

The seal of Kane County, Illinois, is a large, faint watermark in the background. It features a central star with a diamond in the center, surrounded by a circular border containing the text "KANE COUNTY ILLINOIS" and "JAN. 16, 1836".

# OFFICE OF THE KANE COUNTY AUDITOR

*Penny Wegman, Kane County Auditor*

## February 2023 Accounts Payable Activity Report

Tom Laird  
**Deputy Auditor**

Bob Quillinan  
Danielle Hoffman  
**Staff Auditors**

Jill Lombardi  
Alexyia Martinez  
**Accounts Payable Specialists**

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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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**February 2023 Activity**

February 2023 included two (2) check dates:

- February 14th
- February 27th

The Auditor’s Office approved the following number of invoices and total dollars for February 2023:

<b>Payment Cycle</b>	<b>Normal Invoices</b>	<b>P-Card Invoices</b>	<b>Total Invoices</b>	<b>Total Dollar</b>
2/14/2023	835	0	835	\$ 3,834,307.12
2/27/2023	774	580	1,354	\$ 2,474,654.68
Special Runs	14	-	14	\$ 1,471,088.82
<b>February Total</b>	<b>1,623</b>	<b>580</b>	<b>2,203</b>	<b>\$ 7,780,050.62</b>

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

*During February 2023, the Auditor’s Office rejected and returned approximately 5.58% of the 2,203 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>February Total</b>
	<b>2/14/2023</b>	<b>2/27/2023</b>	<b>Special Runs</b>	
More support needed	12	13	0	25
Incorrect Invoice Date	14	9	0	23
Incorrect Remit Address	17	4	0	21
Total incorrect	10	3	0	13
Incorrect Invoice #	8	9	0	17
Duplicate Invoice	3	0	0	3
Invoice not attached	2	0	0	2
Other	2	12	0	14
Duplicate Batch	1	0	0	1
Incorrect Calculations	1	2	0	3
Taxes Paid	0	1	0	1
<b>Payment Cycle Total</b>	<b>70</b>	<b>53</b>	<b>0</b>	<b>123</b>

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**Fiscal Year 2023 To Date**

The Auditor's Office approved the following number of invoices and total dollars in Fiscal Year 2023:

<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>
December 2022	2	1,877	568	2,445	\$ 15,757,340
January 2023	3	2,414	981	3,395	\$ 20,090,246
February 2023	2	1,623	580	2,203	\$ 7,780,051
<b>Fiscal Year 2023</b>	<b>7</b>	<b>5,914</b>	<b>2,129</b>	<b>8,043</b>	<b>\$ 43,627,637</b>

*During Fiscal Year 2023 (3 Month Total), the Auditor's Office rejected and returned approximately 5.84% of the 8,043 claims submitted for payment, to the County Departments for correction.*