

The background of the page features a large, faint watermark of the Seal of Kane County, Illinois. The seal is circular with a scalloped outer edge. Inside the seal, the text "SEAL OF THE COUNTY OF KANE" is visible at the top, "STATE OF ILLINOIS" at the bottom, and "JAN. 16, 1836" in the center. There are also decorative elements like a diamond and a star.

# **OFFICE OF THE KANE COUNTY AUDITOR**

*Penny Wegman, Kane County Auditor*

## **February 2026 Accounts Payable Activity Report**

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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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**February 2026 Activity**

February 2026 included two (2) check dates:

- February 9<sup>th</sup>
- February 23<sup>rd</sup>

The Auditor’s Office approved the following number of invoices and total dollars for February 2026:

Payment Cycle	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
2/9/2026	618	0	618	\$3,271,295.51
2/23/2026	908	570	1,478	\$5,895,462.11
Special Run(s)	11	0	11	\$2,397,498.62
<b>February Total</b>	<b>1,537</b>	<b>570</b>	<b>2,107</b>	<b>\$11,564,256.24</b>

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

*During February 2026, the Auditor’s Office returned approximately 4.89% of the 2,107 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	2/9/2026	2/23/2026	Special Run(s)	February Total
Incorrect Calculations	0	2	0	<b>2</b>
Incorrect Invoice #	6	14	0	<b>20</b>
Incorrect Invoice Date	7	9	0	<b>16</b>
Incorrect Remit Address	6	7	0	<b>13</b>
More support needed	0	1	0	<b>1</b>
Other	5	6	0	<b>11</b>
Wrong G/L Date	10	3	0	<b>13</b>
Total incorrect	12	15	0	<b>27</b>
<b>Grand Total</b>	<b>46</b>	<b>57</b>	<b>0</b>	<b>103</b>

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**Fiscal Year 2026 To Date**

The Auditor's Office approved the following number of invoices and total dollars in Fiscal Year (FY) 2026:

Month	Check Pay Dates	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
December 2025	3	2,713	633	3,346	\$ 30,883,728.47
January 2026	2	1,467	540	2,007	\$ 15,747,132.46
February 2026	2	1,537	570	2,107	\$ 11,564,256.24
<b>FY 2026 Total</b>	<b>7</b>	<b>5,717</b>	<b>1,743</b>	<b>7,460</b>	<b>\$ 58,195,117.17</b>

***During Fiscal Year 2026 (3 Month Total), the Auditor's Office returned approximately 6.46% of the 7,460 claims submitted for payment, to the County Departments for correction.***