



**Response to the Committee of the Whole
Performance Oversight Hearing Questions
Second Round**

Fiscal Year 2013-2014

February 24, 2014

**Council of the District of Columbia
Committee of the Whole
Chairman Phil Mendelson**

Office of the District of Columbia Auditor’s Response to the Committee of the Whole Performance Oversight Hearing Questions - Second Round

1. Please describe every grant OCDA is, or is considering, applying for this fiscal year.

Response: None. ODCA is not considering or applying for any grants this fiscal year.

2. In ODCA’s first round performance responses, a copy of the agency’s Organizational Chart was attached. Since last year, the Committee noticed several major changes. Please explain:

(a) In a comparison from the chart 2013 and 2014, the 2013 chart shows the Audit Manager was under the purview of the Deputy Auditor; however the 2014 chart now states that the Audit Manager is under the purview of the Auditor. What is the reason for this change?

Response: The 2013 ODCA Organizational Chart included three levels of audit management. The 2014 ODCA Organizational Chart streamlines the audit management process to increase the number of audit reports issued by ODCA and to ensure that reports are delivered in a timely manner.

(b) The 2013 Organizational Chart shows the Certified Business Compliance Unit reporting directly to the Assistant Deputy Director as well as the Deputy Director; however on the 2014 Organizational Chart it now shows a dotted line connecting directly to the Auditor. What is the reason for this and please explain the meaning of the dotted line.

Response: One member of the Certified Business Compliance Unit (CBCU), Lilai Gebreselassie, also serves as the liaison to the OCFO for the agency. It is in this capacity that Mr. Gebreselassie has a dotted line to the D.C. Auditor. In addition to his CBCU duties Mr. Gebreselassie also conducts audits and is under the direct day to day supervision of the Audit Manager and therefore retains a direct report solid line to the audit cluster.

3. (a) Please list all personnel who, since January 1, 2012, have left ODCA, have changed positions/titles within ODCA, are known to be leaving ODCA, or are changing positions/titles within ODCA soon.

Response:

Resignations & Terminations January 2012 – February 2014:

Item #	Name	Title	Hire Date	Separation Date	Reason
1	Khaled Abdel Ghany	Senior Auditor	October 7, 2012	December 31, 2012	Mr. Abdel Ghany resigned from ODCA to transfer to Office of the Chief Financial Officer
2	Audrey Buchanan	Staff Assistant	January 18, 2009	October 12, 2012	Ms. Buchanan resigned from ODCA

					to transfer to Fire and Emergency Medical Services.
3	Sharyn Davis-Gordon	Senior Financial Auditor	December 8, 1980	May 31, 2012	Ms. Gordon retired.
4	Antoine Fagan	IT Director	June 8, 2009	December 13, 2013	Mr. Fagan resigned from ODCA to transfer to the D.C. Board of Elections.
5	Ronald Gaskins	Analyst	December 19, 2011	March 19, 2013	ODCA terminated Mr. Gaskins' employment.
6	Dianne Jackson	Analyst	May 12, 2008	June 4, 2012	Ms. Jackson resigned from ODCA to transfer to the Department on Disability Services.
7	Veronica Johnson	Senior Financial Auditor	September 13, 1976	January 3, 2013	Ms. Johnson retired.
8	Leila Kahn	Senior Auditor	November 6, 2012	February 22, 2013	Ms. Kahn resigned from ODCA and accepted a position with the federal government.
9	Allegra McCullough	Senior Analyst	October 1, 2009	March 24, 2013	Ms. McCullough resigned from ODCA to transfer to the Department of Small and Local Business Development.
10	Jacarl Melton	Analyst	October 1, 2009	March 24, 2013	Mr. Melton resigned from ODCA to transfer to the Department of Small and Local Business Development.
11	Nathaniel Poole	Senior Analyst	February 19, 2012	March 19, 2013	ODCA terminated Mr. Poole's employment.
12	Gregory Spencer	Supervisory Auditor	August 16, 2010	November 26, 2012	ODCA terminated Mr. Spencer's employment.
13	Karen Todd	Legal Advisor	April 2, 2007	January 19, 2012	ODCA terminated Ms. Todd's employment.
14	Henry Tucker	Financial Auditor	May 27, 2008	January 10, 2013	Mr. Tucker resigned from ODCA to transfer to the Office of Campaign Finance.

15	Nadiuska Wimbush	Senior Analyst	June 5, 2007	November 30, 2012	Ms. Wimbush resigned from ODCA and accepted a position in the private sector.
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(b) Please provide the reason for each and their dates of departure/change. Please include any changes from Management Supervisory Service to Career Service, and vice versa.

Response:

Position/Title Changes January 2012 – February 2014:

Item #	Name	Former Title	New Title	Effective Date	Reason
1	Hussein Aden	Senior Financial Auditor	Senior Financial Auditor	November 1, 2013	Mr. Aden's title, Senior Financial Auditor, was not changed; however, as of November 1, 2013, Mr. Aden no longer performed the duties of Agency Fiscal Officer for ODCA. See also the answer to Question #5.
2	Tia Clark	Analyst	Legal Admin. Specialist	January 29, 2012	Ms. Clark assumed the position of Legal Admin. Specialist for ODCA when the previous Legal Advisor departed.
3	Tia Clark	Legal Admin. Specialist	Program Analyst	November 7, 2013	To address the needs of the agency, Ms. Clark was assigned to the position of Program Analyst.
4	Lilai Gebreselassie	Supervisory Senior Auditor	Supervisory Senior Auditor	November 1, 2013	Mr. Gebreselassie's title, Supervisory Senior Auditor, remained the same; however, effective 11/1/13 in addition to performing the duties of Supervisory Senior Auditor, Mr. Gebreselassie assumed additional responsibilities as the ODCA liaison with the

					OCFO regarding Agency Fiscal Officer matters and overseeing ODCA's procurement process.
5	Candace McCrae	Executive Assistant (MSS)	Executive Assistant (CS)	November 7, 2013	Ms. McCrae converted to Career Service to be consistent with position classification.
6	Jacarl Melton	Analyst (MSS)	Analyst (CS)	September 13, 2012	Mr. Melton did not perform Managerial/Supervisory functions; therefore, Mr. Melton was converted to the position of Career Service Analyst.
7	Joshua Stearns	Analyst (MSS)	Analyst (CS)	August 6, 2012	Mr. Stearns did not perform Managerial/Supervisory functions; therefore, Mr. Stearns was converted to the position of Career Service Analyst.
8	Toya Murphy	Analyst (MSS)	Analyst (CS)	August 6, 2012	Ms. Murphy did not perform Managerial/Supervisory functions; therefore, Ms. Murphy was converted to the position of Career Service Analyst.
9	Toya Murphy	Analyst (CS)	Supervisory Program Analyst (MSS)	March 10, 2013	Ms. Murphy performs Managerial/Supervisory duties; as a result, Ms. Murphy was converted to MSS Supervisory Program Analyst.
10	Keisha Turner	Supervisory Senior Auditor	Supervisory Auditor (Audit Manager)	October 7, 2013	The duties of Ms. Turner as Supervisory Senior Auditor increased to include the management of audits. As a result, Ms. Turner was reassigned to the position of Audit Manager.

4. Please group and list by state of residence (e.g., Maryland, Virginia, D.C.) all personnel as of February 1, 2014.

Response: The only residency requirement for employment in ODCA pertains to the residency of the D.C. Auditor. Yolanda Branche, D.C. Auditor, is a resident of the District. Additionally, each member of the ODCA management team is a resident of the District of Columbia. Specifically, the Deputy Auditor, Lawrence Perry; the Assistant Deputy Auditor, Laura Hopman; the Audit Manager, Keisha Turner; and Senior Legal Advisor, Amy Bellanca, are residents of the District.

The following is a list of the residences of all ODCA personnel, as of February 1, 2014:

Washington, D.C.

1. Amy Bellanca
2. Yolanda Branche
3. David Brewer
4. Anovia Daniels
5. Ingrid Drake
6. Julie Goodness
7. Laura Hopman
8. Cathy Patten
9. Lawrence Perry
10. Fredericka Shaw
11. Sterling Thomas
12. Keisha Turner
13. Markia Yates

Maryland

1. Hussein Aden
2. Tia Clark
3. Sophie Kamal
4. Marshall Matsiga
5. Candace McCrae
6. Toya Murphy
7. Jason Pringle

Virginia

1. Lilai Gebreselassie
2. Gregory Johnson
3. Patrick McCray
4. Dexter Monroe
5. Joshua Stearns
6. Xian-min Wu (Amy Wu)

5. On November 8, 2013, ODCA shifted from having an in-house Agency Fiscal Officer to the Office of the Chief Financial Officer (OCFO) serving as the Agency Fiscal Officer for ODCA. The Senior Auditor currently serves as the point of contact between ODCA and the OCFO regarding the financial operations of ODCA.

Response: During ODCA's FY 2014 budget hearing on April 19, 2013, the Committee expressed concerns regarding ODCA's ability to answer specific questions pertaining to budget increases.¹ In response, and to address these concerns, ODCA expanded an existing relationship with the Office of the Chief Financial Office (OCFO) to include having the OCFO serve as the Agency Fiscal Officer for ODCA. In November 2013, ODCA shifted from having an in-house Agency Fiscal Officer to having the OCFO serve as the AFO for ODCA. In addition to ODCA, OCFO serves as the Agency Fiscal Officer for the Council of the District of Columbia.

6. Does your agency have any FTE vacancies? If so, how many and when will they be filled?

Response: ODCA currently has 34 appropriated FTE positions. As of February 24, 2014, ODCA has eight FTE vacancies. ODCA anticipates that these positions will be filled during fiscal year (FY) 2015. For the FY 2015 budget, ODCA has requested the removal of three of the 34 appropriated FTE positions. ODCA anticipates staffing needs to be sufficient without these three positions.

7. Please provide the name of each employee who was or is on administrative leave in FY 2013, and thus far for FY 2014. In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason why they were placed on leave; (3) the dates they were on administrative leave; (4) whether the leave is paid or unpaid; and (5) the current status.

Response: In FY 2013, Ronald Gaskins was placed on paid administrative leave for 15 working days, from March 20, 2013 to April 9, 2013, pursuant to his Advance Written Notice of Termination letter. Mr. Gaskins served as an Analyst and was a Management Supervisory Service employee. Mr. Gaskins is no longer employed by ODCA.

In FY 2013, Nathaniel Poole was placed on paid administrative leave for 15 working days, from March 20, 2013 to April 9, 2013, pursuant to his Advance Written Notice of Termination letter. Mr. Poole served as a Senior Analyst and was a Management Supervisory Service employee. Mr. Poole is no longer employed by ODCA.

In FY 2013, Gregory Spencer was placed on paid administrative leave for 15 working days, from November 2, 2012 to November 26, 2012, pursuant to his Advance Written Notice of Termination letter. Mr. Spencer served as a Supervisory Auditor and was a Management Supervisory Service employee. Mr. Spencer is no longer employed by ODCA.

¹ Further, the report and recommendations of the Committee of the Whole of the Council of the District of Columbia on the Fiscal Year 2014 Budget and Corresponding Budget Support Act states: *During ODCA's budget hearing on April 19, 2013, ODCA was unable to answer specific questions regarding its increase over the course of several years, including the funding for the CBE unit that will remain under its purview without its responsibilities.*

8. How many grievances have been filed by labor unions against ODCA management? Please list each of them by year, FY 2009 - FY 2014 (to date). Give a brief description of each grievance, and the outcome as of March 1, 2013.

