

The background of the page features a large, faint watermark of the Seal of the State of Illinois. The seal is circular with a scalloped outer edge. Inside the seal, the words "SEAL OF THE STATE OF ILLINOIS" are written around the perimeter. In the center, there is a diamond shape with a smaller diamond inside it, and the date "JAN. 16, 1836" is written below it.

# OFFICE OF THE KANE COUNTY AUDITOR

*Penny Wegman, Kane County Auditor*

## December 2022 Accounts Payable Activity Report

Tom Laird  
**Deputy Auditor**

Bob Quillinan  
Danielle Hoffman  
**Staff Auditors**

Jill Lombardi  
Alexyia Martinez  
**Accounts Payable Specialists**

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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 rejection.

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**December 2022 Activity**

December 2022 included two (2) check dates:

- December 5<sup>th</sup>
- December 19<sup>th</sup>

**The Auditor’s Office approved the following number of invoices and total dollars for December 2022:**

<b>Payment Cycle</b>	<b>Normal Invoices</b>	<b>P-Card Invoices</b>	<b>Total Invoices</b>	<b>Total Dollar</b>
12/5/2022	824	568	1,392	\$ 6,037,191.01
12/19/2022	1031	0	1,031	\$ 6,646,940.68
Special Runs	22	0	22	\$ 3,073,208.33
<b>Decmeber Total</b>	<b>1,877</b>	<b>568</b>	<b>2,445</b>	<b>\$15,757,340.02</b>

*\*Total amounts listed may include “Voided” invoices\**

***During December 2022, the Auditor’s Office rejected and returned approximately 6.99% of the 2,445 claims submitted for payment, to the County Departments for correction.***

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

<b>Reason for Invoice Return</b>	<b>Number of Invoices Returned</b>			<b>December Total</b>
	<b>12/5/2022</b>	<b>12/19/2022</b>	<b>Special Runs</b>	
More support needed	31	27	0	58
Incorrect Invoice #	14	11	0	25
Other	13	3	0	16
Incorrect Invoice Date	12	14	0	26
Wrong G/L	0	11	0	11
Incorrect Remit Address	9	5	0	14
Total incorrect	8	4	0	12
Invoice not attached	2	1	0	3
Incorrect Calculations	2	0	0	2
Duplicate Batch	2	0	0	2
Duplicate Invoice	0	1	0	1
Taxes Paid	1	0	0	1
<b>Payment Cycle Total</b>	<b>94</b>	<b>77</b>	<b>0</b>	<b>171</b>

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**Fiscal Year 2023 To Date**

**The Auditor's Office approved the following number of invoices and total dollars in Fiscal Year 2023:**

<b>Month</b>	<b>Check Pay Dates</b>	<b>Normal Invoices</b>	<b>P-Card Invoices</b>	<b>Total Invoices</b>	<b>Total Dollar</b>
December 2022	2	1,877	568	2,445	\$ 15,757,340
Fiscal Year 2023	2	1,877	568	<b>2,445</b>	<b>\$ 15,757,340</b>

***During Fiscal Year 2023 (1 Month Total), the Auditor's Office rejected and returned approximately 6.99% of the 2,445 claims submitted for payment, to the County Departments for correction.***