



KANE COUNTY AUDITOR'S OFFICE
A U D I T W A T C H

JANUARY 2010 ISSUE

Audit Watch is a report issued by the Auditor's Office which contains information of interest to county officials and board members. This issue for the First month of the Fiscal Year 2010 is a supplement to the December 31, 2009 financial information prepared and issued by the Finance Department. As of December 31, 2009 county offices and departments would be at 8% of their budgeted expenditures. Allowing for a 3% threshold, the offices and departments listed on the second page of this newsletter are at or over 11% of budget expenditures.

* Details pertaining to significant expenditures can be obtained from the Finance Department.

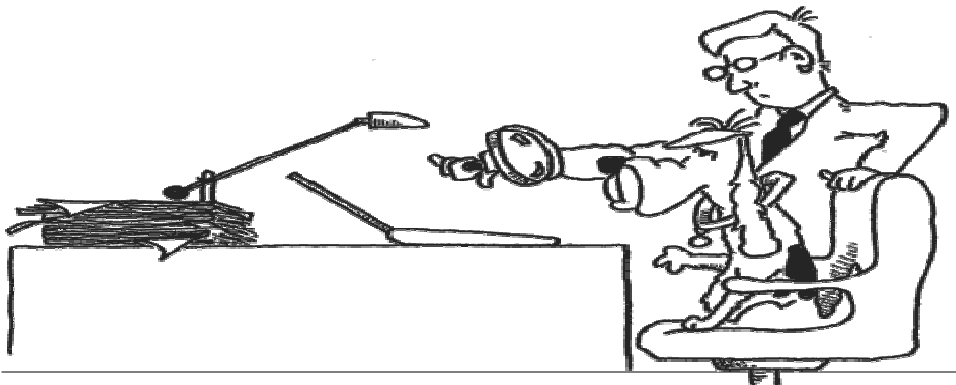
SEE PAGE TWO FOR COMPLETE LIST

NEWS AND VIEWS

Deputy Auditor Scott Sanders resigned and joined the St. Charles Police Department as their Financial Analyst. Scott Sanders is a talented professional with stringent ethical standards and will be missed by the Auditor's Office. We wish Scott much success in his new position.

John Harahan, Scott Sanders predecessor, has agreed to rejoin the Auditor's Office as Deputy Auditor and has begun working with us as of January 25, 2010. Welcome back John.

In order to promote the benefits of the County audit function, the Auditor and Deputy Auditor will visit County Offices and Departments to discuss audit assistance.



**SPECIAL POINTS
OF INTEREST:**

- *Next AP payment cycle date is 02/09/2010.*
- *Next Payroll Date is 02/05/2010*
- *Remember to print Master Card statements the Monday before the next AP payment cycle.*
- *Please put a note on PEV's for address change.*
- *PEV's are for employees only and not Contract Employees.*
- *All payables, including PEVs are due at 12:00 pm on the Tuesday before the AP payment cycle due date.*

EXPENDITURES:	12-31-09	12-31-08
Regional Office of Education	11%	10%
Adult Justice Facility Debt Service.	71%	69%
Communication/Technology	36%	34%
Operational Support	65%	59%
Insurance Liability-HRM	37%	48%
Riverboat	42%	26%
Public Safety Sales Tax	58%	31%
Transit Sales Tax Contingency	61%	-0-
Juvenile Drug Court	100%	-0-
Motor Fuel Tax	29%	49%
Transportation Sales Tax	57%	-0-
Mill Creek SSA	20%	5%
Juvenile Justice Center Debt Service	89%	88%
Capital Improvement Bond Dept Service	95%	92%
Motor Fuel Tax Bond Debt Service	77%	76%
Enterprise Surcharge	58%	31%
Enterprise General	484%	-0-

PERSONAL EXPENSE VOUCHERS

- * Mileage reimbursement for County business travel in a personal vehicle is 50¢ per mile.
- * Per diem meal allowance is \$56.00 or \$31.00 for dinner, \$15.00 for lunch, and \$10.00 for breakfast. Receipts are not necessary for per diem allowances. Gratuities would be included in the per diem amount. An itinerary is required for conference per diem.
- * Business travel will only be reimbursed when submitted within 90 days of the travel date. PEV's which are not in compliance will be returned.
- * PEV's require an approval signature by supervisor or designee. A handwritten signature, not a facsimile stamp. Authorized signers must be on file in the Auditor's office. Only typed PEV's will be accepted.
- * Reimbursement for entertainment meals on PEV's will require (1) name of individuals entertained, (2) name of their employer and (3) brief description of meeting purpose.



OTHER REMINDERS

Original invoice
smaller than 8 ½ x11
must be affixed by tape
to an 8½ x 11 scrap
paper. **NO STAPLES!**

We are receiving
batches before the
department approval
is made. Please sub-
mit the batch **AFTER**
the departmental ap-
proval has been
made and make sure
that the invoices are
in the order as it ap-
pears in the batch on
NWS.

Payroll checks will be
released to payroll co-
ordinators or their des-
ignee. Authorized per-
sons must be on file
with the Auditor's of-
fice.

Direct deposit is
available and we en-
courage it's use. Con-
tact the Payroll Depart-
ment for payroll checks
and the Finance De-
partment for PEV reim-
bursements.

The Watch Dogs:

Bill Keck

John Harahan

Michele Matuszak

**Original vendor in-
voices must be** submit-
ted for payment which
includes (1) Highlight of
the vendor name and
amount and (2) Account
number string and batch
numbers.