Response: As of February 24, 2013, no grievances were filed by labor unions against ODCA.

9. Please provide a list of all procurements over \$10,000 for FY 2013 and FY 2014. Give a brief explanation for each. Exclude from this answer credit card purchases.

Response: The following chart shows ODCA's procurements, over \$10,000, for FY 2013 and FY 2014 as of February 18, 2014:

For FY 2013:

Item #	Supplier	Order ID #	Amount	Explanation
1	ABC Technical Solutions Inc.	PO464387	\$18,610	IT Equipment: Computer.
2	ABC Technical Solutions Inc.	PO469607	\$19,672	IT Equipment: Computer.
3	American Office Supplies LLC.	PO469360	\$19,760	Office Supplies.
4	De Lage Landen Financial Services.	PO456402	\$15,981	Copiers/Printer Lease.
5	F.S. Taylor & Associates	PO456403	\$28,000	Financial Auditors to perform a quarterly financial and budgetary analysis of the activity reports submitted by the District's 40 Advisory Neighborhood Commissions.
6	Global Knowledge Training LLC	PO465273	\$13,865	IT Certification Training.
7	National Academy of Sciences	PO449479	\$320,715	To conduct an independent evaluation of the District of Columbia's Public Schools as required by the Public Education Reform Amendment Act of 2007.
8	National Academy of Sciences	PO464563	\$299,239	To conduct an independent evaluation of the District of Columbia's Public Schools as required by the Public Education Reform Amendment Act of 2007.
9	Networking for Future Inc.	PO467612	\$23,135	IT Equipment and Networking Services.
10	Networking for Future Inc.	PO468232	\$20,667	IT Equipment and Networking Services.
11	Zylab North America LLC	PO469608	\$13,079	IT Software (document scanning, storage and indexing).

For FY 2014 (to date):

Item #	Supplier	Order ID #	Amount	Explanation
1	National Academy of Sciences	PO491149	\$325,000	To conduct an independent evaluation of the District of Columbia's Public Schools as required by the Public Education Reform Amendment Act of 2007.

10. Please provide in table format a list (in descending order by value of contract) of all ODCA contracts in effect at any time during FY 2014. Include the name of the contractor, purpose of the contract, and the total dollar amount of the contract.

Response: ODCA had three contracts in effect during FY 2014:

Item #	Contractor	Contract Purpose	Amount
1	National Research Council	To conduct an independent evaluation of the District of Columbia's Public Schools as required by the Public Education Reform Amendment Act of 2007.	\$325,000 (Not to exceed)
2	F.S. Taylor & Associates	Financial Auditors perform a quarterly financial and budgetary analysis of the activity reports submitted by the District's 40 ANCs.	\$35,200 (Not to exceed)
3	LexisNexis	Online Research Service.	\$3,060 (\$255 per month)
4	Centric Leasing	Copier lease and maintenance.	\$19,000 (annual)

11. Please provide a chart showing both ODCA's approved budget and actual spending, by program, for FY 2013 and FY 2014 through January 31st. In addition, please explain any variance between fiscal year appropriations and actual expenditures for FY 2013 and FY 2014 to date.

Response: The charts below show the ODCA's approved budget and actual spending, by program, for FY 2013 and FY 2014 (to date):

FY 2013 Budget vs. Actual:

CSG	Comptroller Source Group Title	Appropriation	Current AY Expenditure	Intra-District Advances	Encumbrance	Variance
0100 Local Fund						
1000 - Agency Management Program						
Total Agency Management Program		\$830,827	\$763,771	\$0	\$0	\$67,056
2000 - Audit, Fin. Oversight and Investigations						
Total Audit, Fin. Oversight and Investigations		\$3,770,154	\$3,679,416	\$0	\$0	\$90,738
AGENCY TOTAL		\$4,600,981	\$4,443,186	\$0	\$0	\$157,795

FY 2014 Budget vs. Actual:

CSG	Comptroller Source Group Title	Appropriation	Current AY Expenditure	Intra-District Advances	Encumbrance	Variance
0100 Local Fund						
1000 - Agency Management Program						
Total Agency Management Program		\$773,502	\$240,856	\$352,821	\$0	\$179,825
2000 - Audit, Fin. Oversight and Investigations						
Total Audit, Fin. Oversight and Investigations		\$3,603,367	\$859,503	\$1,059	\$13,858	\$2,399,248
AGENCY TOTAL		\$4,376,869	\$1,100,359	\$353,880	\$13,858	\$2,579,073

For FY 2013, the variance between appropriations and actual expenditures existed due to reduced rental costs and position vacancies at various times during FY 2013.

For FY 2014, the variance between appropriations and actual expenditures exists because we are only five months into the fiscal year.

12. In ODCA’s first round performance responses, you stated that ODCA did not submit any budget enhancement requests for fiscal years 2012, 2013, or 2014. Please explain.

Response: ODCA did not submit budget enhancement requests for fiscal years (FY) 2012, 2013 and 2014. During these fiscal years, ODCA was informed by the Office of Budget and Planning that because ODCA fell under the authority of the Council, ODCA could not participate in the Mayor’s Budget Review Team (BRT), a requirement for submitting budget enhancement request to the Mayor or Chief Financial Officer. ODCA also confirmed with the Office of the City Administrator that ODCA was not on the BRT schedule. ODCA then contacted the Council’s Budget Director to convey any budget needs and discuss any concerns we had with our budget, prior to our scheduled budget hearings.

13. How much funding is needed to ensure the PERAA evaluations are completed by September 30, 2014?

Response: An additional \$600,000 is needed to ensure the reports listed below are completed by September 30, 2014:

- Report number three: Comprehensive Quantitative Analyses of Human Resources Operations and Human Capital Strategies and a five year trend analysis
- Report number four: Comprehensive Quantitative Analysis of Student Achievement and Other Outcomes
- Report number five: Interviews on Key Topics Related to PERAA (family and community engagement in education, the use of evidence in decision making at the District level, and human resources operations and human capital strategies)

- Final report

(a) What is your plan for securing the funds?

Response: As part of the on-going effort to fund the remaining PERAA evaluations, ODCA worked with the National Academy of Sciences (NAS) to reduce the original PERAA contract amount from \$775,000 to \$600,000. ODCA relied on assurances of prior Committee staff that ODCA would receive the necessary funding to complete the PERAA evaluations.

(b) Why wasn't this need identified during the Council's deliberation on the FY 2014 budget?

Response: ODCA did not address the need for the additional funding to complete the PERAA evaluations during budget deliberations because ODCA relied on the assurances of prior Committee staff that ODCA would receive the necessary funding to complete the PERAA evaluations. Prior to FY 2014, ODCA informed the Committee of the Whole of the need for additional PERAA funding to complete the mandated reports by September 2014, as required.

14. Has the volume of reports by your agency increased in the past two years? Describe how so, and why?

Response: Yes. In fiscal year (FY) 2013, ODCA issued an additional six reports compared to the number of reports issued in FY 2012. The reason for the increase is due to ODCA working to more effectively manage audit timelines, focus on audit objectives, guide and train staff members, and ensure compliance with ODCA policies and procedures.

15. What is the average timeline for financial audits?

Response: The average timeline for financial audits is five months.

16. What is the average timeline for performance audit?

Response: The average timeline for performance audits is 12 months.

It is important to note that compared to a financial audit, the audit process for a performance audit is rarely straightforward because in performance audits there are a number of variables (i.e. auditee response time and cooperation, adjustments to audit scope or sample size due to audit risks, competing ODCA audit priorities) that can increase or decrease the time it takes to complete a performance audit.

17. What is the average timeline for other reports your agency produces other than audits?

Response: There are two types of non-audit reports that ODCA issues on a regular basis: Certified Business Enterprise (CBE) compliance reports and Advisory Neighborhood Commission (ANC) reports.

ODCA monitors compliance with CBE expenditure goals for both District agencies and public-private developers.

- ODCA completed the District agency compliance reports for the 1st, 2nd and 3rd quarters of FY 2013 in approximately 2-3 months. The FY 2012 annual report was completed in approximately 4 months.
- ODCA completed the public-private developer compliance reports for FY 2012 and FY 2013 in approximately 1-2 months.

ODCA issues an ANC Security Fund Annual Financial Report and an ANC Annual Report each fiscal year.

- ODCA completed the FY 2012 and FY 2013 ANC Security Fund Reports in approximately 2-3 months.
- ODCA completed the FY 2011 and FY 2012 ANC Annual Reports in approximately 6-7 months.

18. (a) What are the ongoing audits currently being conducted by ODCA?

Response: As of February 24, 2014, ODCA has 21 ongoing reports being conducted:

1. Department of General Services, Eastern Market Fund
2. Metropolitan Police Department, First Amendment Investigations Activities
3. Department of General Services, Certified Business Enterprise
4. Advisory Neighborhood Commissions (ANC), Financial Accounts
 - a. ANC 1A
 - b. ANC 5B
 - c. ANC 5C
 - d. ANC 6E
 - e. ANC 7F
 - f. ANC 8B
 - g. ANC 8D
 - h. ANC 8E
5. District Department of Transportation, Road Construction
6. University of the District of Columbia, Endowment Fund
7. Department of Consumer and Regulatory Affairs, Basic Business Licensing Program
8. Homeland Security and Emergency Management Agency, Special Events
9. Department of Health Care Finance, Quality of Care Fund
10. Department of General Services, Capital Improvement Fund (FYs 2010 through 2013)
11. Department of Motor Vehicles, Performance Measures
12. Department of Small and Local Business Department, SBE First Quarter FY 2014
13. Department of Small and Local Business Department, SBE Fourth Quarter FY 2013
14. Department of General Services, Certified Business Enterprise Expenditures
15. DC Lottery and Charitable Games Control Board, Accounts and Transactions
16. Office of the Chief Financial Officer, Revenue Certification

17. Department of Behavioral Health, Saint Elizabeths Hospital Operations
18. Public Charter School Board/Public Charter Schools, Accounts and Operations
19. DC Public Schools, School System Management
20. District Department of the Environment, Anacostia River Clean Up and Protection Program
21. Previously Audited Agencies, Recommendation Compliance

(b) Which ones are close to completion?

Response: As of February 24, 2014, ODCA has 10 reports that are close to completion (issuing a draft or final report by March 31, 2014):

1. Metropolitan Police Department, First Amendment Investigations Activities
2. Department of General Services, Eastern Market Fund
3. Department of Transportation, Road Construction
4. Department of General Services, Certified Business Enterprise
5. Advisory Neighborhood Commission 1A
6. Advisory Neighborhood Commission 5B
7. Homeland Security and Emergency Management Agency, Special Events
8. Office of the Chief Financial Officer, Revenue Certification
9. Department of Small and Local Business Department, SBE First Quarter FY 2014
10. Department of Small and Local Business Department, SBE Fourth Quarter FY 2013/Annual Report

(c) How many audits were closed in FY 2012? In 2013?

Response: In FY 2012, ODCA closed 24 reports. In FY 2013, ODCA closed 30 reports.

(d) How many audits do you anticipate ODCA to conduct in FY 2014?

