

The seal of Kane County, Illinois, is a large, faint watermark in the background. It features a central star with a diamond in the center, surrounded by a circular border containing the text "SEAL OF THE COUNTY OF KANE STATE OF ILLINOIS" and the date "JAN. 16, 1836".

OFFICE OF THE KANE COUNTY AUDITOR

Penny Wegman, Kane County Auditor

December 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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December 2024 Activity

December 2024 included three (3) check dates:

- December 2nd
- December 16th
- December 30th

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

Payment Cycle	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
12/2/2024	837	0	837	\$6,125,940.22
12/16/2024	914	536	1,450	\$7,518,682.42
12/30/2024	861	0	861	\$7,675,422.77
Special Run	10	0	10	\$4,887,440.73
December Total	2,622	536	3,158	\$26,207,486.14

Total amounts listed may include “Voided” invoices

During December 2024, the Auditor’s Office returned approximately 7.63% of the 3,158 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				December Total
	12/2/2024	12/16/2024	12/30/2024	Special Run	
Incorrect Calculations	1	0	3	0	4
Incorrect Invoice #	7	17	17	1	42
Incorrect Invoice Date	3	13	7	0	23
Incorrect Remit Address	17	10	9	0	36
More support needed	8	11	8	0	27
Other	11	22	4	0	37
Total incorrect	5	8	3	0	16
Wrong G/L Date	0	49	7	0	56
Grand Total	52	130	58	1	241

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Fiscal Year 2025 To Date

The Auditor's Office approved the following number of invoices and total dollars in Fiscal Year (FY) 2025:

Month	Check Pay Dates	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
December 2024	3	2,622	536	3,158	\$ 26,207,486
FY 2025 Total	3	2,622	536	3,158	\$ 26,207,486

During Fiscal Year 2025 (1 Month Total), the Auditor's Office returned approximately 7.63% of the 3,158 claims submitted for payment, to the County Departments for correction.