

The background of the page features a large, faint watermark of the Kane County seal. The seal is circular with a scalloped outer edge. Inside the seal, there is a central emblem with a diamond shape and a banner that reads "JAN. 16, 1836". The words "SEAL OF THE COUNTY OF KANE" are written around the top inner edge, and "STATE OF ILLINOIS" is written around the bottom inner edge.

# OFFICE OF THE KANE COUNTY AUDITOR

*Penny Wegman, Kane County Auditor*

## January 2025 Accounts Payable Activity Report

Tom Laird  
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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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**January 2025 Activity**

January 2025 included two (2) check dates:

- January 13<sup>th</sup>
- January 27<sup>th</sup>

The Auditor’s Office approved the following number of invoices and total dollars for January 2025:

<b>Payment Cycle</b>	<b>Normal Invoices</b>	<b>P-Card Invoices</b>	<b>Total Invoices</b>	<b>Total Dollar</b>
1/13/2025	568	0	568	\$4,669,188.16
1/27/2025	929	531	1,460	\$10,922,207.18
Special Run	15	0	15	\$1,971,643.63
January Total	1,512	531	2,043	\$17,563,038.97

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

*During January 2025, the Auditor’s Office returned approximately 5.48% of the 2,043 claims submitted for payment, to the County Departments for correction.*

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

<b>Number of Invoices Returned</b>				
<b>Reason for Invoice Return</b>	<b>1/13/2025</b>	<b>1/27/2025</b>	<b>Special Run</b>	<b>January Total</b>
Incorrect Calculations	1	0	0	1
Incorrect Invoice #	3	20	0	23
Incorrect Invoice Date	9	12	0	21
Incorrect Remit Address	18	8	0	26
More support needed	3	0	0	3
Other	9	15	0	24
Total incorrect	1	10	0	11
Wrong G/L Date	1	1	0	2
Invoice not attached	0	1	0	1
Grand Total	45	67	0	112

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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:

<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 2024	3	2,622	536	3,158	\$ 26,207,486.14
January 2025	2	1,512	531	2,043	\$ 17,563,038.97
<b>FY 2025 Total</b>	<b>5</b>	<b>4,134</b>	<b>1067</b>	<b>5,201</b>	<b>\$ 43,770,525.11</b>

*During Fiscal Year 2025 (2 Month Total), the Auditor's Office returned approximately 6.79% of the 5,201 claims submitted for payment, to the County Departments for correction.*