

DOEE

Budget & Finance 101

Updated October 2023
For internal DOEE use only

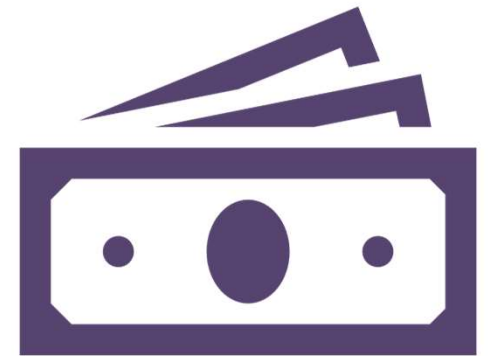


GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

District Government

- Federal law requires that the District's financial operations be managed independently from the Mayor's office and DC Council.
- The Chief Financial Officer (CFO) is nominated by the Mayor and approved by DC Council. The nomination is transmitted to the US Congress for a 30-day review period.
- The CFO manages the District's financial operations, which includes ~1,700 staff members in tax and revenue administration; the treasury, comptroller and budget offices; economic/fiscal analysis and revenue estimation functions; agency financial operations; and the DC Lottery.
- A few OCFO staff – including an Agency Fiscal Officer (AFO) – reside within DC's executive agencies (like DOEE) to prepare and execute the budget.

The Budget Process



Overview of the District's Budget

The budget is law and is enacted in the District just like other laws.

- Local Budget Act (LBA): Sets the budget and provides funding for each District agency and program
- Budget Support Act (BSA): Includes changes in existing law to support execution of the budget
- Federal Portion Budget Request Act: Includes federal funds that support District operations, such as the DC courts system

Like other District laws, the annual budget is submitted to the US Congress for a 30-day review period. If Congress does not act during that period, the law becomes officially enacted.

Overview of the District's Budget

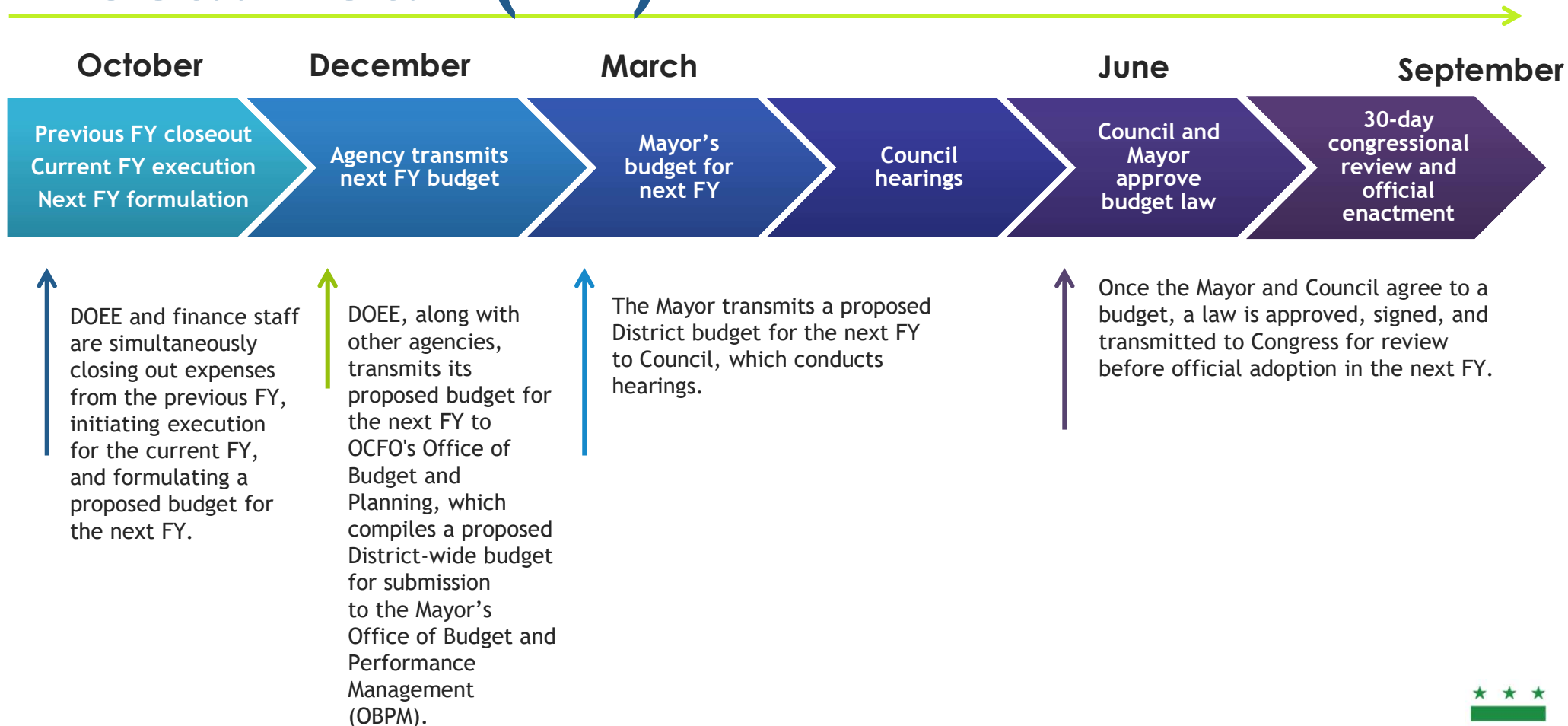
- The fiscal year (FY) begins October 1 and ends September 30.
 - E.g., FY24 runs from October 1, 2023 through September 30, 2024
- The budget for a fiscal year is formulated 1-2 years prior
 - E.g., FY24 budget formulation began in FY22
- The District's budget must be balanced annually; that is, expenditures (or spending) cannot exceed revenues.
- The budget is divided into two parts:
 - Operating budget: For day-to-day government operations
 - Capital budget: For building and maintaining infrastructure owned by the DC government