Response: ODCA anticipates conducting 37 reports in FY 2014.

19. Please list every audit that is required by your office by statute. Give the code citation and the frequency (e.g. annual). Also for each, state the dates of the last two audits. Give your recommendation if any whether the audit requirement is useful (from a cost benefit perspective).

Response: See Attachment I.

20. Please identify any legislative requirements that ODCA lacks sufficient resources to properly implement. Explain.

Response: ODCA has sufficient resources to conduct its statutorily mandated audits. However, due to the number of statutory audits ODCA is required to perform, ODCA is often unable to conduct discretionary audits or effectively respond to Council requests for audits, while still meeting our statutory mandates. For further information regarding ODCA's mandated audits/reports, please refer to Attachment I.

With regards to FY 2014 and specifically to D.C. Code § 38-193, ODCA still needs to secure the remaining \$600,000 required to contract with NRC to conduct the remaining annual independent evaluations of PERAA to ensure that the evaluations are completed by September 2014, as required. It should be noted that ODCA negotiated a contract modification in January 2014 effectively reducing the funding needed for the remaining PERAA evaluations from \$775,000 to \$600,000.

21. Please provide (not as an attachment) a complete list of ODCA's current programs and initiatives. (This question is not seeking a list of audits or investigations.) Include for each item a brief description and general timeframe (if any).

Response: ODCA's current programs and initiatives are to:

- Effectively and efficiently manage audit projects in our ongoing effort to increase the number of audit reports issued.
 - To achieve this goal, ODCA will more effectively manage audit timelines and provide training and guidance to staff on strategies to ensure compliance with report deadlines. ODCA is also updating and enhancing its audit-related policies and procedures.
 - Expected timeframe: ODCA will improve the timeliness of audit reports and update the ODCA audit policies and procedures by March 31, 2014.
- More effectively track the implementation of ODCA audit recommendations.
 - ODCA is currently developing a database of recommendations presented in recent ODCA audit reports. ODCA will use the database to more effectively track the implementation of ODCA audit report recommendations. Audit recommendations can be used to improve the effectiveness of rules, regulations and laws. In fiscal year 2014, ODCA will issue a comprehensive report on the implementation of ODCA audit report recommendations based on information obtained from the affected agencies and compiled in the recommendation database.
 - Expected timeframe: ODCA will issue a report on the implementation of ODCA audit recommendations by September 30, 2014.
- Continue to improve the delivery of services to Advisory Neighborhood Commissions.
 - The ODCA Communications Analyst will continue to attend meetings of Advisory Neighborhood Commissions (ANC). In addition to gaining more insight to ANC operations, attendance at ANC meetings provides ODCA with firsthand knowledge of ANC issues and the concerns of residence regarding District government operations. ODCA will also develop a web based platform for ANCs to complete and submit required quarterly reports of ANC financial activity. ODCA currently works with the Office of the Chief Financial Officer (OCFO) to provide quarterly allotments to ANCs through paper check. ODCA is in the process of working with OCFO to transition to an electronic transfer for these allotments.

- Expected timeframe: ODCA will improve delivery of services to ANCs by June 30, 2014.
 - Receive an Association of Local Government Auditors Knighton Award.
 - The Association of Local Government Auditors (ALGA) presents the Knighton Award to the best performance audit reports of the preceding year. ODCA plans to submit an application to be considered for the Knighton Award in fiscal year 2015. To meet the standards of the ALGA Knighton Award review committee, ODCA will continue to improve internal quality controls to ensure that audit reports are persuasive, clear and concise. The Communications Analyst will also design and implement innovative improvements in the format of audit reports.
 - Expected timeframe: ODCA will issue a report that meets the standards established by the Association of Local Government Auditors for the Knighton Award by December 31, 2014.
 - Work with the Council to reduce the number of audits that ODCA is mandated to conduct.
 - Please see Attachment I which lists our mandated audits/reports; including those audits/reports that ODCA believes are no longer useful. ODCA requests that the Committee consider eliminating these requirements in order to allow ODCA to more effectively meet our priorities listed above, focus its resources on audits and reports of greater relevance to the Council, and better serve the residents of the District of Columbia.
 - Expected timeframe: ODCA will work with the Committee to eliminate these mandated audits and other requirements and hopes to complete this initiative by September 30, 2014.
22. Please describe any initiatives ODCA implemented during FY 2013 and FY 2014 to date to improve its internal operations or its interaction with outside parties. Please describe the results, or expected results of each initiative.

Response: ODCA's initiatives include:

- Improving the delivery of services to ANCs by continuing to implement a process for ODCA to accept electronic submissions of ANC quarterly reports
- Posting ANC quarterly reports on the ODCA website
- As part of the effort to obtain an Association of Local Government Auditors (ALGA) Knighton Award, ODCA hired a Communications Specialist to ensure that ODCA audit reports met ALGA Knighton award requirements to be persuasive, clear and concise
- Additionally, ODCA revised the format of audit reports. The revised format of ODCA audit reports is consistent with reporting requirements issued by the United States Government Accountability Office

- Revised the ODCA website to make the website more robust and user friendly

23. What efforts has ODCA made in the past year to increase transparency? Explain.

Response: Promoting transparency within ODCA is an important aspect to our overall goals and mission. To increase transparency, ODCA sends status reports to the Council. The reports provide information regarding audits issued, the status of current audit projects, a summary of planned audits, and announcements pertaining to the operations of ODCA. The Council status reports are also posted on the ODCA website.

Additionally, the ODCA Policy and Procedure Manual is posted on the website. The Policy and Procedure Manual is a step-by-step guide of the ODCA audit process. The ODCA's fiscal year Audit Work Plans are also posted on the website. The Work Plan includes a list of the audits that we plan to conduct and their purpose.

The residents of the District of Columbia are one of our primary constituents and we strive to keep them informed of our audits and other ODCA announcements. Towards that end, in fiscal year 2013, we updated our website with a more user friendly format and are in the process of adding a blog section that will include Advisory Neighborhood Commissions (ANC) and ODCA news/updates. ODCA also uses Twitter as another channel to communicate with the public. Through Twitter we share ODCA's reports and work plans and communicate with ANC Commissioners. We also encourage residents to report instances of fraud, waste and abuse through twitter and ANC meetings.

ODCA's Communications Analyst also attends ANC meetings to promote transparency. Attendance at ANC meetings provides ODCA with knowledge of ANC issues and the concerns of residents regarding District government operations. ODCA also posts ANC's quarterly reports on our website and is in the process of developing a web based platform for ANCs to complete and submit required quarterly reports of ANC financial activity. This will make ANC financial information easier to sort through and more readily available to the public.

24. Did ODCA receive any FOIA requests in FY 2013? If yes, why didn't it file a report of FOIA disclosure activities with the Secretary of the District of Columbia? Please prepare the applicable report and provide a copy as an attachment.

Response: ODCA received FOIA requests in FY 2013. On January 3, 2014 we electronically submitted the required annual report with the Secretary of the District of Columbia. The report is posted on the [Office of the Secretary website](#) (ODCA is listed as "DCA" in the large DC-wide report).

25. In the fall of 2013, your office released its Fiscal Year 2014 Audit Work Plan. Please provide the status and expected completion dates of the planned audits for FY 2014.

Response:

Item #	Agency	Title	Status	Expected Completion Dates
1	District Department of Transportation (DDOT)	Audit of the Fiscal Years 2008 and 2010 H Street Cooperative Grant Awards Issued By the District Department of Transportation (DDOT)	Completed	Report issued December 6, 2013
2	Office of the People's Counsel (OPC)	Audit of the Office of the People's Counsel (OPC) Agency Fund for Fiscal Years 2009 through 2012	Completed	Reports issued January 14, 2014
3	D.C. Children and Youth Investment Trust Corporation (CYITC)	Audit of the Administration of District funds to the D.C. Children and Youth Investment Corporation (CYITC)	Completed	Report issued February 12, 2014
4	Department of General Services (DGS)	Audit of the Eastern Market Fund	Reporting Phase	March 31, 2014
5	Metropolitan Police Department (MPD)	Annual Mandated Audit of the Investigations and Preliminary Inquiries Involving First Amendment Activities of the Metropolitan Police Department	Reporting Phase	March 14, 2014
6	Department of General Services (DGS)	Audit of the Department of General Services Compliance with Certified Business Enterprise Contracting Requirements	Reporting Phase	March 31, 2014
7	Advisory Neighborhood Commissioners (ANC)	Audit of the Accounts and Operations of Eight ANCs for Fiscal Years 2009 – 2012	Fieldwork Phase	March 31, 2014 June 30, 2014
8	District Department of Transportation (DDOT)	Audit of the District Department of Transportation's Road Construction Projects	Reporting Phase	March 31, 2014
9	University of the District of Columbia (UDC)	Audit of the University of the District of Columbia's Endowment Fund Accounts for Fiscal Years 2010 - 2012	Reporting Phase	April 30, 2014
10	Department of Consumer and Regulatory Affairs (DCRA)	Audit of the DCRA Basic Business Licensing Program	Fieldwork Phase	May 30, 2014
11	Homeland Security Emergency Management Agency (HSEMA)	Audit of the HSEMA Special Events Fee Process	Reporting Phase	March 31, 2014
12	Department of Health Care Finance (DHCF)	Audit of the Nursing Facility Quality of Care Fund (Fund)	Fieldwork Phase	May 30, 2014

13	Department of General Services (DGS)	Audit of the D.C. Public Schools (DCPS) Capital Improvement Fund	Survey Phase	June 30, 2014
14	Department of Motor Vehicles (DMV)	Audit of the Performance Measures of DMV	Fieldwork Phase	April 30, 2014
15	Public-Private Developers	Certified Business Enterprise (CBE) Expenditures of Public-Private Development Construction Projects for Fiscal Year 2013	Completed	Reports issued January 9, 2014
16	Department of Small and Local Business Development (DSLBD)	Compliance of District of Columbia Agencies with Fiscal Year 2014 Small Business Enterprise (SBE) Expenditure Goals through the First Quarter	Ongoing	March 14, 2014
17	Department of Small and Local Business Development (DSLBD)	Compliance of District of Columbia Agencies with Fiscal Year 2013 Small Business Enterprise (SBE) Expenditure Goals	Not Started	March 31, 2014
18	Department of Small and Local Business Development (DSLBD)	Compliance of District of Columbia Agencies with Fiscal Year 2014 Small Business Enterprise (SBE) Expenditure Goals Through the Second Quarter	Not Started	May 30, 2014
19	Department of Small and Local Business Development (DSLBD)	Compliance of District of Columbia Agencies with Fiscal Year 2014 Small Business Enterprise (SBE) Expenditure Goals Through the Third Quarter	Not Started	August 29, 2014
20	Advisory Neighborhood Commissions (ANC)	Fiscal Year 2013 Annual Report on Advisory Neighborhood Commissions	Not Started	June 30, 2014
21	Advisory Neighborhood Commissions (ANC)	Advisory Neighborhood Commission Security Fund Annual Financial Report for Fiscal Year 2013	Completed	Reports issued December 20, 2013
22	District of Columbia Public Schools (DCPS)	Evaluation of the D.C. Public Education Reform Amendment Act for DCPS Year 2012 – 2013 (Third of five reports)	Ongoing	Negotiating Extension
23	District of Columbia Public Schools (DCPS)	Evaluation of the DC Public Education Reform Amendment Act for DCPS Year 2008 – 2009 (Fourth of five reports)	Not Started	TBD
24	District of Columbia Public Schools (DCPS)	Evaluation of the D.C. Public Education Reform Amendment Act for DCPS Year 2009 – 2010 (Fifth of five reports)	Not Started	TBD

