

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Inspector General

Inspector General



July 21, 2017

Cecily E. Collier-Montgomery
Director
Office of Campaign Finance
2000 14th Street, N.W., Suite 433
Washington, D.C. 20009

Dear Director Collier-Montgomery:

My Office will soon start a review of the Office of Campaign Finance's (OCF) Reports Analysis and Audit Division (RAAD). The primary objective will be to evaluate RAAD's full field audit processes, and the following OCF audit reports will constitute the scope of our review:

- Report # RAAD-03-30-2017 ("Audit Report On Brandon Todd For Ward 4 Principal Campaign Committee 2015 Special Election")
- Report # RAAD-10-25-2016 ("Audit Report on Brianne for DC Principal Campaign Committee 2014 General Election")
- Report # RAAD-09-30-2016 ("Audit Report on La Ruby May 2015 Principal Campaign Committee 2015 Special Election")
- Report # RAAD-04-25-2016 ("Audit Report on Elissa 2014 Principal Campaign Committee 2014 Election Year")
- Report # RAAD-11-20-2015 ("Audit Report on Charles Allen for Ward 6 Principal Campaign Committee 2014 Election Year Newly Elected Official")

The OIG's review team will evaluate OCF's audit processes against relevant criteria and requirements found in D.C. Code, D.C. Municipal Regulations, and OCF internal guidance (e.g., OCF policies and procedures, other written directives.)

Please provide Edward Farley, Assistant Inspector General for Inspections and Evaluations, (I&E) with the name and telephone number of the person who will serve as the primary point of contact at OCF during the review process. He can be reached at 202-727-9249 or edward.farley@dc.gov.

Also, for each of the audits cited above, please provide the following information to Mr. Farley no later than August 4, 2017, so that the I&E team can prepare its fieldwork methodology and plan:

- All preliminary and final audit reports issued;
- Copies of all correspondence sent from the campaign committee to OCF, including but not limited to emails, letters, requests for extensions, and responses to preliminary audit reports;
- Copies of all correspondence sent by OCF to the campaign committee, including but not limited to emails, letters, Requests for Additional Information, and notifications of informal hearing;
- Documentation pertaining to any orders issued, informal hearings that were held, or referrals from RAAD to OCF's Office of General Counsel;
- OCF Audit Unit policies and procedures, and any other written directives relevant to the two audits;
- A list of current OCF employees whose duties include conducting or overseeing the field audit process, to include each person's name, title, email address, telephone number, and a brief description of their duties; and
- Any other documentation or information you believe would assist the review team.

Mr. Farley will schedule an entrance conference with the point of contact you identify. Thank you in advance for your cooperation, and I look forward to working with OCF in our joint efforts to improve the quality of information and services provided to District government stakeholders.

Sincerely,



Daniel W. Lucas
Inspector General

DWL/ef

cc: The Honorable Muriel Bowser, Mayor, District of Columbia, Attention: Betsy Cavendish (via email)
Mr. Rashad Young, City Administrator, District of Columbia (via email)
The Honorable Phil Mendelson, Chairman, Council of the District of Columbia (via email)
The Honorable Charles Allen, Chairperson, Committee on Judiciary and Public Safety, Council of the District of Columbia (via email)
The Honorable Kathy Patterson, District of Columbia Auditor, Office of the D.C. Auditor, Attention: Cathy Patten (via email)