



**New Jersey State Legislature
Office of Legislative Services
Office of the State Auditor**

EXECUTIVE SUMMARY

DEPARTMENT OF EDUCATION

ADMINISTRATION

July 1, 2014 to July 31, 2016

We found that the financial transactions included in our testing were related to the agency's programs, were reasonable, and were recorded properly in the accounting systems. We also found selected general controls over the department's information systems to be adequate. In making these determinations, we noted several areas meriting management's attention. We found criminal history background checks are not required for department staff entering school facilities as part of their job responsibilities and staff working a flexitime schedule without the required Civil Service Commission approval.

We also found the department does not accurately track and enforce the certified educational facilities manager certification, and it does not charge the established fee for the educational facilities review of projects handled by the New Jersey Schools Development Authority.

We further found controls over receipts and contract oversight should be strengthened and that the department has not complied with legislation regarding preparation of specific annual reports.

AUDIT HIGHLIGHTS

- N.J.S.A. 18A:6-7.1 requires that all prospective employees of a school district under the supervision of the Department of Education (department) must submit to a criminal history background check as a condition of their employment. Our review found the department's staff, whose job duties include entering school facilities, are not required to have background checks. Individuals who may have been or would be "disqualified" from working in school districts could be allowed on campus, therefore putting the students at risk.
- The Department of the Treasury Circular Letter 12-02-OMB requires agencies to ensure all deposited funds are recorded in the state accounting system. Since 2010, receipts totaling approximately \$42,250 have been collected by the Department of Education's Learning Resource Center – Central and have not been recorded in the state accounting system. Documentation for the receipts during this time period were not always supported by deposit slips but rather other internal documents causing the accuracy of the amount received to be in question.
- The department is responsible for administering contracts for the Partnership for Assessment of Readiness for College and Careers (PARCC) assessments. In accordance with the Department of the Treasury Circular Letter 14-08-DPP, the department is responsible for monitoring the terms and conditions of the contract and the vendor's performance to ensure the value of services received is commensurate with the amount paid. Our audit disclosed that the department has not effectively monitored these contracts and has paid the vendors without adequate support.

AUDITEE RESPONSE

The department generally concurs with our findings and recommendations.

For the complete audit report, click [here](#).