-	-

Measure 1.7: Average number of days to process requisitions and purchase orders

	Fiscal Year	
	2006	2007
Target	2	2
Actual	-	-

Resource Management

	FY 2005	FY 2006
Budget	\$587,023	\$697,058
FTEs	4	3.8

*FY 2005 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2005 for this agency because the agency had not yet created its performance-based budgeting structure.

Program Description

The Resource Management program performs due diligence analysis to identify financial waste and abuse and account for the use of all dollars expended from budgets of client agencies that are related to fixed costs.

This program has one activity:

- **Resource Management/Fixed Cost** - to perform due diligence analysis to identify financial waste and abuse and account for the use of all dollars expended from budgets of client agencies that are related to fixed costs.

Program Budget Summary

Since this agency transitions to a PBB agency in FY 2006, no analysis can be done between the FY 2006 request and the previous budget years on a program-by-program basis.

Key Result Measures

Program 2: Resource Management

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Dennis Gill, Director of Resource Management

Supervisor(s): Barbara Jumper, Associate Chief Financial Officer,

Measure 2.1: Number of financial audits for Utility Accounts

	Fiscal Year	
	2006	2007
Target	3	3
Actual	-	-

Agency Management

	FY 2005*	FY 2006
Budget	\$7,733,432	\$4,846,609
FTEs	10.0	9.9

*FY 2005 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2005 for this agency because the agency had not yet created its performance-based budgeting structure.

Program Description

The **Agency Management** program provides operational support to the Office so that they have the necessary tools to achieve operational and programmatic results.

This program has six activities:

- **Personnel** - to provide human resources services to department management so that they can hire, manage, and retain a qualified and diverse workforce.
- **Training and Employee Development** - to strengthen staff and the organization by providing training and professional development opportunities.
- **Financial Management** - to provide financial and budgetary information to department program/administrative units in order to ensure the appropriate collection/allocation, utilization and control of city resources.

- **Communications** - to provide regular program communication services to OFRM employees so that they can have the knowledge and information they need to be effective in their jobs; and departmental information to the media, community associations, residents, and elected officials to increase public awareness of departmental programs, issues and challenges.
- **Customer Service** - to implement the District's customer service standards so that customers can access and receive OFRMs services in a satisfactory, professional, responsible and timely manner.
- **Performance Management** - to provide performance reporting and evaluation services to the Mayor, Council, Congress and the general public so that they can assess the extent to which District agencies achieve their strategic goals and performance targets.

Program Budget Summary

Since this agency transitions to a PBB agency in FY 2006, no analysis can be done between the FY 2006 request and the previous budget years on a program-by-program basis.

Key Result Measures

Program 3: Agency Management

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Natalie Mayers, Chief Management Officer

Supervisor(s): Barbara Jumper, Associate Chief Financial Officer

Measure 3.1: Percent variance of estimate to actual expenditure (over/under)

	Fiscal Year	
	2006	2007
Target	5	5
Actual	-	-

Measure 3.2: Percent of the Mayor's Customer Service Standards Met

	Fiscal Year	
	2006	2007
Target	63	63
Actual	-	-

Measure 3.3: Percent of Key Result Measures achieved

	Fiscal Year	
	2006	2007
Target	70	70
Actual	-	-

For more detailed information regarding the proposed funding for the activities within this agency's programs, please see schedule 30-PBB in the FY 2006 Operating Appendices volume.