25	District of Columbia Public Schools (DCPS)	Five Year Summary of the D.C. Public Education Reform Amendment Act (PERAA)	Not Started	TBD
26	Department of Employment Services (DOES)/Department of Human Resources (DCHR)	Audit of the Accrued Sick and Safe Leave Act of 2008 (Act)	Not Started	June 30, 2014
27	Department of General Services (DGS)	Audit of the D.C. Public School Capital Improvement Fund	Survey Phase	June 30, 2014
28	Washington Convention and Sports Authority (Events DC)	Sufficiency Certification for Projected Revenues and Excess Reserves of Events DC to meet Projected Operating and Debt Service Expenditures and Reserve Requirements for Fiscal Year 2015	Not Started	July 31, 2014
29	Washington Convention and Sports Authority (Events DC)	Audit of the Accounts and Operations of Events DC	Not Started	July 31, 2014
30	Metropolitan Police Department (MPD)	Annual Mandated Audit of the Metropolitan Police Department's Investigations and Preliminary Inquiries Involving First Amendment Activities	Not Started	June 30, 2014
31	Lottery and Charitable Games Control Board (Lottery)	Audit of the District of Columbia's Lottery and Charitable Games Operations	Survey Phase	June 30, 2014
32	Office of the Chief Financial Officer (OCFO)	Certification of the Fiscal Year 2014 Revenue Estimate of the District of Columbia	Reporting Phase	March 31, 2014
33	Homeless programs affiliated with Nonprofit Organizations	Review of Grant-funded Homeless Programs	Not Started	August 29, 2014
34	Office of the Deputy Mayor for Planning and Economic Development (DMPED) and District of Columbia Housing Authority (DCHA)	Audit of the New Communities Initiative (NCI)	Not Started	August 29, 2014
35	Metropolitan Police Department (MPD)	Audit of the MPD Patrol Services and School Security Bureau	Not Started	December 31, 2014
36	Department of Behavioral Health (DBH)	Audit of the Saint Elizabeths Hospital Operations	Survey Phase	June 30, 2014
37	Public Charter School Board (PCSB)/ Public	Audit of D.C. Charter School accounts and operations	Fieldwork Phase	May 31, 2014

	Charter Schools (PCS)			
38	District of Columbia Public Schools (DCPS)	Audit of DCPS School System Management Division	Fieldwork Phase	May 31, 2014
39	Department of Health (DOH)	Audit of the Community Health Administration	Not Started	December 31, 2014
40	Board of Elections	Audit of the Board of Elections' Voter Registration Files	Not Started	September 30, 2014
41	Department of the Environment	Audit of the Anacostia River Clean Up and Protection Program	Fieldwork Phase	April 30, 2014
42	Office of Unified Communications (OUC)	Audit of the Operations of the 311 Call Center	Not Started	September 30, 2014
43	Previously Audited Agencies	Compliance with the Office of the District of Columbia Auditor's Recommendations	Ongoing	September 30, 2014

26. Did the Inspector General release any report on your agency's activities within the last 3 years? If yes, please provide a copy of the report and note what actions have been taken to address the recommendations made by the Inspector General.

Response: None

27. Pursuant to D.C. Official Code § 1-301.172(b) and (c), an Auditor Legal fund shall be administered by the District of Columbia Auditor for the purpose of enforcing the D.C. Auditor's subpoena power.

(a) What is the amount as of today in this fund?

Response: \$0.00

(b) How many subpoenas did the Auditor serve in FY 2012, 2013, and thus far in 2014?

The Auditor served one in FY 2012, four in FY 2013 and none to date in FY 2014.

28. (a) Please attach copies of ODCA's required small business enterprise (SBE) expenditure report for fiscal years 2012 or 2013; and

Response: See Attachment II for ODCA's FY 2012 CBE expenditure report and FY 2013 expenditure report through the 3rd quarter of FY 2013. The FY 2013 4th quarter expenditure report is not yet due. We are currently working on this requirement and plan to submit the information by Friday, February 28, 2014.

(b) D.C. Official Code § 2-218.53(b) requires each District agency to submit supplemental information with their annual small business enterprise (SBE) expenditure report, including: a description of the activities the agency engaged in to achieve their fiscal year SBE expenditure goal; and a description of any changes the agency intends to make during the next fiscal year to achieve their SBE expenditure goal. Was your agency

compliant with these requirements? If not, why? Have you now submitted the required information for fiscal year 2012? Fiscal year 2013?

Response: Yes, we submitted the required information for FY 2012. Information for FY 2013 is not yet due, but we are currently working on this requirement and plan to submit the information by Friday, February 28, 2014.

ATTACHMENTS

ATTACHMENT I
Response to Question # 19
Office of the District of Columbia Auditor's
Mandated Audits/Reports

**Office of the District of Columbia Auditor
Mandated Audits/Reports**

Item #	D.C. Code	Description	Frequency	Last Two Reports	Recommendation on Usefulness
1	§1-206.03	Certification of revenue estimates in support of general obligation bonds or Treasury capital project loans	Upon notification by CFO of bond issuance	Required certification completed in Dec 2013 (Full report to be issued in March 2014) June 2011	
2	§1-301.181	Audit of former NCRC/AWC properties	ANNUALLY and/or at project completion	March 2013 Affordable Housing Mandates May 2010 (CBE Requirements and Environmental Standards)	Not useful. Per DMPED, the remaining real estate development transactions, agreements, or parcels receiving government assistance, which were previously managed by the dissolved NCRC and AWC that were placed under DMPED management, will be sold to private developers. As such, performing the remaining audits may not provide the Council with information that would be particularly relevant to current issues.
4	§1-301.183	Summarize Private Developer SBE expenditures	ANNUALLY	January 2014 January 2013	
5	§1-301.184	Summarize DC Agencies' quarterly SBE expenditures	QUARTERLY	September 2013 July 2013	
6	§1-309.13	Consolidated ANC annual report	ANNUALLY	September 2013 September 2012	
7	§1-309.13	Audit of certain ANCs	Discretionary	September 2012 September 2011	

Item #	D.C. Code	Description	Frequency	Last Two Reports	Recommendation on Usefulness
8	§1-309.14	ANC Security Fund annual financial report filed in DC Register. (DC Code does not specify who prepares report. Auditor has prepared historically and is in the best position to prepare.)	ANNUALLY no later than 90 days after end of each fiscal year	December 2013 December 2012	
9	§1-614.14	Audit of selected Agency Performance Plans and Performance Reports	ANNUALLY	February 2013 (DSLBD) April 2011 (ORM)	
10	§2-218.53	Agency Certified Small Business Enterprise Expenditures	Consolidated Report on each agency ANNUALLY	June 2013 May 2012	
11	§3-310	Certify D.C. Armory Board financial statement accuracy	Certify financial statement prior to submission to Congress in July of each year	NA NA	Not useful. The Armory Board was dissolved in 1994 via the Omnibus Sports Consolidation Act of 1994 (D.C. Law 10-152) and the city's use of the Armory came under the authority of the D.C. Sports and Entertainment Commission (Events DC). Since there is no longer an Armory Board, this mandate is not relevant.
12	§3-607	Audit of Boxing and Wrestling Commission operations	Every THREE years	June 2013 May 1998	
13	§3-1319	Audit of Lottery and Charitable Games Control Board accounts and transactions with respect to the operation of lottery and daily numbers games	"Regularly"	December 2011 November 1994	

Item #	D.C. Code	Description	Frequency	Last Two Reports	Recommendation on Usefulness
15	§5-333.12	Audit MPD files and records concerning preliminary inquiries and investigations involving First Amendment activities.	ANNUALLY	Report to be issued March 2014 September 2012	
16	§7-2071.03	Independent evaluation of Health Care Ombudsman Program (DOH selects evaluator, may not be ODCA)	Every TWO years -- DOH selects evaluator	NA NA	
17	§10-1203.05(a)	Audit of accounts and operations of Washington Convention Center	Every THREE years	March 2000 NA	
18	§10-1203.05(b)	Certification of revenues for Washington Convention Center	ANNUALLY (before July 15)	July 2013 July 2012	
19	§22-3226.14	Audit of Fraud Prevention Fund	ANNUALLY	March 2013 September 2002	Not useful. In our March 2013 audit report, ODCA noted that the Fraud Prevention Fund had not been established. ODCA confirmed this again in October 2013.
20	§32-131.15	Audit to determine compliance and impact of with Sick and Safe Leave Act	ANNUALLY	June 2013 NA	
21	§34-912	Audit of deposits and disbursements for the Public Service Commission Agency Fund	Every TWO years	September 2013 (4 reports issued for FYs 2009 - 2012)	
22	§34-912	Audit of deposits and disbursements for the Office of the People's Counsel Agency Fund	Every TWO years	January 2014 (4 reports issued for FYs 2009 - 2012)	

Item #	D.C. Code	Description	Frequency	Last Two Reports	Recommendation on Usefulness
23	§34-2202.09	Sufficiency Review of D.C. Water Revenue to borrow, issue bonds or notes	Upon notification by DC Water of bond issuance or debt service payable	June 2013 February 2012	
24	§37-103	Audit of Eastern Market Enterprise Fund	Every TWO years	September 2008 July 2002	
25	§38-193	Public Education Reform (Annual evaluation/assessment)	ANNUALLY (by Oct 1) (expires 2014)	September 2013 July 2013	
26	§38-193	Public Education Reform (comprehensive 5-year report)	September 30, 2014		
27	§38-807	Audit of Department of Food Services (public schools) accounts	QUARTERLY	Never	Not useful. Under this 1951 provision, the Department of Food Services was under the direction and control of the Board of Education, which was authorized to conduct a centralized system of public school cafeterias. The delivery of food services to DCPS has changed organizationally since this mandate. As such, this audit mandate is outdated and not relevant to the current structure of food services to DCPS.
28	§38-1231.01	Audit of UDC Endowment Fund	Every TWO years (by Feb 1)	June 2003 NA	
29	§38-2973.05	Annual report on the use of capital funds used for Capital Improvement Projects by DCPS	ANNUALLY (until completion of all projects designated in the Facilities Master Plan)	May 2011	

