

The seal of Kane County Auditor is a large, light-colored watermark in the background. It features a central diamond shape with a smaller diamond inside it, and a banner below the diamond with the date "JAN. 16, 1836". The outer ring of the seal contains the text "SEAL OF THE COUNTY OF KANE" at the top and "STATE OF ILLINOIS" at the bottom, separated by "OF" and "AUDITOR".

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

**May 2022**  
**Accounts Payable Activity Report**

June 6, 2022

Kristin Jenkins  
**Chief Deputy Auditor**

Ramie Mundy  
**Accounts Payable Specialist**

Michael Trendell  
**Deputy Auditor**

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

719 S. Batavia Ave, Geneva, IL 60134  
(630) 232-5915

## 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 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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**May 2022 Activity**

May 2022 included two (2) check dates:

- May 9th
- May 23rd

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

Payment Cycle	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
5/9/2022	656	0	656	\$2,537,566.58
5/23/2022	887	457	1,344	\$4,165,536.00
Special Runs	14	0	14	\$2,351,414.60
May Total	1,557	457	2,014	\$9,054,517.18

*\*Total amounts listed may include "Voided" invoices\**

***During May 2022, the Auditor's Office rejected and returned approximately 4.72% of the 2,014 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			May Total
	5/9/2022	5/23/2022	Special Runs	
Incorrect Invoice Date	13	6	0	19
Incorrect Invoice #	9	10	0	19
More Support Needed	0	18	0	18
Incorrect Remit Address	6	8	0	14
Invoice Not Attached	5	3	0	8
Other	1	4	0	5
Total Incorrect	3	2	0	5
Invoice Not Attached	0	5	0	5
Incorrect Calculations	0	2	0	2
Payment Cycle Total	<b>37</b>	<b>58</b>	<b>0</b>	<b>95</b>

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**Fiscal Year 2022 To Date**

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

<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>
<b>December 2021</b>	2	1,665	413	2,078	\$16,702,400
<b>January 2022</b>	3	2,330	804	3,134	\$20,612,006
<b>February 2022</b>	2	1,389	391	1,780	\$ 6,970,880
<b>March 2022</b>	2	1,565	379	1,944	\$ 8,690,924
<b>April 2022</b>	2	1,523	441	1,964	\$ 7,229,459
<b>May 2022</b>	2	1,557	457	2,014	\$ 9,054,517
<b>Fiscal Year 2022</b>	13	10,029	2,885	<b>12,914</b>	<b>\$69,260,186</b>

*During Fiscal Year 2022 (6 Month Total), the Auditor's Office rejected and returned approximately 5.47% of the 12,914 claims submitted for payment, to the County Departments for correction*