Most of DOEE's budget falls within "operating"

Overview of the District's Budget Process

Have an idea for a new program or project? Work with your manager to see if an “enhancement request” should be submitted during budget formulation. This request form is required when District agencies propose to use local funds for new activities.

Fiscal Year (FY)



Overview of the District's Budget

What are DC's sources of revenue or income?

Fund	Description
Local	Revenues from taxes
Special Purpose Revenue (SPR)	Proceeds from non-tax revenue sources, often tied to very specific activities or permits (e.g., the plastic bag fee)
Federal Payments	Funds provided by Congress to carry out specific District functions (e.g., DC courts)
Federal Grants	Direct-to-agency grants from the federal government (e.g. EPA Clean Air Act grants)
Private Grants	Grants from individuals or private or non-profit organizations

Local funds are subject to being "swept" at the end of each fiscal year. Use it or lose it!

SPR funds are available for specific programs and activities authorized in law that are often tied to the fee collection. For example, plastic bag fees fund maintenance of clean waterways, since plastic bags have been a large source of waterway pollution. As of 2023, DOEE has 37 SPRs, though some funds have minimal activity.

Overview of the District's Budget

FY 2024 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table KG0-2 contains the proposed FY 2024 budget by revenue type compared to the FY 2023 approved budget. It also provides FY 2021 and FY 2022 actual data.

Table KG0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2021	Actual FY 2022	Approved FY 2023	Proposed FY 2024	Change from FY 2023	% Change*	Actual FY 2021	Actual FY 2022	Approved FY 2023	Proposed FY 2024	Change from FY 2023	% Change
GENERAL FUND												
Local Funds	22,811	53,004	66,594	27,860	-38,735	-58.2	120.0	135.9	140.6	133.2	-7.4	-5.3
Special Purpose Revenue Funds	94,509	73,539	96,484	111,117	14,633	15.2	193.0	182.0	247.4	248.8	1.4	0.6
TOTAL FOR GENERAL FUND	117,320	126,543	163,078	138,977	-24,101	-14.8	313.0	318.0	387.9	382.0	-6.0	-1.5
FEDERAL RESOURCES												
Federal Payments	8,600	29,464	23,000	8,180	-14,820	-64.4	0.0	11.0	5.0	2.8	-2.2	-45.0
Federal Grant Funds	31,179	39,344	36,954	44,205	7,251	19.6	111.5	57.9	101.3	113.0	11.8	11.6
TOTAL FOR FEDERAL RESOURCES	39,779	68,807	59,954	52,385	-7,569	-12.6	111.5	68.9	106.3	115.8	9.5	8.9
PRIVATE FUNDS												
Private Grant Funds	34	158	2,458	2,438	-20	-0.8	2.4	0.6	1.8	1.4	-0.4	-22.9
TOTAL FOR PRIVATE FUNDS	34	158	2,458	2,438	-20	-0.8	2.4	0.6	1.8	1.4	-0.4	-22.9
INTRA-DISTRICT FUNDS												
Intra-District Funds	1,941	1,191	0	0	0	N/A	14.7	13.7	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	1,941	1,191	0	0	0	N/A	14.7	13.7	0.0	0.0	0.0	N/A
GROSS FUNDS	159,073	196,699	225,490	193,800	-31,690	-14.1	441.6	401.1	496.0	499.1	3.2	0.6

*Percent change is based on whole dollars.

The table on the left reflects DOEE's *proposed* FY24 budget during the formulation process.

DOEE's FY24 enacted budget is \$218 million. Most of that comes from federal grants and SPR funds.

Intra-District transfers are transfers of funds that occur from one District agency to another.

Overview of the District's Budget

How can DOEE spend its budget?

FY 2024 Proposed Operating Budget, by Comptroller Source Group

Table KG0-3 contains the proposed FY 2024 budget at the Comptroller Source Group (object class) level compared to the FY 2023 approved budget. It also provides FY 2021 and FY 2022 actual expenditures.

