



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

June 2022
Accounts Payable Activity Report

July 5, 2022

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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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June 2022 Activity

June 2022 included two (2) check dates:

- June 6th
- June 21st

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

Payment Cycle	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
6/6/2022	719	0	719	\$2,471,945.56
6/21/2022	883	0	883	\$3,691,393.85
Special Runs	11	0	11	\$1,557,756.49
June Total	1,613	0	1,613	\$7,721,095.90

Total amounts listed may include “Voided” invoices

During June 2022, the Auditor’s Office rejected and returned approximately 7.38% of the 1,613 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			June Total
	6/6/2022	6/21/2022	Special Runs	
Incorrect Invoice Date	16	11	0	27
More Support Needed	18	7	0	25
Total Incorrect	10	10	1	21
Incorrect Invoice #	7	12	0	19
Incorrect Remit Address	6	11	0	17
Incorrect Calculations	0	4	0	4
Other	0	2	0	2
Invoice Not Attached	0	2	0	2
Duplicate Invoice	0	1	0	1
Not Approved	0	1	0	1
Payment Cycle Total	57	61	1	119

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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
May 2022	2	1,557	457	2,014	\$ 9,054,517
June 2022	2	1,613	0	1,613	\$ 7,721,096
Fiscal Year 2022	15	11,642	2,885	14,527	\$76,981,282

During Fiscal Year 2022 (7 Month Total), the Auditor's Office rejected and returned approximately 5.69% of the 14,527 claims submitted for payment, to the County Departments for correction