

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 five-pointed star with a smaller five-pointed star inside it. Below the stars, the date "JAN. 16, 1836" is inscribed. The seal is rendered in a light gray color.

# OFFICE OF THE KANE COUNTY AUDITOR

*Penny Wegman, Kane County Auditor*

## July 2022 Accounts Payable Activity Report

August 6, 2022

Kristin Jenkins  
**Chief Deputy Auditor**

Ramie Mundy  
**Accounts Payable Specialist**

Michael Trendell  
**Deputy Auditor**

Raul Chavez  
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**Staff Auditors**

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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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**July 2022 Activity**

July 2022 included two (2) check dates:

- July 5th
- July 18th

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

<b>Payment Cycle</b>	<b>Normal Invoices</b>	<b>P-Card Invoices</b>	<b>Total Invoices</b>	<b>Total Dollar</b>
7/5/2022	710	495	1,205	\$ 3,843,879.54
7/18/2022	830	0	830	\$ 4,221,498.07
Special Runs	16	0	16	\$ 2,022,365.21
July Total	1,556	495	2,051	\$10,087,742.82

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

*During July 2022, the Auditor’s Office rejected and returned approximately 3.80% of the 2,051 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>July Total</b>
	<b>7/5/2022</b>	<b>7/18/2022</b>	<b>Special Runs</b>	
More Support Needed	12	8	0	20
Incorrect Invoice Date	7	8	0	15
Total Incorrect	8	7	0	15
Incorrect Invoice #	8	6	0	14
Incorrect Calculations	1	3	0	4
Other	2	1	0	3
Incorrect Remit Address	0	3	0	3
Invoice Not Attached	1	1	0	2
Invoice Not Approved	0	1	1	2
Payment Cycle Total	<b>39</b>	<b>38</b>	<b>1</b>	<b>78</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>June 2022</b>	2	1,613	0	1,613	\$ 7,721,096
<b>July 2022</b>	2	1,556	495	2,051	\$10,087,743
<b>Fiscal Year 2022</b>	17	13,198	3,380	<b>16,578</b>	<b>\$87,069,025</b>

*During Fiscal Year 2022 (8 Month Total), the Auditor's Office rejected and returned approximately 5.45% of the 16,578 claims submitted for payment, to the County Departments for correction.*