

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. The seal is rendered in a light gray color.

**OFFICE OF THE KANE COUNTY AUDITOR**  
*Penny Wegman, Kane County Auditor*

**January 2022**  
**Accounts Payable Activity Report**

February 16, 2022

Kristin Jenkins  
**Chief Deputy Auditor**

Michael Trendell  
**Deputy Auditor**

Raul Chavez  
Angelica Flores  
Ryan Kula  
**Staff Auditors**

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## OFFICE OF THE KANE COUNTY AUDITOR

*Penny Wegman, Kane County Auditor*

### 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 includes 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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**January 2022 Activity**

January 2022 included three (3) check dates:

- January 3<sup>rd</sup>
- January 18<sup>th</sup>
- January 31<sup>st</sup>

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

Payment Cycle	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
<b>1/3/2022</b>	831	468	1,299	\$ 4,100,429
<b>1/18/2022</b>	730	0	730	\$ 4,168,288
<b>1/31/2022</b>	759	336	1,095	\$ 3,531,658
<b>Special Runs</b>	10	0	10	\$ 8,811,630
<b>December Total</b>	2,330	804	3,134	\$ 20,612,006

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

***During January 2022, the Auditor’s Office rejected and returned approximately 4.5% of the 3,134 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
	1/3/2022	1/18/2022	1/31/2022	Special Runs	
Incorrect Invoice #	20	7	5	0	32
Incorrect Invoice Date	14	9	7	0	30
Incorrect Remit Address	5	2	10	0	17
Invoice Not Attached	11	6	0	0	17
Not Approved	5	0	6	0	11
Other	5	1	4	0	10
Incorrect Calculations	4	0	4	0	8
More Support Needed	5	0	3	0	8
Wrong General Ledger Date	3	1	1	0	5
Total Incorrect	3	0	0	0	3
Paying Bank	0	1	0	0	1
<b>Payment Cycle Total</b>	<b>75</b>	<b>27</b>	<b>40</b>	<b>0</b>	<b>142</b>

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**2022 Fiscal Year To Date**

The Auditor's Office approved the following number of invoices and total dollars for Fiscal Year 2022:

Month	Check Pay Dates	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
December 2021	2	1665	413	2,078	\$ 16,702,400
January 2022	3	2330	804	3,134	\$ 20,612,006
Fiscal Year 2022	5	3,995	1,217	5,212	\$ 37,314,406

*During Fiscal Year 2022 (2 Months Total), the Auditor's Office rejected and returned approximately 5.2% of the 5,212 claims submitted for payment, to the County Departments for correction*