Item #	D.C. Code	Description	Frequency	Last Two Reports	Recommendation on Usefulness
30	§47-111	Disbursing Officer is authorized to pay DC employees , such payments shall be made upon payrolls/vouchers audited and approved by the Auditor and certified by the Mayor	Ongoing	NA NA	<p>Not useful. Recommend repeal of all references to D.C. Auditor in Title 47, Chapter 1-4: These provisions date back to the late 1800s and early 1900s. The organization and financial operations of the District government have changed significantly since this time and as such, these anachronistic requirements are no longer applicable or relevant to the current structure and process of D.C.'s financial operations. For example, the DC OCFO no longer requires the bonding of certifying officials for vouchers. In addition to this discontinued practice, many of the duties require the Auditor to perform work that is currently performed as part of the District's annual financial statement audit (CAFR).</p>
31	§47-120	requirements for Auditor who certifies vouchers	Ongoing	NA NA	
32	§47-122	Auditor shall prepare and countersign all checks issued by the Disbursing Officer, and no check...shall be valid unless countersigned by the Auditor.	Ongoing	NA NA	
33	§47-123	Chief Clerk in Auditor's Office shall in absence or inability of Auditor, perform Auditor's duties without additional compensation...may be required to give bond	Ongoing	NA NA	
34	§47-124	All accounts for the disbursement of appropriations shall be audited by the Auditor before being transmitted to GAO.	Ongoing	NA NA	
35	§47-409	Audit and Approval of disbursement of taxes and appropriations	Ongoing	NA NA	
36	§47-410	Account for Mayoral Certified Disbursements to GAO	Ongoing	NA NA	
37	§47-411	Duty of Auditor to keep separate accounts with each depositor for all trust fund deposits received and deposited by the Collector of Taxes of DC.	Ongoing	NA NA	

Item #	D.C. Code	Description	Frequency	Last Two Reports	Recommendation on Usefulness
38	§47-825.01	Management audit of Board of Real Property Assessments and Appeals activities	Every THREE years	September 2008 NA	Not useful. BRPPA no longer exists. A new entity, the Real Property Tax Appeals Commission (RPTAC), has been established as its successor. There is a current audit mandate for RPTAC which ODCA plans to conduct in FY 2015.
39	§47-825.01a	Management audit of Real Property Tax Appeals Commission activities	Every THREE years	NA NA	
40	§47-2851.17	Basic Business Licensing Program at DCRA to examine program cost and effectiveness	ONE TIME not later than April 29, 2003	NA	
41	DC Council Rules of Organization and Procedure §733	Council Periods 19 & 20: Earmarked grant recipients will be randomly be audited.	March 1 st of FY immediately following year for which grant was awarded	February 2010 NA (There were no earmarked grants for FYs 11, 12 or 13)	

ATTACHMENT II
Response to Question # 28
Office of the District of Columbia Auditor's FY 2012 CBE
Expenditure Report and FY 2013 CBE Expenditure Report through
the 3rd Quarter of FY 2013

Budget #52



Agency Information

Provides basic information related to the agency being monitored per DC Official Code 2-218.41 by DSLBD. The agency director listed is responsible for assigning an agency representative to be a Set-Aside Compliance Officer. Due no later than deadline provided by DSLBD Director.

Budget Code	Agency	Agency Acronym
ACO	Office of the DC Auditor	ODCA
Agency Head Title	Agency Head (User)	C&E Staff Point of Contact
DC Auditor	yolanda.branche@dc.gov	
	Agency CBE Compliance Officer1 (User)	
	Aden, Hussein (ODCA)	
	Agency CBE Compliance Officer2 (User)	
	Bolden, Michael (OFRM)	
	Agency CBE Compliance Officer3 (User)	
	Gebreselassie, Lilai (ODCA)	
	Agency CBE Compliance Officer4 (User)	
	Agency CBE Compliance Officer5 (User)	



Summary Performance Information

Summarizes the agency's details for its baseline appropriated budget (gross funds)- provided by information noted in the Annual District Government's Proposed Budget and Financial Plan established by the Office of the Chief Financial Officer; exclusions requested; expendable budget; CSBE 50% goal; expenditures reported, and the agency's performance indicators. As of FY 12, DSLBD will provide the baseline appropriated budget and initial CSBE goal for each agency. This section is office use only.

Fiscal Year	Non-Monitored Budget Entity	Monitoring Notes		
2012				
Appropriated Operating Budget	Baseline CSBE Goal	Total Approved Exclusions	Expendable Budget CSBE Goal Indicator	Expendable Budget CSBE Goal Status
\$4,261,233.00	\$2,130,616.50	Amount		
		\$4,219,014.77		Goal Attained
Appropriated Capital Budget	Approved Expendable Budget (minus exclusions)	Total Expenditures	Good Faith Effort Indicator	Good Faith Effort Status
	\$42,218.23	\$36,292.02		N/A
Appropriated Total Monitored Budget (Gross Funds)	Approved CSBE Goal	Total CBE Expenditures		
\$4,261,233.00	\$21,109.12	\$36,292.02		
		Total CSBE Expenditures		
		\$36,292.02		



Submission Status

Tracks all reports submitted by the agency for the fiscal year reporting, per D.C. Official Code 2-218.41, 2-218.53 and Chapter 8 of Title 27 DCMR.

Procurement Plan Status	Submitted	Budget Exclusions Status	Submitted	1st Quarter Report Status	Submitted	2nd Quarter Report Status	Submitted	3rd Quarter Report Status	Submitted	4th Quarter Report Status	Submitted
Procurement Plan Indicator		Budget Exclusions Indicator		1st Quarter Report Indicator		2nd Quarter Report Indicator		3rd Quarter Report Indicator		4th Quarter Report Indicator	

[Agency Procurement Plan](#)

Per Chapter 8 of Title 27 DCMR, section 832, each agency shall submit to the Department the agency's procurement plan (APP) as described in section 832.5 for the fiscal year, on a form designated by the Department. Begin by clicking "Add procurement" to submit your agency's plan.

Add Procurement

Type of Intended Award	Name of Contract or Procurement agency intends to award	Contract or Procurement that the agency has set-aside for Small Business Enterprises (SBEs)	Brief description of the Contract or Procurement intended to be awarded	Existing or New Contract or Procurement	Anticipated Start Date	Anticipated End Date	Total Amount Related to the Contract or Procurement	Projected 1st Quarter Expenditure	Projected 2nd Quarter Expenditure	Projected 3rd Quarter Expenditure	Projected 4th Quarter Expenditure	Contract/PO number (if Expenditure available)	Contract Administrator (COTR) Name
Contract	Color Printer/ Copier	No	Contractual services, Annual Rent for printer/ color copier	Existing	10-01-2011	09-30-2012	\$8,500.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00		Lawrence Perry
Procurement	Office Supplies	Yes	procure office supplies such paper goods, report letter head and covers etc	New	10-01-2011	09-30-2012	\$9,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$4,500.00		Lawrence Perry
Procurement	Other Services	No	Professional services	New	10-01-2011	09-30-2012	\$6,000.00	\$500.00	\$1,000.00	\$1,000.00	\$3,500.00		Lawrence Perry
Procurement	Maintenance Services	Yes	Contractual services: copiers, printers maintenance Annual Rent for printer/color copier	New	10-01-2011	09-30-2012	\$3,000.00	\$500.00	\$800.00	\$700.00	\$1,000.00		Lawrence Perry
Procurement	Equipments and computer software	Yes	Office equipment, IT hardware, and IT Software etc	New	10-01-2011	09-30-2012	\$9,500.00	\$1,000.00	\$3,000.00	\$2,000.00	\$3,500.00		Lawrence Perry
TOT							\$36,000.00	\$5,625.00	\$8,425.00	\$7,325.00	\$14,625.00		

[Budget Exclusion Requests by Agency](#)

Agencies can submit a request for exclusion(s) to the appropriated budget here. This assists in deciphering your expendable budget and CSBE goal. DSLBD will either approve or deny the exclusion for submission, which will provide the final CSBE goal. (D.C. Official Code 2-218.54 and Chapter 8 of Title 27 DCMR, section 830).

Comptroller Source Group	Object Class	Provide an Explanation of Exclusion	Proposed Exclusion Amount	Approved by DSLBD?	Approved Exclusion Amount	Exclusion Approval Date
Intra-District (Non-Capital) (1 Exclusion)						
0041	CONTRACTUAL SERVICES - OTHER	0409 CONTRACTUAL SERVICES - OTHER	This Intra-District fund will not be available or transfer to ODCA.	Yes	\$575,000.00	01-20-2012
TOT					\$575,000.00	
Local (11 Exclusions)						
0011	REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	Personnel Services	Yes	\$2,396,262.80	01-20-2012
0012	REGULAR PAY - OTHER	0125 TERM FULL-TIME	Personnel Services	Yes	\$168,096.00	01-20-2012
0014	FRINGE BENEFITS - CURR PERSONNEL	0147 MISC FRINGE BENEFITS	Personnel Services	Yes	\$539,885.95	01-20-2012
0031	TELEPHONE, TELEGRAPH, TELEGRAM, ETC	0308 TELEPHONE, TELETYPE, TELEGRAM, ETC	Fixed cost	Yes	\$15,155.00	01-20-2012
0032	RENTALS - LAND AND STRUCTURES	0309 RENTALS - LAND AND STRUCTURES	Fixed Cost	Yes	\$495,551.39	01-20-2012
0040	OTHER SERVICES AND CHARGES	0416 POSTAGE	Postage and Parcel Post that cannot be provided by SBE company	Yes	\$3,000.00	01-20-2012
0040	OTHER SERVICES AND CHARGES	0410 OFFICE SUPPORT	Office support such as: Imprest fund reimbursement, employees reimbursement, local travel such as metrorail, metrobus, taxicab fare, and online research tools such as lexis nexis that cbe cannot provide	Yes	\$6,782.63	01-20-2012
0040	OTHER SERVICES AND CHARGES	0419 TUITION FOR EMPLOYEE TRAINING	Employee training required by Government Auditing Standards to complete the required professional CPEs that CBE cannot provide	Yes	\$14,781.00	01-20-2012
0040	OTHER SERVICES AND CHARGES	0425 PAYMENT OF MEMBERSHIP DUES	Membership Dues that require direct payment to audit professional organizations such as Institute of Internal Auditor (IIA) that CBE cannot provide.	Yes	\$1,000.00	01-20-2012
0070	EQUIPMENT & EQUIPMENT RENTAL	0711 IT SOFTWARE ACQUISITIONS	unique audit related software license fees that CBE company cannot provide	Yes	\$2,500.00	01-20-2012
0070	EQUIPMENT & EQUIPMENT RENTAL	0708 LIBRARY BOOKS	Audit related books directly ordered from audit organizations that CBE company cannot provide	Yes	\$1,000.00	01-20-2012
TOT					\$3,644,014.77	
TOT					\$4,219,014.77	

▶ [Expendable Budget Totals](#)

This is a summary of what has been data entered by agency Set-Aside Compliance Officers related to their expendable budgets and set aside goal. (Chapter 8 of Title DCMR, section 830).



Appropriated Total Monitored Budget (Gross Funds)	\$4,261,233.00	
Total Proposed Exclusions Amount	\$4,219,014.77	
Total Approved Exclusions Amount	\$4,219,014.77	
Proposed Expendable Budget (minus exclusions)	\$42,218.23	Approved Expendable Budget (minus exclusions) \$42,218.23
Proposed CSBE Goal	\$21,109.12	Approved CSBE Goal \$21,109.12
# of Proposed Exclusions	12	# of Approved Exclusions 12
		# of Revised or Unapproved Exclusions 0

▶ [Quarterly Expenditure Reports](#)

Enter quarterly report expenditures here. To add, click on 'Add Expenditure Report' begin data entering each expenditure using the form or grid edit mode. (D.C. Official Code 2-218.41).

