

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 upper center of the page, overlaid on the seal. Below it, the name "Penny Wegman, Kane County Auditor" is written in a smaller, italicized font. The date "March 2024" and the title "Accounts Payable Activity Report" are centered below the name. On the left side of the page, there are three blocks of text listing staff members: Tom Laird (Deputy Auditor), Bob Quillinan (Staff Auditors), and Jill Lombardi and Alondra Piedra (Accounts Payable Specialist). At the bottom left, the office address and phone number are provided.

# OFFICE OF THE KANE COUNTY AUDITOR

*Penny Wegman, Kane County Auditor*

**March 2024**

## **Accounts Payable Activity Report**

Tom Laird  
**Deputy Auditor**

Bob Quillinan  
**Staff Auditors**

Jill Lombardi  
Alondra Piedra  
**Accounts Payable Specialist**

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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.

**OFFICE OF THE KANE COUNTY AUDITOR**

*Penny Wegman, Kane County Auditor*

**March 2024 Activity**

March 2024 included two (2) check dates:

- March 11<sup>th</sup>
- March 25<sup>th</sup>

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

<b>Payment Cycle</b>	<b>Normal Invoices</b>	<b>P-Card Invoices</b>	<b>Total Invoices</b>	<b>Total Dollar</b>
3/11/2024	845	0	845	\$2,947,325.30
3/25/2024	874	498	1,372	\$115,861.61
Special Runs	15	0	15	\$690,819.78
February Total	1,734	498	2,232	\$3,754,006.69

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

***During March 2024, the Auditor’s Office returned approximately 4.53% of the 2,232 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>3/11/2024</b>	<b>3/25/2024</b>	<b>Special Runs</b>	
Incorrect Calculations	6	1	0	7
Incorrect Invoice #	3	17	0	20
Incorrect Invoice Date	5	10	0	15
Incorrect Remit Address	13	5	0	18
Invoice not attached	2	0	0	2
More support needed	4	13	0	17
Other	8	4	0	12
Taxes Paid	1	0	0	1
Total incorrect	4	5	0	9
<b>Payment Cycle Total</b>	<b>46</b>	<b>55</b>	<b>0</b>	<b>101</b>

**OFFICE OF THE KANE COUNTY AUDITOR**

*Penny Wegman, Kane County Auditor*

**Fiscal Year 2024 To Date**

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

<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 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
March 2024	2	1,870	498	2,368	\$ 3,754,006.69
<b>FY 2024 Total</b>	<b>9</b>	<b>7,101</b>	<b>2744</b>	<b>10,736</b>	<b>\$ 784,359,189</b>

*During Fiscal Year 2024 (4 Month Total), the Auditor's Office returned approximately 4.98% of the 10,736 claims submitted for payment, to the County Departments for correction.*