Table KG0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2021	Actual FY 2022	Approved FY 2023	Proposed FY 2024	Change from FY 2023	Percentage Change*
11 - Regular Pay - Continuing Full Time	20,516	19,290	29,742	27,546	-2,196	-7.4
12 - Regular Pay - Other	12,998	15,600	15,947	20,955	5,008	31.4
13 - Additional Gross Pay	166	1,458	23	23	0	0.0
14 - Fringe Benefits - Current Personnel	7,510	8,154	10,883	11,609	726	6.7
15 - Overtime Pay	39	3	18	18	0	0.0
SUBTOTAL PERSONAL SERVICES (PS)	41,229	44,505	56,615	60,152	3,538	6.2
20 - Supplies and Materials	284	327	483	524	40	8.3
31 - Telecommunications	55	49	150	145	-5	-3.0
40 - Other Services and Charges	17,983	6,423	9,451	9,396	-55	-0.6
41 - Contractual Services - Other	37,397	40,152	62,770	47,491	-15,279	-24.3
50 - Subsidies and Transfers	61,700	104,561	95,016	74,320	-20,696	-21.8
70 - Equipment and Equipment Rental	426	681	1,005	1,772	766	76.2
SUBTOTAL NONPERSONAL SERVICES (NPS)	117,844	152,193	168,876	133,648	-35,228	-20.9
GROSS FUNDS	159,073	196,699	225,490	193,800	-31,690	-14.1

*Percent change is based on whole dollars.

Agencies can spend their budget on personnel services (PS), which includes the salaries and benefits of employees.

Non-personnel services (NPS) includes everything else - contracts, equipment, supplies, materials, and subgrants awarded to other entities.

Financial Management



DOEE's Finance Team

- DOEE's finance team reports to the independent Office of the Chief Financial Officer (OCFO) while serving the needs of DOEE
- The finance team provides comprehensive and efficient financial management services via the District Integrated Financial System (DIFS)
- When should I consult the finance team?
 - After you receive an official federal award and need to establish budget authority to spend those funds
 - To reprogram funds so they can be used for a different purpose
 - To monitor and forecast funding available for projects
 - During budget formulation

Consult with your manager to determine if you need access to the S-drive, which contains key financial documents and resources.

Consult with your manager to determine if you need access to DIFS. Access and trainings can be found here:
<https://difs.cfo.in.dc.gov/publication/dsc-security-access-policy-and-procedure>

Key Terms

- Budget Authority: Authority provided in law to enter into obligations that result in expenditures (or spending)
- Modification: A change in any portion of the budget during the year that results in a net increase or decrease
- Carryover: Funds that remain unspent in one fiscal year that are “rolled over” into the next to be made available for obligation/spending
- Obligation: Funds committed for the payment of goods and services ordered but not yet received
- Reprogramming: A proposed change in the budget that moves budget authority between line items but results in no net budgetary change

Overview of R025 “Daily Budget” Report

Found on the S-Drive in the “Daily Reports” folder, this report provides up-to-date information on project obligations and expenditures for the FY.

Corresponds
to different
categories of
PS and NPS

The project
you’re
querying

Account	Account Description	Project	Project Description	Award	Award Description	BUDGET Values Sum of Total Budget	PURCHASE ORDERS Sum of Obligation	REQUISITIONS Sum of Commitment	CASH & ACCRUED EXPENSES Sum of Expenditure	Sum of Sum Of Expenses, Obligations & Commitment s	Sum of Available Budget
7131009	PROF SERVICE FEES & CONTR	201134	KG0.E25601.KINGMAN ISLAND PARK RANGER PROGRAM	1000159	KG0.1135.ARPA - LOCAL REVENUE REPLACEMENT	15,400.00	0.00	0.00	3,680.00	3,680.00	11,720.00
7141002	MAINTENANCE OF PERSONS	201134	KG0.E25601.KINGMAN ISLAND PARK RANGER PROGRAM	1000159	KG0.1135.ARPA - LOCAL REVENUE REPLACEMENT	222,400.00	62,271.55	0.00	160,125.33	222,396.88	3.12
						237,800.00	62,271.55	0.00	163,805.33	226,076.88	11,723.12
						237,800.00	62,271.55	0.00	163,805.33	226,076.88	11,723.12
						237,800.00	62,271.55	0.00	163,805.33	226,076.88	11,723.12
						237,800.00	62,271.55	0.00	163,805.33	226,076.88	11,723.12
						237,800.00	62,271.55	0.00	163,805.33	226,076.88	11,723.12
						237,800.00	62,271.55	0.00	163,805.33	226,076.88	11,723.12
						237,800.00	62,271.55	0.00	163,805.33	226,076.88	11,723.12
						237,800.00	62,271.55	0.00	163,805.33	226,076.88	11,723.12

Total budget
(or budget
authority)
for that
fiscal year

Total spent as of the date of report.
Note that there is a lag between
when invoices are received by the
District and when they are
processed, paid, and ultimately
reflected here.

Additional Resources

OCFO has more information on the [budget formulation process](#).

The DC Council Budget Office hosts key [documents](#) on the approved budget and financial plan.

The finance team maintains trainings in the S-drive “1. Budget Training Presentations” folder.

