

The background of the page features a large, faint watermark of the Kane County seal. 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 stars and a central emblem.

# OFFICE OF THE KANE COUNTY AUDITOR

*Penny Wegman, Kane County Auditor*

## November 2024 Accounts Payable Activity Report

Tom Laird  
**Deputy Auditor**

Bob Quillinan  
**Staff Auditors**

Jill Lombardi  
Emma Saveley  
**Accounts Payable Specialist**

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

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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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**November 2024 Activity**

November 2024 included two (2) check dates:

- November 4<sup>th</sup>
- November 18<sup>th</sup>

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

<b>Payment Cycle</b>	<b>Normal Invoices</b>	<b>P-Card Invoices</b>	<b>Total Invoices</b>	<b>Total Dollar</b>
11/4/2024	778	0	778	\$3,531,849.75
11/18/2024	791	628	1,492	\$4,786,363.98
Special Run	23	0	23	\$3,055,062.45
November Total	1,592	628	2,293	\$11,373,276.18

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

*During November 2024, the Auditor’s Office returned approximately 4.40% of the 2,293 claims submitted for payment, to the County Departments for correction.*

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

<b>Number of Invoices Returned</b>				
<b>Reason for Invoice Return</b>	<b>11/4/2024</b>	<b>11/18/2024</b>	<b>Special Run</b>	<b>November Total</b>
Incorrect Invoice #	12	20	0	32
Incorrect Invoice Date	5	2	0	7
Incorrect Remit Address	17	8	0	25
More support needed	6	10	0	16
Other	4	7	0	11
Total incorrect	3	6	0	9
Duplicate Batch	0	1	0	1
Grand Total	47	54	0	101

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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:

<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	\$ 24,732,844
February 2024	2	878	581	2,350	\$ 10,841,950
March 2024	2	1,870	498	2,368	\$ 8,559,970
April 2024	2	1,688	512	2,200	\$ 18,333,520
May 2024	2	1,668	643	2,311	\$ 8,390,041
June 2024	2	1,582	751	2,333	\$ 11,937,023
July 2024	3	2,433	489	2,922	\$ 37,037,491
August 2024	2	1,763	629	2,392	\$ 13,526,680
September 2024	2	1,733	624	2,357	\$ 11,880,609
October 2024	2	1,728	567	2,295	\$ 17,485,791
November 2024	2	1,592	628	2,293	\$ 11,373,276.18
<b>FY 2024 Total</b>	<b>26</b>	<b>21,288</b>	<b>7587</b>	<b>29,839</b>	<b>\$ 192,201,767</b>

*During Fiscal Year 2024 (12 Month Total), the Auditor's Office returned approximately 4.54% of the 29,839 claims submitted for payment, to the County Departments for correction.*