

Office of Finance and Resource Management (AS0)

The mission of the Office of Finance and Resource Management (OFRM) is to create a customer service oriented organization that surpasses any and all client expectations with timely, efficient, and accurate financial and budgetary services.

Agency Director	Barbara Jumper
Proposed Operating Budget (\$ in thousands)	\$2,153

Fast Facts	
<ul style="list-style-type: none"> The proposed FY 2001 operating budget is \$2,153,420, an increase of \$170,309 over the FY 2000 budget. There are 35 full-time equivalents (FTEs) supported by this budget. 	<ul style="list-style-type: none"> During the first quarter of FY 2000, the agency collected 95 percent of the total intra-District amounts from all client agencies. During FY 2000, the number of agencies for which OFRM provides budgetary and financial services increased from five to eight.

FY 2001 Proposed Budget by Control Center

The basic unit of budgetary and financial control in the District's financial management system is a control center. The Office of Finance and Resource Management is comprised of one control center that serves as the major component of the agency's budget.

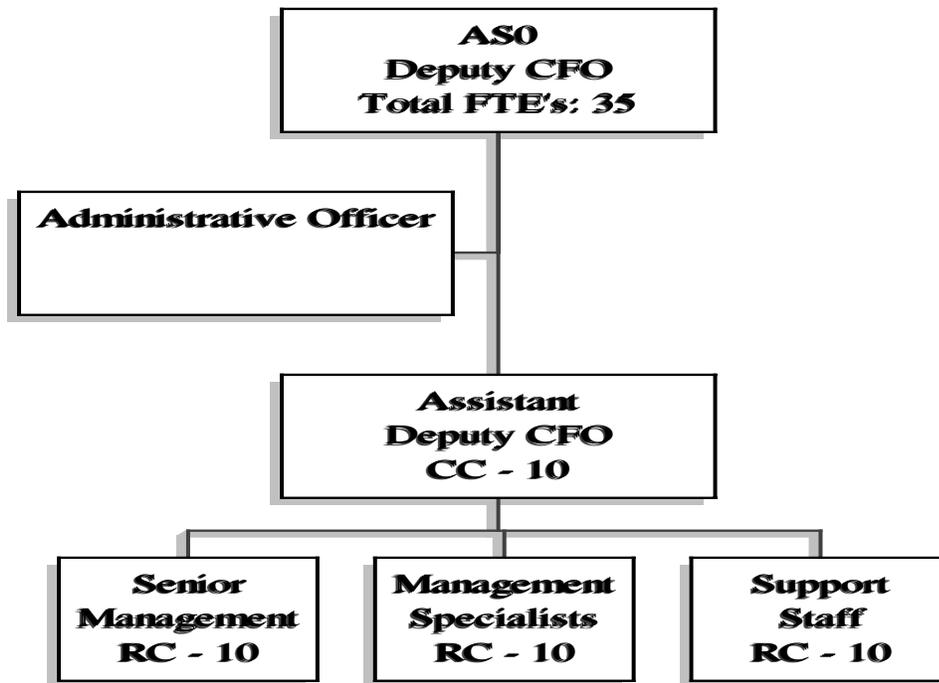
FY 2001 Proposed Budget by Control Center		Proposed
(Dollars in Thousands)		FY 2001
Office of Finance and Resource Management		Budget
Control Center		
0010	OFFICE OF FINANCE & RESOURCE MANAGEMENT	2,153
AS0	Office of Finance and Resource Management	2,153

Agency Overview and Organization

The Office of Finance and Resource Management (OFRM) is structured to support the levels of relationships within the infrastructure for the District Government. There are functional, representative, and reporting relationships OFRM is responsible for maintaining.

OFRM’s primary function is to provide shared budgetary and financial services and centralized miscellaneous vendor payments to the Office of Contracting and Procurement, Office of Property Management, Executive Office of the Mayor, College Access Program, Board of Elections and Ethics, Office of the City Administrator, and OFRM. OFRM’s secondary function involves budget development and execution, vendor payments, financial oversight to maintain the integrity of the District Government, and collaboration with other agencies within the Office of the Chief Financial Officer (OCFO) to ensure optimal management of agency resources.

