



*New Jersey Legislature*  
★ Office of LEGISLATIVE SERVICES ★  
**OFFICE OF THE STATE AUDITOR**

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## **EXECUTIVE SUMMARY**

**DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION ON CIVIL RIGHTS, DIVISION OF HIGHWAY TRAFFIC SAFETY,  
DIVISION OF ALCOHOLIC BEVERAGE CONTROL, AND NEW JERSEY RACING  
COMMISSION**

**July 1, 2017 to January 31, 2022**

We found that the financial transactions included in our testing were related to the agencies' programs. However, we could not always determine that they were reasonable or recorded properly in the accounting systems because adequate supporting documentation was not provided.

### **AUDIT HIGHLIGHTS**

- Internal controls over the non-payroll expenditure processing should be strengthened by maintaining complete and sufficient supporting documentation and by complying with applicable Department of the Treasury circulars when making purchases. For 36 transactions totaling almost \$3.3 million, we were not able to verify if all goods and services were received and if all transactions were justified, mathematically accurate, and recorded in the correct fiscal year because of insufficient documentation.
- Additional scrutiny should be exercised when payments for unused leave time upon separation are calculated, and the calculations should be well documented to prevent inaccuracies. Based on our calculations, underpayments totaling \$6,576 were made for unused compensatory, sick, and vacation leave balances.
- Proper levels of approval should be followed when processing timesheets within the Electronic Cost Accounting and Timesheet System (eCATS). We found employees in similar titles had approved each other's eCATS timesheets, and employee timesheets were both completed and approved by supervisors
- Monitoring of Temporary Employment Services (TES) employees' hours should be improved, and TES employees should be placed in inactive status on the state's Personnel Management Information System (PMIS) when not used. TES employees should not exceed 944 hours of work within a 12-month period; however, we found five employees had exceeded the 944-hour threshold, ranging from 1,031 to 1,793 hours. In, addition, we noted 16 TES employees who had no earnings for one to four years remained active on PMIS.

### **AUDITEE RESPONSE**

The department generally concurs with our findings and recommendations.

For the complete audit report or to print this Executive Summary, click on the attached files.