OFFICE OF THE KANE COUNTY AUDITOR

Penny Wegman, Kane County Auditor

May 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.

May 2026 Activity

May 2026 included two (2) check dates:

- May 4th
- May 18th

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

Payment Cycle	Normal Invoices	P-Card Invoices	Total Invoices	Total Dollar
5/4/2026	854	0	854	$5,506,662.15
5/18/2026	838	643	1,481	$5,298,726.99
Special Run(s)	15	0	15	$1,751,324.26
May Total	**1,707**	**643**	**2,350**	**$12,556,713.40**

Total amounts listed may include "Voided" invoices

During May 2026, the Auditor's Office returned approximately 3.40% 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:

Number of Invoices Returned				
Reason for Invoice Return	**5/4/2026**	**5/18/2026**	**Special Run(s)**	**May Total**
Incorrect Calculations	1	0	0	**1**
Incorrect Invoice #	4	14	0	**18**
Incorrect Invoice Date	8	5	0	**13**
Incorrect Remit Address	4	4	0	**8**
Invoice not attached	1	0	0	**1**
More support needed	3	4	0	**7**
Other	5	14	0	**19**
Total incorrect	11	2	0	**13**
Grand Total	**37**	**43**	**0**	**80**

<u>Fiscal Year 2026 To Date</u>

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
March 2026	2	1,659	620	2,279	$ 12,294,234.16
April 2026	2	1,739	668	2,407	$ 12,340,436.15
May 2026	2	1,707	643	2,350	$ 12,556,713.40
FY 2026 Total	**13**	**10,822**	**3,674**	**14,496**	**$ 95,386,500.88**

During Fiscal Year 2026 (6 Month Total), the Auditor's Office returned approximately 5.06% of the 14,496 claims submitted for payment, to the County Departments for correction.