The reporting relationship revolves around requests for information, preparation and presentation of testimony as required, recommendations for legislation, and attendance to hearings and execution of legislative actions. These three levels define the scope of OFRM and the means by which the agency achieves its goals.



FY 2001 Proposed Operating Budget

The Office of Finance and Resource Management’s Operating Budget is composed of two categories: (1) Personal Services (PS), and (2) Nonpersonal Services (NPS).

Within the PS budget category are several object classes of expenditure such as regular pay, other pay, additional gross pay, and fringe benefits. Within the NPS budget category are several object classes of expenditure such as supplies and materials, utilities, communications, rent, other services and charges, contractual services, subsidies and transfers, equipment and equipment rental, and debt service.

Authorized spending levels present the dollars and related full-time equivalents (FTE) by revenue type. Revenue types include: Local (tax and non-tax revenue not earmarked for a particular purpose).

FY 2001 Proposed Operating Budget									
(Dollars in Thousands)									
Office of Finance and Resource Management									
Object Class	Actual FY 1999		Approved FY 2000		Proposed FY 2001		Variance		
Regular Pay -Cont. Full Time	862		1,372		1,518		147		
Regular Pay - Other	0		0		0		0		
Additional Gross Pay	2		29		0		-29		
Fringe Benefits	118		205		234		29		
Subtotal for: Personal Services (PS)	982		1,605		1,753		147		
Supplies and Materials	16		17		17		0		
Utilities	954		19		22		3		
Telephone, Telegraph, Telegram	-30		31		40		9		
Rentals - Land and Structures	0		16		20		4		
Other Services and Charges	-233		78		85		7		
Contractual Services - Other	0		200		200		0		
Subsidies and Transfers	0		0		0		0		
Equipment and Equipment Rental	30		17		17		0		
Subtotal for: Nonpersonal Services (NPS)	737		378		401		23		
Total Expenditures:	1,719		1,983		2,153		170		
Authorized Spending Levels by Revenue Type:									
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	
Local	23	520	11	778	35	2,153	24	1,375	
Other	0	252	0	0	0	0	0	0	
Intra-District	24	947	12	1,205	0	0	-12	-1,205	
Total:	47	1,719	23	1,983	35	2,153	12	170	

Agency Funding Summary

The proposed FY 2001 operating budget *for all funding sources* is \$2,153,420, an increase of \$170,309, or 8.6 percent, over FY 2000 approved budget. The Office of Finance and Resource Management receives 100 percent of its funding from local sources. There are 35 FTEs supported by this budget.

- Local.** The proposed *local* budget is \$2,153,420, an increase of \$1,375,317 over the FY 2000 budget. Of this increase, \$998,292 is in personal services, and \$377,025 is in nonpersonal services. There are 35 FTEs supported by local sources.

The change in personal services is comprised of:

- \$50,087 increase for the 6 percent pay raise for non-union employees
- \$948,205 increase to transfer 18 positions from intra-District to local funds

The change in nonpersonal services is comprised of:

- \$354,025 increase to transfer all nonpersonal services expenditures to the local fund
- \$9,000 increase for telecommunications costs
- \$7,000 increase for security costs based on Office of Property Management (OPM) estimates
- \$4,000 increase for rent costs based on OPM estimates
- \$3,000 increase for utility costs based on OPM estimates