Add Expenditure Report

Grid Edit OK?	Related Budget Code Grid Edit Check	Vendor Name	Vendor ID (as it appears in the General Ledger)	FEIN	CBE Number	CSBE Status	Purchase Order Award Number	P-Card Purchase (Y/N)	Service Description (Object Title)	Funding Source (Local, Federal, O-Type, etc.)	Fiscal Quarter	Expenditure Date	Expenditure Amount	CBE Expenditure Amount	CBE Expenditure Amount as % of Total CBE Expenditures
	52ACO	Superior Couriers, LLC	1202146302000	202146302000	LSDR0120088048	Yes	PO379658	No	COURIER/ DELIVERY SERVICES	Local	1st	11-25-2012	\$430.00	\$430.00	1.18%
Grid Edit Ok	52ACO	CAPITAL SERVICES AND SUPPLIES	1521363600000	521363600000	LSZX7539122014	Yes	PO387136	No	Office Supplies	Local	1st	12-31-2013	\$299.88	\$299.88	0.83%
	52ACO	Thomas Hendorson L/T Printing	1521271333000	521271333000	LSR48185042013	Yes	PO383517	No	Supplies	Local	2nd	01-13-2012	\$20.31	\$20.31	0.06%
	52ACO	Superior Courier	1202146302000	202146302000	LSDR0120088046	Yes	PO379658	No	Courier services	Local	2nd	01-13-2012	\$180.00	\$180.00	0.50%
	52ACO	Thomas Hendorson L/T Printing	1521271333000	521271333000	LSR48185042013	Yes	PO381077	No	Supplies: Letterhead, printing	Local	2nd	01-13-2012	\$513.00	\$513.00	1.41%
	52ACO	Superior Courier	1202146302000	202146302000	LSDR0120088046	Yes	PO379658	No	Courier services	Local	2nd	02-07-2012	\$256.00	\$256.00	0.71%
	52ACO	Capital Services and Supplies	1521363600000	521363600000	LSZX83935122012	Yes	PO387136	No	Supplies	Local	2nd	02-09-2012	\$680.26	\$680.26	1.87%
	52ACO	Capital Services and Supplies	1521363600000	521363600000	LSZX83935122012	Yes	PO387136	No	Supplies	Local	2nd	02-09-2012	\$665.95	\$665.95	1.83%
	52ACO	Capital Services and Supplies	1521363600000	521363600000	LSZX83935122012	Yes	PO387135	No	Office Supplies	Local	2nd	02-09-2012	\$1,009.40	\$1,009.40	2.78%
	52ACO	Capital Services and Supplies	1521363600000	521363600000	LSZX83935122012	Yes	PO387136	No	Office Supplies	Local	2nd	03-14-2012	\$679.22	\$679.22	1.87%
	52ACO	Capital Services and Supplies	1521363600000	521363600000	LSZX83935122012	Yes	PO387136	No	Supplies	Local	2nd	03-23-2012	\$27.56	\$27.56	0.08%
	52ACO	Capital Services and Supplies	1521363600000	521363600000	LSZX83935122012	Yes	PO387136	No	Supplies	Local	2nd	03-23-2012	\$31.53	\$31.53	0.09%
	52ACO	Capital Services and Supplies	1521363600000	521363600000	LSZX83935122012	Yes	PO387135	No	Office Supplies	Local	2nd	03-23-2012	\$4.95	\$4.95	0.01%
	52ACO	Superior Courier	1202146302000	202146302000	LSDR0120088046	Yes	PO379658	No	Courier Services	Local	2nd	03-14-2012	\$36.00	\$36.00	0.10%
	52ACO	Superior Courier	1202146302000	202146302000	LSDR0120088046	Yes	PO379658	No	Courier Services	Local	2nd	03-14-2012	\$160.00	\$160.00	0.44%
	52ACO	Superior Courier	1202146302000	202146302000	LSDR0120088046	Yes	PO379658	No	Courier	Local	2nd	03-23-2012	\$72.00	\$72.00	0.20%
Grid Edit Ok	52ACO	CAPITAL SERVICES AND SUPPLIES	1521363600000	521363600000	LSZX83935122012	Yes	PO387136	No	Suuplies	Local	3rd	04-11-2012	\$664.37	\$664.37	1.83%
Grid Edit Ok	52ACO	CAPITAL SERVICES AND SUPPLIES	1521363600000	521363600000	LSZX83935122012	Yes	PO387136	No	Supplies	Local	3rd	05-17-2012	\$585.65	\$585.65	1.61%
Grid Edit Ok	52ACO	SENODA	1521617446000	521617446000	LS09200614864	Yes	PO384284	No	Printing Business Cards	Local	3rd	05-08-2012	\$195.00	\$195.00	0.54%
Grid Edit Ok	52ACO	SUPERIOR COURIERS, LLC	1202146302000	202146302000	LSDR0120088046	Yes	PO379658	No	Courier services	Local	3rd	05-08-2012	\$94.00	\$94.00	0.26%
Grid Edit Ok	52ACO	SUPERIOR COURIERS, LLC	1202146302000	202146302000	LSDR0120088046	Yes	PO379658	No	Courier Services	Local	3rd	05-17-2012	\$126.00	\$126.00	0.35%
Grid Edit Ok	52ACO	SUPERIOR COURIERS, LLC	1202146302000	202146302000	LSDR0120088046	Yes	PO396168	No	Furniture Moving Fees	Local	3rd	05-08-2012	\$980.00	\$980.00	2.70%

Grid Edit OK	52ACO	THOMAS E. HENDERSON	1521271333000	521271333000	LSR48185042013	Yes	PO389534	No	Printing Business Crad	Local	3rd	04-03-2012	\$28.90	\$28.90	0.08%
Grid Edit OK	52ACO	Thomas Hendorson L/T Printing	1521271333000	521271333000	LSR48185042013	Yes	PO389909	No	Name Plate	Local	3rd	04-03-2012	\$65.00	\$65.00	0.18%
Grid Edit OK	52ACO	ABC TECHNICAL SOLUTIONS INC	1200411779000	200411779000	LSDZ76036082014	Yes	PO420410	No	Toners for color printers	Local	4th	08-15-2013	\$611.00	\$611.00	1.68%
Grid Edit OK	52ACO	ABC TECHNICAL SOLUTIONS INC	1200411779000	200411779000	LSDZ76036082014	Yes	po440063	No	Machine, Lebeled tapes data	Local	4th	09-27-2013	\$869.00	\$869.00	2.39%
Grid Edit OK	52ACO	ABC TECHNICAL SOLUTIONS INC	1200411779000	200411779000	LSDZ76036082014	Yes	PO440521	No	Back up tapes	Local	4th	09-27-2012	\$469.00	\$469.00	1.29%
Grid Edit OK	52ACO	ABC TECHNICAL SOLUTIONS INC	1200411779000	200411779000	LSDZ76036082014	Yes	PO416484	No	MS SQL SRV, Windows servers	Local	4th	09-28-2012	\$4,874.87	\$4,874.87	13.43%
Grid Edit OK	52ACO	ABC TECHNICAL SOLUTIONS INC	1200411779000	200411779000	LSDZ76036082014	Yes	PO424006	No	Smart Net	Local	4th	09-26-2012	\$2,612.00	\$2,612.00	7.20%
Grid Edit OK	52ACO	ABC TECHNICAL SOLUTIONS INC	1200411779000	200411779000	LSDZ76036082014	Yes	PO437210	No	Toner for printer/fax	Local	4th	09-26-2012	\$237.50	\$237.50	0.65%
Grid Edit OK	52ACO	ABC TECHNICAL SOLUTIONS INC	1200411779000	200411779000	LSDZ76036082014	Yes	PO425711	No	Security camera software maintenance	Local	4th	09-21-2012	\$147.00	\$147.00	0.41%
Grid Edit OK	52ACO	ABC TECHNICAL SOLUTIONS INC	1200411779000	200411779000	LSDZ76036082014	Yes	PO437208	No	Enterprise anti-virus suite renewal	Local	4th	09-26-2012	\$1,473.90	\$1,473.90	4.06%
Grid Edit OK	52ACO	ABC TECHNICAL SOLUTIONS INC	1200411779000	200411779000	LSDZ76036082014	Yes	PO437209	No	20inch monitors	Local	4th	09-26-2012	\$858.00	\$858.00	2.36%
Grid Edit OK	52ACO	ABC TECHNICAL SOLUTIONS INC	1200411779000	200411779000	LSDZ76036082014	Yes	PO416486	No	computer memories and software	Local	4th	08-15-2012	\$1,279.00	\$1,279.00	3.52%
Grid Edit OK	52ACO	CAPITAL SERVICES AND SUPPLIES	1521363600000	521363600 000	LSZX7539122014	Yes	PO387136	No	Office Supplies	Local	4th	07-17-2012	\$409.82	\$409.82	1.13%
Grid Edit OK	52ACO	CAPITAL SERVICES AND SUPPLIES	1521363600000	521363600000	LSZX7539122014	Yes	PO387136	No	Supplies	Local	4th	09-21-2012	\$40.37	\$40.37	0.11%
Grid Edit OK	52ACO	CAPITAL SERVICES AND SUPPLIES	1521363600000	521363600000	LSZX7539122014	Yes	PO387136	No	Office Supplies	Local	4th	09-27-2012	\$6,485.58	\$6,485.58	17.87%
Grid Edit OK	52ACO	SENODA INC	1521617446000	521617446000	LS70796082012	Yes	PO417671	No	Business Cards	Local	4th	08-06-2012	\$275.00	\$275.00	0.76%
Grid Edit OK	52ACO	SUPERIOR COURIERS, LLC	1202146302000	202146302000	LSZR17041062014	Yes	PO379658	No	Courier Services	Local	4th	07-09-2012	\$216.00	\$216.00	0.60%
Grid Edit OK	52ACO	SUPERIOR COURIERS, LLC	1202146302000	202146302000	LSZR17041062014	Yes	PO379658	No	Courier Services	Local	4th	07-17-2012	\$90.00	\$90.00	0.25%
Grid Edit OK	52ACO	SUPERIOR COURIERS, LLC	1202146302000	202146302000	LSZR17041062014	Yes	PO379658	No	Courier Services	Local	4th	08-31-2012	\$162.00	\$162.00	0.45%
Grid Edit OK	52ACO	SUPERIOR COURIERS, LLC	1202146302000	202146302000	LSZR17041062014	Yes	PO379658	No	Courier Services	Local	4th	09-24-2012	\$110.00	\$110.00	0.30%

Grid Edit OK	52ACO	SUPERIOR COURIERS, LLC	1202146302000	202146302000	LSZR17041062014	Yes	PO379658	No	Courier Services	Local	4th	09-27-2012	\$443.00	\$443.00	1.22%
Grid Edit OK	52ACO	CAPITAL SERVICES AND SUPPLIES	1521363600000	521363600000	LSZX7539122014	Yes	PO387136	No	Supplies	Local	4th	09-21-2012	\$386.00	\$386.00	1.06%
Grid Edit OK	52ACO	F.S. TAYLOR & ASSOCIATES, PC	1521196225000	521196225000	LSDX22052122012	Yes	PO425522	No	Contractual Services: ANC Quarterly Report	Local	4th	09-21-2012	\$6,438.00	\$6,438.00	17.74%
TOT													\$36,292.02	\$36,292.02	100.00%

Expenditures Summary

This area summarizes all data entered in section VI for quarterly expenditures.

