

The seal of Kane County, Illinois, 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 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. The seal has a decorative border of small triangles.

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

April 2022
Accounts Payable Activity Report

May 6, 2022

Kristin Jenkins
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Deputy Auditor

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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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April 2022 Activity

April 2022 included two (2) check dates:

- April 11th
- April 25th

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

Payment Cycle	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
4/11/2022	697	0	697	\$1,455,562.15
4/25/2022	815	441	1,256	\$4,224,634.01
Special Runs	11	0	11	\$1,549,262.71
April Total	1,523	441	1,964	\$7,229,458.87

Total amounts listed may include “Voided” invoices

During April 2022, the Auditor’s Office rejected and returned approximately 4.84% of the 1,964 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			April Total
	4/11/2022	4/25/2022	Special Runs	
Incorrect Invoice Date	12	10	0	22
Incorrect Invoice #	6	11	0	17
Incorrect Remit Address	5	8	0	13
Total Incorrect	8	4	0	12
More Support Needed	5	3	0	8
Other	2	6	0	8
Incorrect Calculations	5	1	0	6
Invoice Not Attached	1	3	0	4
Duplicate Invoice	1	1	0	2
Invoice Not Approved	1	0	0	1
Duplicate Batch	0	2	0	2
Payment Cycle Total	46	49	0	95

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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:

Month	Check Pay Dates	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
December 2021	2	1,665	413	2,078	\$16,702,400
January 2022	3	2,330	804	3,134	\$20,612,006
February 2022	2	1,389	391	1,780	\$ 6,970,880
March 2022	2	1,565	379	1,944	\$ 8,690,924
April 2022	2	1,523	441	1,964	\$ 7,229,459
Fiscal Year 2022	11	8,472	2,428	10,900	\$60,205,669

During Fiscal Year 2022 (5 Month Total), the Auditor's Office rejected and returned approximately 5.61% of the 10,900 claims submitted for payment, to the County Departments for correction