

The seal of Kane County, Illinois, is a large, faint watermark in the background. It features a central diamond shape with a compass rose, surrounded by a circular border containing the text "SEAL OF THE COUNTY OF KANE STATE OF ILLINOIS" and the date "JAN. 16, 1836".

# OFFICE OF THE KANE COUNTY AUDITOR

*Penny Wegman, Kane County Auditor*

**March 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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(630) 232-5915

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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 return.

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**March 2023 Activity**

March 2023 included two (2) check dates:

- March 13th
- March 27th

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

<b>Payment Cycle</b>	<b>Normal Invoices</b>	<b>P-Card Invoices</b>	<b>Total Invoices</b>	<b>Total Dollar</b>
3/13/2023	890	0	890	\$ 3,620,824.45
3/27/2023	759	417	1,176	\$ 4,278,888.45
Special Runs	19	-	19	\$ 1,606,458.41
March Total	1,668	417	2,085	\$ 9,506,171.31

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

***During March 2023, the Auditor’s Office returned approximately 5.47% of the 2,085 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>March Total</b>
	<b>3/13/2023</b>	<b>3/27/2023</b>	<b>Special Runs</b>	
Incorrect Invoice Date	14	6	0	20
Incorrect Invoice #	9	9	2	20
Incorrect Remit Address	9	7	0	16
More support needed	8	10	0	18
Total incorrect	6	11	0	17
Other	4	4	0	8
Invoice not attached	3	6	0	9
Incorrect Calculations	2	3	0	5
Taxes Paid	0	1	0	1
<b>Payment Cycle Total</b>	<b>55</b>	<b>57</b>	<b>2</b>	<b>114</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 (FY) 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
March 2023	2	1,668	417	2,085	\$ 9,506,171
<b>FY 2023 Total</b>	<b>9</b>	<b>7,582</b>	<b>2,546</b>	<b>10,128</b>	<b>\$ 53,133,808</b>

***During Fiscal Year 2023 (4 Month Total), the Auditor's Office returned approximately 5.77% of the 10,128 claims submitted for payment, to the County Departments for correction.***