



OFFICE OF THE KANE COUNTY AUDITOR

Penny Wegman, Kane County Auditor

June 2024

Accounts Payable Activity Report

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Overview

Illinois Compiled Statutes Chapter 55 Act 5, Section 3 – 1005 (Duties of Auditor) indicate one of the Auditor's duties is an Audit of all claims against the county and recommend either the payment of or rejection of all claims presented.

Claims are submitted to the Auditor's Office by the various County Departments after the various Departments process and approve them for payment. Claims are reviewed and approved on a bi-weekly basis. The Kane County Auditor approves the bi-weekly schedule of expenditures for payment by the County Treasurer, subject to the County Treasurer's determination that the cash balance in each particular fund is sufficient for payment of the listed expenditures. Claims are reviewed for accuracy and completeness.

Claims may be for goods and services, reimbursements, or payments to entities that rely on funding from the County for their operations. Claims also include purchases made utilizing the County Purchase Card and Employee's Personal Expense Vouchers.

Each invoice presented by a vendor for payment must be clear and accurate, be free from mathematical and quantity errors and contain the following elements to facilitate efficient and effective payment processing: ***(This list is not all inclusive as contractual provisions or other requirements/circumstances may require additional information be provided)***

- Purchase follows Financial Policies and has Proper Approvals
- Name of vendor and "Remit To" address
- Vendor invoice number and date
- Description of goods/services delivered
- Quantity and unit price of item
- Extension on each line item
- Total amount due
- Payment due date
- Supporting documentation including detailed itemized receipts for all vendor or reimbursement requests

Invoices missing any required element are returned to the requesting departments for correction along with an email explaining the reason for the return.

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June 2024 Activity

June 2024 included two (2) check dates:

- June 3rd
- June 17th

The Auditor’s Office approved the following number of invoices and total dollars for June 2024:

Payment Cycle	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
6/3/2024	757	0	757	\$3,357,347.24
6/17/2024	804	751	1,555	\$5,165,153.07
Special Runs	21	0	21	\$3,414,522.32
June Total	1,582	751	2,333	\$11,937,022.63

Total amounts listed may include “Voided” invoices

During June 2024, the Auditor’s Office returned approximately 3.56% of the 2,333 claims submitted for payment, to the County Departments for correction.

Below is the summary of the Reasons for the Invoice Returns:

Reason for Invoice Return	Number of Invoices Returned			June Total
	6/3/2024	6/17/2024	Special Runs	
Duplicate Invoice	1	0	0	1
Incorrect Calculations	2	0	0	2
Incorrect Invoice #	10	16	0	26
Incorrect Invoice Date	9	9	0	18
Incorrect Remit Address	4	5	0	9
Invoice not attached	1	0	0	1
More support needed	1	10	0	11
Total incorrect	0	3	0	3
Other	2	10	0	12
Total incorrect	30	53	0	83

Fiscal Year 2024 To Date

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The Auditor’s Office approved the following number of invoices and total dollars in Fiscal Year (FY) 2024:

Month	Check Pay Dates	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
December 2023	2	1,944	639	2,583	\$ 18,102,573
January 2024	3	2,409	1026	3,435	\$ 24,732,844
February 2024	2	878	581	2,350	\$ 10,841,950
March 2024	2	1,870	498	2,368	\$ 8,559,970
April 2024	2	1,688	512	2,200	\$ 18,333,520
May 2024	2	1,668	643	2,311	\$ 8,390,041
June 2024	2	1,582	751	2,333	\$ 11,937,023
FY 2024 Total	15	12,039	4650	17,580	\$ 100,897,921

During Fiscal Year 2024 (7 Month Total), the Auditor’s Office returned approximately 4.84% of the 17,580 claims submitted for payment, to the County Departments for correction.