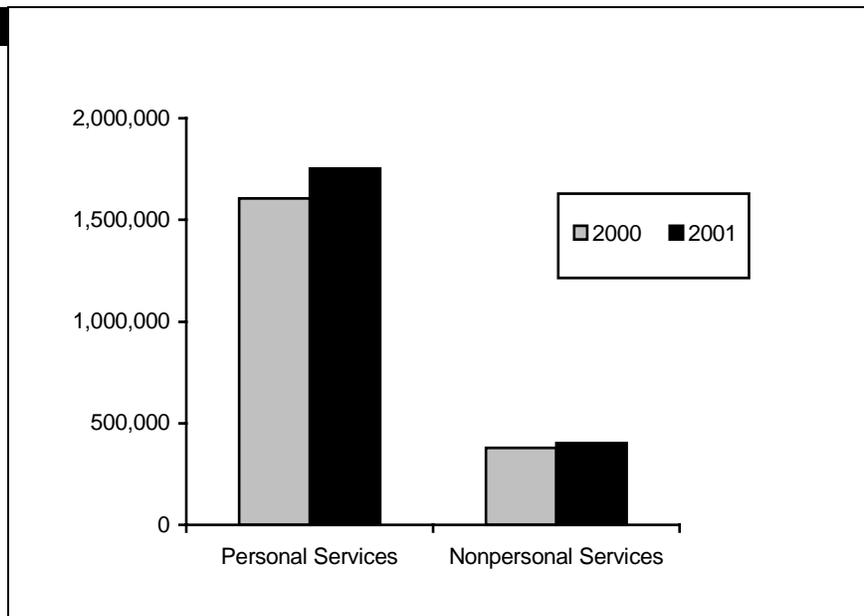
- Intra-District.** In FY 2001, there is no budget authority from *intra-District* sources. This is a decrease of \$1,205,008 from the FY 2000 budget. Of this decrease, \$850,983 is in personal services, and \$354,025 is in nonpersonal services.

Figure 1

FY 2001 Proposed Budget Includes an Increase for PS and NPS

Personal Services increased by 9.2 percent, from \$1.6 million in FY 2000 to \$1.8 million in FY 2001.

Nonpersonal services increased by 6.1 percent, from \$378,000 to \$401,000, due to an increase in fixed costs.



Occupational Classification Codes

Occupational Classification Codes (OCC) are used by federal agencies like the Bureau of Labor and Census Bureau, as a way of classifying workers into eight major occupational categories for the purpose of collecting, calculating, or disseminating data. The Office of Finance and Resource Management workforce is divided among three occupational classification codes.

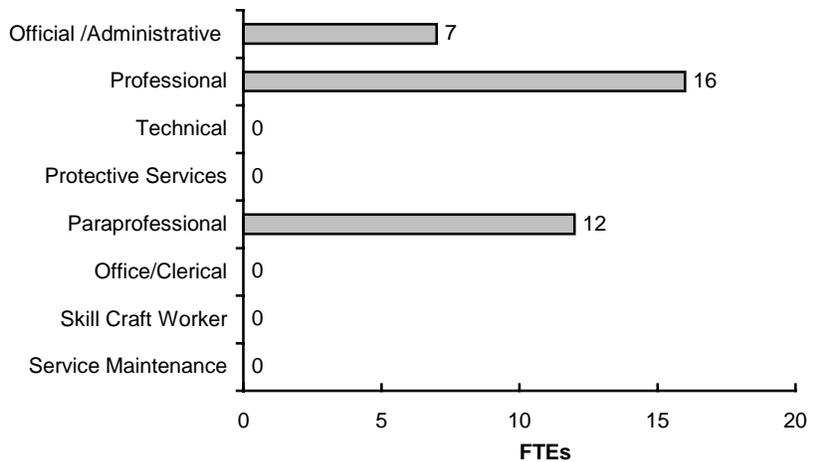
Agency FTEs by Occupational Classification Code

OC Code	FTEs in FY 2001
Official /Administrative	7
Professional	16
Technical	0
Protective Services	0
Paraprofessional	12
Office/Clerical	0
Skill Craft Worker	0
Service Maintenance	0
Total	35

FTE Analysis

Agency FTEs by Occupational Classification Code

The Office of Finance and Resource Management is an administrative agency. Of the total FTEs, 46 percent are Professional. Another 34 percent are Paraprofessional.



Performance Goals and Targets

GOAL

Redesign Internal Services within the District Government: Surpass client expectations with timely, efficient and accurate financial and budgetary services.

MANAGER: Barbara Jumper, Deputy Chief Financial Officer, Office of Finance and Resource Management

SUPERVISOR: Barbara Jumper, Deputy Chief Financial Officer, Office of Finance and Resource Management

PERFORMANCE MEASURES	TARGET	
	FY00	FY01
Shared Services: Number of "client" offices served by OFRM	7	9
Central Payment Services: Percent of intra-District payments processed by OFRM	95%	98%
OFRM Internal Operations: Average number of days to process requisitions and purchase orders	3	2.5