

The background of the page features a large, light-colored watermark of the Seal of Kane County, Illinois. The seal is circular with a scalloped outer edge. Inside the seal, there is a central emblem with a diamond shape and a banner. The text "OFFICE OF THE KANE COUNTY AUDITOR" is prominently displayed in the center of the seal. Below it, the name "Penny Wegman, Kane County Auditor" is written in a smaller font. The date "JAN. 16, 1836" is also visible within the seal's design. The words "STATE OF ILLINOIS" are written around the bottom inner edge of the seal.

OFFICE OF THE KANE COUNTY AUDITOR

Penny Wegman, Kane County Auditor

February 2024 Accounts Payable Activity Report

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OFFICE OF THE KANE COUNTY AUDITOR

Penny Wegman, Kane County Auditor

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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February 2024 Activity

February 2024 included two (2) check dates:

- February 13th
- February 26th

The Auditor’s Office approved the following number of invoices and total dollars for February 2024:

Payment Cycle	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
2/13/2024	878	0	878	\$4,049,519.18
2/26/2024	876	581	1,457	\$5,210,217.04
Special Runs	15	0	15	\$1,582,213.91
February Total	1,769	581	2,350	\$10,841,950.13

Total amounts listed may include “Voided” invoices

During February 2024, the Auditor’s Office returned approximately 4.43% of the 2,350 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			February Total
	2/13/2024	2/26/2024	Special Runs	
Incorrect Calculations	1	8	0	9
Incorrect Invoice #	7	12	0	19
Incorrect Invoice Date	4	12	0	16
Incorrect Remit Address	9	13	0	22
Invoice not attached	1	1	0	2
More support needed	1	4	0	5
Other	9	6	0	15
Paying Bank	1	0	0	1
Total incorrect	4	11	0	15
Payment Cycle Total	37	67	0	104

OFFICE OF THE KANE COUNTY AUDITOR

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Fiscal Year 2024 To Date

The Auditor's Office approved the following number of invoices and total dollars in Fiscal Year (FY) 2024:

Month	Check Pay Dates	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
December 2023	2	1,944	639	2,583	\$ 18,102,573
January 2024	3	2,409	1026	3,435	\$ 751,654,659
February 2024	2	878	581	2,350	\$ 10,847,950.13
FY 2024 Total	7	5,231	2246	8,368	\$ 780,605,182

During Fiscal Year 2024 (3 Month Total), the Auditor's Office returned approximately 5.19% of the 8,368 claims submitted for payment, to the County Departments for correction.