
MEMORANDUM

DATE: September 28, 2006

TO: Karen McConnaughay County Board Chairman, Elected Officials,
Department Heads and County Board Members

FROM: William F. Keck, Auditor and Scott Sanders, Deputy Auditor

SUBJECT: Audit of Photocopiers

Enclosed is a copy of our Photocopier Audit report. Included therein are our findings and recommendations. We would appreciate your response within the KCC 30 day timeline.

If you have any questions, please contact Bill Keck or Scott Sanders

OFFICE OF THE COUNTY AUDITOR

KANE COUNTY GOVERNMENT CENTER

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AUDIT OF COPIERS September 28, 2006

At the request of Chairman Karen McConaughay the Auditor's Office conducted an audit of the photocopier machines (copiers) owned, maintained and operated by Kane County. The objectives of the audit were to:

- Determine if a cost savings could be obtained by centralizing the purchasing function.
- Determine whether the copiers were purchased or leased and the vendor source.
- Determine the age and length of service (maintenance) agreements.
- Determine compliance with State Statutes, County Code and current purchasing policy established by Central Services & Purchasing.

At the time that audit procedures were being performed, a revised Kane County Procurement Ordinance was presented to the Finance/Budget Committee meeting held September 13, 2006 for initial review and comment. A review of the proposed changes concluded that there is no adverse effect on the findings of this audit.

Changes to the Financial Policies are on the agenda of the October Finance Committee meeting. If the proposed changes are subsequently passed, then the accountability for copiers will be affected.

BACKGROUND

The applicable statute that was tested for compliance is Illinois Compiled Statute 55 ILCS 5/3-1005 Duties of Auditor with respect to "maintain a file of all contracts entered into by the county board and all authorized county officers, for or on behalf of the county."

Resolution #05-303 was passed on September 13, 2005 amending Article VI of the Kane County Code (KCC) which provides for the purchasing activities of the Centralized Purchasing Department. This resolution amended the limitations of the Centralized Purchasing Department. KCC Section 2-209 provides that purchases of ten thousand dollars (\$10,000.00) and under shall be in accordance with the established procedures of the Central Purchasing Department or previous resolutions of the Kane County Board.

