OFFICE OF THE KANE COUNTY AUDITOR

Penny Wegman, Kane County Auditor

July 2025
Accounts Payable Activity Report

Porforio Lara
Chief Deputy Auditor

Bob Quillinan
Emma Saveley
Staff Auditors

Dalia Samak
Accounts Payable Specialist

719 S. Batavia Ave, Geneva, IL 60134
(630) 232-5915

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.

<u>July 2025 Activity</u>

July 2025 included two (2) check dates:

- July 14th
- July 28th

The Auditor's Office approved the following number of invoices and total dollars for July 2025:

Payment Cycle	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
7/14/2025	749	0	749	$4,585,457.03
7/28/2025	984	545	1,529	$6,304,225.07
Special Run(s)	16	0	16	$2,355,094.77
July Total	1,749	545	2,294	**$13,244,776.87**

Total amounts listed may include "Voided" invoices

During July 2025, the Auditor's Office returned approximately 5.71% of the 2,294 claims submitted for payment, to the County Departments for correction.

Below is the summary of the Reasons for the Invoice Returns:

Number of Invoices Returned				
Reason for Invoice Return	**7/14/2025**	**7/28/2025**	**Special Run(s)**	**July Total**
Incorrect Calculations	2	1	0	**3**
Incorrect Invoice #	8	23	0	**31**
Incorrect Invoice Date	5	12	0	**17**
Incorrect Remit Address	5	15	0	**20**
Invoice not attached	0	5	0	**5**
More support needed	4	7	0	**11**
Other	5	24	0	**29**
Total incorrect	5	10	0	**15**
Grand Total	**34**	**97**	**0**	**131**

Fiscal Year 2025 To Date

The Auditor's Office approved the following number of invoices and total dollars in Fiscal Year (FY) 2025:

Month	Check Pay Dates	Normal Invoices	P-Card Invoices (Disputed)	Total Invoices	Total Dollar
December 2024	3	2,622	536	3,158	$ 26,207,486.14
January 2025	2	1,512	531	2,043	$ 17,563,038.97
February 2025	2	1,618	744 (154)	2,362	$ 11,987,464.22
March 2025	2	1,665	578	2,243	$ 11,905,509.52
April 2025	2	1,705	708	2,413	$ 11,762,759.26
May 2025	2	1,783	608	2,391	$ 10,708,539.76
June 2025	3	2,358	725	3,083	$ 22,824,416.76
July 2025	2	1,749	545	2,294	$ 13,244,776.87
FY 2025 Total	**18**	**15,012**	**4,286**	**19,987**	**$126,203,991.50**

During Fiscal Year 2025 (8 Month Total), the Auditor's Office returned approximately 4.82% of the 19,987 claims submitted for payment, to the County Departments for correction.