Total Capital Expenditures		Total Capital CBE Expenditures		Total Capital CSBE Expenditures		Total Capital CSBE Expenditures as a % of Total Capital CSBE Expenditures	
Total Local Expenditures	\$36,292.02	Total Local CBE Expenditures	\$36,292.02	Total Local CSBE Expenditures	\$36,292.02	Total Local CSBE Expenditures as a % of Total Local Expenditures	100.00%
Total Federal Expenditures		Total Federal CBE Expenditures		Total Federal CSBE Expenditures		Total Federal CSBE Expenditures as a % of Total Federal Expenditures	
Total Special Purpose Revenue (O-Type) Expenditures		Total Special Purpose Revenue (O-Type) CBE Expenditures		Total Special Purpose Revenue (O-Type) CSBE Expenditures		Total Special Purpose Revenue (O-Type) CSBE Expenditures as a % of Total Special Purpose Revenue (O-Type) Expenditures	
Total Intra-District Expenditures		Total Intra-District CBE Expenditures		Total Intra-District CSBE Expenditures		Total Intra-District CSBE Expenditures as a % of Total Other Expenditures	
Total Expenditures	\$36,292.02	Total CBE Expenditures	\$36,292.02	Total CSBE Expenditures	\$36,292.02		
		Total CBE Expenditures as a % of Total Expenditures	100.00%	Total CSBE Expenditures as a % of Total Expenditures	100.00%		

Agency End Of Year Narrative

Per D.C. Official Code § 2-218.53, Agency's are required to provide an end of year narrative.

End of Year Narrative

Description of Activities Performed to Achieve Goal	Description of Changes the Agency Intends to Make to Achieve Goal Next Year	Shortfall Explanation (if applicable)
To achieve its CBE annual set aside goals, the Office of the District of Columbia Auditor (ODCA) gives all its preferences to CBE vendors unless there is no CBE contractor that can provide that service.	The agency will utilize the DSLBD's online resource in order to increase CBE participation. In addition, the agency will continue to meet with CBE vendors who have been certified by DSLBD to provide them with FY 2013 ODCA requirements for equipment, supplies, and services.	The agency achieved its CBSE goal.

Approved CSBE Goal	Total CSBE Expenditures
\$21,109.12	\$36,292.02
CSBE Expenditures as a % of CSBE Goal	Total Expenditures
171.93%	\$36,292.02

Expendable Budget CSBE Goal Indicator



End of Year Narrative Status

Submitted

End of Year Narrative Indicator



[▶ Supporting Documents Library](#)

Provide any additional information here regarding exclusions' request(s) as well as receive update notices from DSLBD.

Add Document

Attachment	Document Title	Description	File Type	Author	Date Modified
No documents found					

[▶ User Change Requests](#)

Changes in agency user or reporting contact can be requested here. Click on 'Add request' button to update your agency's reporting contact. It is the agency's responsibility to update DSLBD regarding reporting contacts.

Add Request

Name	Title	Email	Role	Request Type
Hussein Aden	ODCA Staff	hussein.aden@dc.gov	Agency CBE Compliance Officer	Add User

Created on Sept. 2, 2011 at 1:55 PM (EDT). Last updated by [Martin, Vonetta \(DSLBD\)](#) on Feb. 28, 2013 3:13 PM at 3:13 PM (EST). Owned by [Archer, Ted](#).

Budget #317



Agency Information

Provides basic information related to the agency being monitored per DC Official Code 2-218.41 by DSLBD. The agency director listed is responsible for assigning an agency representative to be a Set-Aside Compliance Officer. Due no later than deadline provided by DSLBD Director.

Budget Code	Agency	Agency Acronym
ACO	Office of the DC Auditor	ODCA
Agency Head Title	Agency Head (User)	C&E Staff Point of Contact
DC Auditor	yolanda.branche@dc.gov	
	Agency CBE Compliance Officer1 (User)	
	Aden, Hussein (ODCA)	
	Agency CBE Compliance Officer2 (User)	
	Bolden, Michael (OFRM)	
	Agency CBE Compliance Officer3 (User)	
	Gebreselassie, Lilai (ODCA)	
	Agency CBE Compliance Officer4 (User)	
	Agency CBE Compliance Officer5 (User)	



Summary Performance Information

Summarizes the agency's details for its baseline appropriated budget (gross funds)- provided by information noted in the Annual District Government's Proposed Budget and Financial Plan established by the Office of the Chief Financial Officer; exclusions requested; expendable budget; CSBE 50% goal; expenditures reported, and the agency's performance indicators. As of FY 12, DSLBD will provide the baseline appropriated budget and initial CSBE goal for each agency. This section is office use only.

Fiscal Year	Non-Monitored Budget Entity	Monitoring Notes		
2013				
Appropriated Operating Budget	Baseline CSBE Goal	Total Approved Exclusions Amount	Expendable Budget CSBE Goal Indicator	Expendable Budget CSBE Goal Status
\$4,276,000.00	\$2,138,000.00	\$4,245,981.83		Goal Attained
Appropriated Capital Budget	Approved Expendable Budget (minus exclusions)	Total Expenditures	Good Faith Effort Indicator	Good Faith Effort Status
	\$30,018.17	\$28,509.89		N/A
Appropriated Total Monitored Budget (Gross Funds)	Approved CSBE Goal	Total CBE Expenditures		
\$4,276,000.00	\$15,009.08	\$28,509.89		
		Total CSBE Expenditures		
		\$28,509.89		



Submission Status

Tracks all reports submitted by the agency for the fiscal year reporting, per D.C. Official Code 2-218.41, 2-218.53 and Chapter 8 of Title 27 DCMR.



Procurement Plan Status	Submitted	Budget Exclusions	Submitted	1st Quarter Report	Submitted	2nd Quarter	Submitted	3rd Quarter Report	Submitted	4th Quarter Report	Not Submitted
	Status	Status	Status	Status	Status	Report Status	Status	Status	Status	Status	Status
Procurement Plan Indicator		Budget Exclusions Indicator		1st Quarter Report Indicator		2nd Quarter Report Indicator		3rd Quarter Report Indicator		4th Quarter Report Indicator	

[Agency Procurement Plan](#)

Per Chapter 8 of Title 27 DCMR, section 832, each agency shall submit to the Department the agency's procurement plan (APP) as described in section 832.5 for the fiscal year, on a form designated by the Department. Begin by clicking "Add procurement" to submit your agency's plan.

Add Procurement

Type of Intended Award	Name of Contract or Procurement agency intends to award	Contract or Procurement that the agency has set-aside for Small Business Enterprises (SBEs)	Brief description of the Contract or Procurement intended to be awarded	Existing or New Contract or Procurement	Anticipated Start Date	Anticipated End Date	Total Amount Related to the Contract or Procurement	Projected 1st Quarter Expenditure	Projected 2nd Quarter Expenditure	Projected 3rd Quarter Expenditure	Projected 4th Quarter Expenditure available	Contract/PO number (if available)	Contract Administrator (COTR) Name
Contract	Lease and maintenance of copiers and printers	No	Lease of 3 copy machines and service maintenance for copiers and 11 printers.	New	10-01-2012	09-30-2013	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00		Lawrence Perry
Procurement	DataWatch cards	No	Datawatch to provide entry cards for ODCA employees to enter the building and the ODCA offices.	Existing	10-01-2012	09-30-2013	\$3,000.00	\$750.00	\$750.00	\$750.00	\$750.00		Lawrence Perry
Procurement	Office Supplies	Yes	To provide various office supplies.	New	10-01-2012	09-30-2013	\$8,500.00	\$1,000.00	\$3,500.00	\$2,000.00	\$2,000.00		Lawrence Perry
Procurement	TeamMate System	No	License fee	Existing	10-01-2012	09-30-2013	\$6,800.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00		Lawrence Perry
TOT							\$28,300.00	\$5,950.00	\$8,450.00	\$6,950.00	\$6,950.00		

[Budget Exclusion Requests by Agency](#)

Agencies can submit a request for exclusion(s) to the appropriated budget here. This assists in deciphering your expendable budget and CSBE goal. DSLBD will either approve or deny the exclusion for submission, which will provide the final CSBE goal. (D.C. Official Code 2-218.54 and Chapter 8 of Title 27 DCMR, section 830).

Add Exclusion

Comptroller Source Group	Object Class	Provide an Explanation of Exclusion	Proposed Exclusion Amount	Exclusion Approved by DSLBD?	Approved Exclusion Amount	Exclusion Approval Date
Intra-District (Non-Capital) (1 Exclusion)						
0041 CONTRACTUAL SERVICES - OTHER	0409 CONTRACTUAL SERVICES - OTHER	This is a council mandate independent evaluation of the District of Columbia Public School (Public Education Amendment Act of FY 2007). The Act also identified a vendor, National Research Council, who specialized this type of evaluation.	\$325,000.00	Yes	\$325,000.00	11-28-2012
TOT			\$325,000.00		\$325,000.00	
Local (12 Exclusions)						
0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	Salary	\$0.00	Yes	\$0.00	11-19-2012
0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	Salary	\$2,604,389.00	Yes	\$2,604,389.00	11-19-2012
0012 REGULAR PAY - OTHER	0122 CONTINUING PART-TIME	Salary	\$75,000.00	Yes	\$75,000.00	11-19-2012
0014 FRINGE BENEFITS - CURR PERSONNEL	0147 MISC FRINGE BENEFITS	Fringe Benefits	\$623,245.83	Yes	\$623,245.83	11-19-2012
0031 TELEPHONE, TELEGRAPH, TELEGRAM, ETC	0308 TELEPHONE, TELETYPE, TELEGRAM, ETC	I-D fund transfered to OFRM	\$16,898.00	Yes	\$16,898.00	11-19-2012
0032 RENTALS - LAND AND STRUCTURES	0309 RENTALS - LAND AND STRUCTURES	Rental cost I-D Transferred	\$569,249.00	Yes	\$569,249.00	11-19-2012
0040 OTHER SERVICES AND CHARGES	0416 POSTAGE	Postage cost that cannot be used CBE vendors	\$2,500.00	Yes	\$2500.00	11-28-2012
0040 OTHER SERVICES AND CHARGES	0410 OFFICE SUPPORT	Office Support such as employee reimbursement, Imprest fund, local travel (metro, taxi etc) that cannot be used CBE vendors.	\$7,000.00	Yes	\$7000.00	11-28-2012
0040 OTHER SERVICES AND CHARGES	0419 TUITION FOR EMPLOYEE TRAINING	Employee training: audit related training (Yellow Book) to complete required CPEs. This service cannot be provided by CBE vendor.	\$15,700.00	Yes	\$15,700.00	11-28-2012
0040 OTHER SERVICES AND CHARGES	0425 PAYMENT OF MEMBERSHIP DUES	membership dues auditors.	\$1,500.00	Yes	\$1500.00	11-28-2012
0070 EQUIPMENT & EQUIPMENT RENTAL	0708 LIBRARY BOOKS	Library books specialty not available through CBE vendor.	\$1,000.00	Yes	\$1000.00	11-19-2012
0070 EQUIPMENT & EQUIPMENT RENTAL	0711 IT SOFTWARE ACQUISITIONS	audit related software (specialty software) that is not available through CBE vendors.	\$4,500.00	Yes	\$4500.00	11-19-2012
TOT			\$3,920,981.83		\$3,920,981.83	
TOT			\$4,245,981.83		\$4,245,981.83	

[Expendable Budget Totals](#)

This is a summary of what has been data entered by agency Set-Aside Compliance Officers related to their expendable budgets and set aside goal. (Chapter 8 of Title DCMR, section 830).

Appropriated Total Monitored Budget (Gross Funds)	\$4,276,000.00
Total Proposed Exclusions Amount	\$4,245,981.83
Total Approved Exclusions Amount	\$4,245,981.83
Proposed Expendable Budget (minus exclusions)	\$30,018.17
Approved Expendable Budget (minus exclusions)	\$30,018.17
Proposed CSBE Goal	\$15,009.08
Approved CSBE Goal	\$15,009.08
# of Proposed Exclusions	13
# of Approved Exclusions	13
# of Revised or Unapproved Exclusions	0

[Quarterly Expenditure Reports](#)

Enter quarterly report expenditures here. To add, click on 'Add Expenditure Report' begin data entering each expenditure using the form or grid edit mode. (D.C. Official Code 2-218.41).

Add Expenditure Report

Grid Edit OK?	Related Budget Code	Vendor Name	Vendor ID (as it appears in the General Ledger)	FEIN	CBE Number	CSBE Status	Purchase Order Award Number	P-Card Purchase (Y/N)	Service Description (Object Title)	Funding Source (Local, Federal, O-Type, etc.)	Fiscal Quarter	Expenditure Date	Expenditure Amount	CBE Expenditure Amount	CBE Expenditure Amount as % of Total CBE Expenditures
Grid Edit Ok	317AC0	SUPERIOR COURIERS, LLC	1202146302000	202146302000	LSZR17041062014	Yes	PO450386	No	Courier Services	Local	1st	12-14-2012	\$182.00	\$182.00	0.64%
Grid Edit Ok	317AC0	Capital Services and Supplies	1521363600000	521363600000	LSZX7539122014	Yes	PO448886	No	Office Supplies	Local	1st	12-14-2012	\$205.01	\$205.01	0.72%
Grid Edit Ok	317AC0	Capital Services and Supplies	1521363600000	521363600000	LSZX7539122014	Yes	PO449482	No	Office Supplies	Local	1st	12-21-2012	\$167.50	\$167.50	0.59%
Grid Edit Ok	317AC0	THOMAS E. HENDERSON	1521271333000	521271333000	LSR48185042013	Yes	PO446154	No	Name Plates	Local	1st	11-26-2012	\$71.60	\$71.60	0.25%
Grid Edit Ok	317AC0	Capital Services and Supplies	1521363600 000	521363600 000	LSZX7539122014	Yes	PO448886	No	OFFICE sUPPLIES	Local	2nd	02-20-2013	\$69.19	\$69.19	0.24%
Grid Edit Ok	317AC0	Capital Services and Supplies	1521363600 000	521363600 000	LSZX7539122014	Yes	PO448886	No	Office Supplies	Local	2nd	03-05-2013	\$187.41	\$187.41	0.66%
Grid Edit Ok	317AC0	Capital Services and Supplies	1521363600 000	521363600 000	LSZX7539122014	Yes	PO448886	No	Office Supplies	Local	2nd	02-20-2013	\$339.89	\$339.89	1.19%
Grid Edit Ok	317AC0	Capital Services and Supplies	1521363600 000	521363600 000	LSZX7539122014	Yes	PO448886	No	Office Supplies	Local	2nd	02-20-2013	\$612.85	\$612.85	2.15%
Grid Edit Ok	317AC0	CAPITAL SERVICES AND SUPPLIES	1521363600 000	521363600 000	LSZX7539122014	Yes	PO449482	No	Office Supplies	Local	2nd	01-24-2013	\$879.99	\$879.99	3.09%
Grid Edit Ok	317AC0	F.S. TAYLOR & ASSOCIATES, PC	1521196225 000	521196225 000	LSDX3925802015	Yes	PO456403	No	ANC Financial Review Contract fee	Local	2nd	03-05-2013	\$6,438.00	\$6,438.00	22.58%
Grid Edit Ok	317AC0	F.S. TAYLOR & ASSOCIATES, PC	1521196225 000	521196225 000	LSDX3925802015	Yes	PO456403	No	ANC Financial Review Contract fee	Local	2nd	03-11-2013	\$6,438.00	\$6,438.00	22.58%
Grid Edit Ok	317AC0	SENODA, INC.	1521617446 000	521617446 000	LS54701092014	Yes	PO452369	No	Business Cards	Local	2nd	01-24-2013	\$350.00	\$350.00	1.23%
Grid Edit Ok	317AC0	SUPERIOR COURIERS, LLC	1202146302 000	202146302 000	LSZR17041062014	Yes	PO450386	No	Courier Service	Local	2nd	02-19-2013	\$198.00	\$198.00	0.69%
Grid Edit Ok	317AC0	SUPERIOR COURIERS, LLC	1202146302 000	202146302 000	LSZR17041062014	Yes	PO450386	No	Courier Services	Local	2nd	03-29-2013	\$146.00	\$146.00	0.51%
Grid Edit Ok	317AC0	SUPERIOR COURIERS, LLC	1202146302 000	202146302 000	LSZR17041062014	Yes	PO450386	No	Courier Services	Local	2nd	02-01-2013	\$92.00	\$92.00	0.32%
Grid Edit Ok	317AC0	SUPERIOR COURIERS, LLC	1202146302 000	202146302 000	LSZR17041062014	Yes	PO450386	No	Courier Service	Local	2nd	02-01-2013	\$108.00	\$108.00	0.38%
Grid Edit Ok	317AC0	ABC Technical Solutions, Inc.	1200411779	200411779	LSDZ76036082014	Yes	PO456404	No	IT hardware acquisition	Local	3rd	04-01-2013	\$2,188.00	\$2,188.00	7.67%
Grid Edit Ok	317AC0	ABC Technical Solutions, Inc.	1200411779	200411779	LSDZ76036082014	Yes	PO459605	No	Office Supplies	Local	3rd	05-14-2013	\$667.00	\$667.00	2.34%
Grid Edit Ok	317AC0	F.S. Taylor & Associates, PC	1521196225	521196225	LSDX3925802015	Yes	PO456403	No	Contractual Services	Local	3rd	06-25-2013	\$6,438.00	\$6,438.00	22.58%
Grid Edit Ok	317AC0	Thomas E. Henderson	1521271333	521271333	LSR14391032015	Yes	PO459609	No	Name Plates	Local	3rd	05-14-2013	\$100.20	\$100.20	0.35%

Grid Edit Ok	317AC0	Capital Services and Supplies	1521363600	521363600	LSZX7539122014	Yes	PO448886	No	Office Supplies	Local	3rd	04-10-2013	\$822.39	\$822.39	2.88%
Grid Edit Ok	317AC0	Capital Services and Supplies	1521363600	521363600	LSZX7539122014	Yes	PO448886	No	Office Supplies	Local	3rd	04-17-2013	\$697.50	\$697.50	2.45%
Grid Edit Ok	317AC0	Capital Services and Supplies	1521363600	521363600	LSZX7539122014	Yes	PO448886	No	Office Supplies	Local	3rd	04-17-2013	\$319.36	\$319.36	1.12%
Grid Edit Ok	317AC0	Senoda	1521617446	521617446	LS54701092014	Yes	PO461245	No	Business Cards	Local	3rd	06-14-2013	\$240.00	\$240.00	0.84%
Grid Edit Ok	317AC0	Superior Couriers, LLC	1202146302	202146302	LSZR17041062014	Yes	PO450386	No	Courier Services	Local	3rd	06-20-2013	\$282.00	\$282.00	0.99%
Grid Edit Ok	317AC0	Superior Couriers, LLC	1202146302	202146302	LSZR17041062014	Yes	PO450386	No	Courier Services	Local	3rd	04-15-2013	\$270.00	\$270.00	0.95%
TOT													\$28,509.89	\$28,509.89	100.00%

Expenditures Summary

This area summarizes all data entered in section VI for quarterly expenditures.

Total Capital Expenditures		Total Capital CBE Expenditures		Total Capital CSBE Expenditures		Total Capital CSBE Expenditures as a % of Total Capital CSBE Expenditures	
Total Local Expenditures	\$28,509.89	Total Local CBE Expenditures	\$28,509.89	Total Local CSBE Expenditures	\$28,509.89	Total Local CSBE Expenditures as a % of Total Local Expenditures	100.00%
Total Federal Expenditures		Total Federal CBE Expenditures		Total Federal CSBE Expenditures		Total Federal CSBE Expenditures as a % of Total Federal Expenditures	
Total Special Purpose Revenue (O-Type) Expenditures		Total Special Purpose Revenue (O-Type) CBE Expenditures		Total Special Purpose Revenue (O-Type) CSBE Expenditures		Total Special Purpose Revenue (O-Type) CSBE Expenditures as a % of Total Special Purpose Revenue (O-Type) Expenditures	
Total Intra-District Expenditures		Total Intra-District CBE Expenditures		Total Intra-District CSBE Expenditures		Total Intra-District CSBE Expenditures as a % of Total Other Expenditures	
Total Expenditures	\$28,509.89	Total CBE Expenditures	\$28,509.89	Total CSBE Expenditures	\$28,509.89	Total CSBE Expenditures as a % of Total Expenditures	100.00%
		Total CBE Expenditures as a % of Total Expenditures	100.00%	Total CSBE Expenditures as a % of Total Expenditures	100.00%		

Agency End Of Year Narrative

Per D.C. Official Code § 2-218.53, Agency's are required to provide an end of year narrative.

Add End of Year Narrative

End of Year Narrative

Description of Activities Performed to Achieve Goal	Description of Changes the Agency Intends to Make to Achieve Goal Next Year	Shortfall Explanation (if applicable)
No end of year narratives found		

Approved CSBE Goal

\$15,009.08

Total CSBE Expenditures

\$28,509.89

CSBE Expenditures as a % of CSBE Goal

189.95%

Total Expenditures

\$28,509.89

Expendable Budget CSBE Goal Indicator



End of Year Narrative Status

Not Submitted

End of Year Narrative Indicator



[▶ Supporting Documents Library](#)

Provide any additional information here regarding exclusions' request(s) as well as receive update notices from DSLBD.

Add Document

Attachment	Document Title	Description	File Type	Author	Date Modified
Email Submit ACO LSDBE Report.PDF	Email Requesting Submission of 3rd Qtr. LSDBE Report	A copy of the email requesting submission of the 3rd Quarter LSDBE report for the Office of the DC Auditor.	PDF (.pdf)	Bolden, Michael (OFRM)	07-29-2013 04:09 PM

[▶ User Change Requests](#)

Changes in agency user or reporting contact can be requested here. Click on 'Add request' button to update your agency's reporting contact. It is the agency's responsibility to update DSLBD regarding reporting contacts.

Add Request

Name	Title	Email	Role	Request Type
Michael Bolden	Director of Financial Operations	Michael.Bolden@dc.gov	Agency CBE Compliance Officer	Add User

Created on Aug. 17, 2012 at 3:40 PM (EDT). Last updated by [Martin, Vonetta \(DSLBD\)](#) on Aug. 5, 2013 7:32 PM at 7:32 PM (EDT). Owned by [Martin, Vonetta \(DSLBD\)](#).