

RISK MANAGEMENT SERVICE **INTEGRITY**  
**INDEPENDENCE** KANE COUNTY BEST PRACTICES **PUBLIC ACCOUNTABILITY**  
**BOARD ANALYSIS** **AUDITOR** **TRANSPARENCY** **FINANCIAL INFORMATION** **INNOVATION**

**AUDIT WATCH**  
January 2013

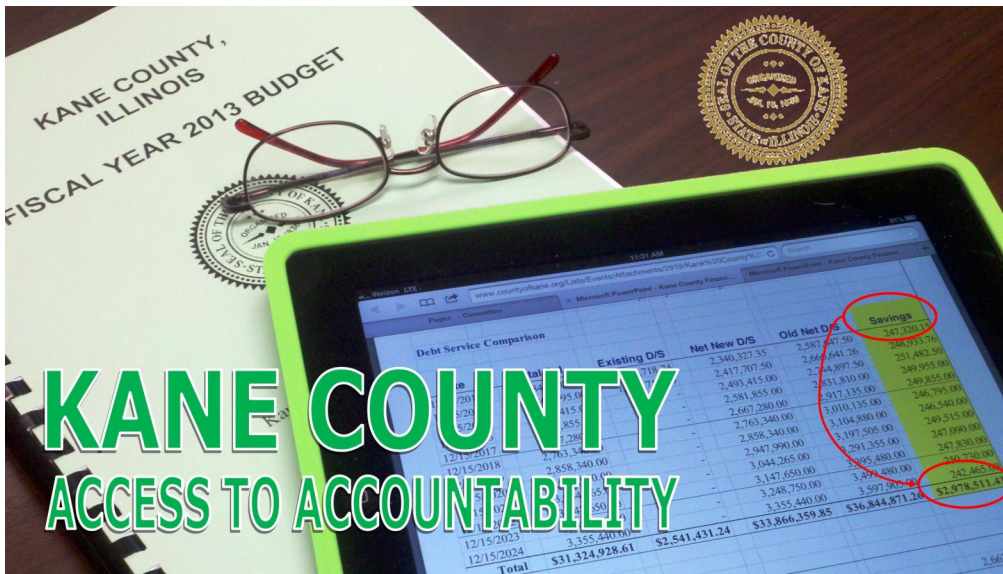
Kane County Auditor's Office

> Terry Hunt  
Kane County Auditor

> John Harahan  
Deputy Auditor

> Mary Herwaldt  
Administrative Officer

**Access to Accountability project**



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**ACCESS TO ACCOUNTABILITY** is a joint initiative of the Kane County Auditor and Treasurer as well as both the Information Technologies and Finance Departments. This is an important part of my plan to improve service to the community through collaborative efforts to make county financial information both more transparent and more readily available in a user friendly format. More details about specific components will be included elsewhere in this issue of the Audit Watch.

**Audit Watch—Suggestions**


I am really hoping for some feedback to make the Audit Watch more informative and enjoyable. The first suggestion I received was to enlarge the font...and we have done that. I can't promise that every idea will be as easy to implement, but please keep them coming. Thanks.

*Terry Hunt*





**GENERAL FUND EXPENSES OVER BUDGET**  
**UNAUDITED THROUGH FISCAL YEAR ENDED NOVEMBER 30, 2012**

DEPARTMENT OR SUB-DEPARTMENT	EXP AS % OF ANNUAL BUDGET	\$ OVERAGE(S) BY MAJOR LINE ITEM(S)
BUILDING MANAGEMENT JUDICIAL CENTER	114%	\$109,560 Utilities—Electric
BUILDING MANAGEMENT SHERIFF FACILITY	117%	\$184,261 Utilities—Electric
COUNTY CLERK ALTERNATE LANGUAGE COORDINATION	102%	\$1,292 Salaries & Wages
REGIONAL OFFICE OF EDUCATION	108%	\$21,997 Salaries & Wages
CIRCUIT CLERK CUSTOMER SERVICE	116%	\$54  Office Supplies
COURT SERVICES TREATMENT ALTERNATIVE COURT	125%	\$18,129 Contractual/Consulting Services
COURT SERVICES JUVENILE CUSTODY	112%	\$107,218 Juvenile Board & Care
COURT SERVICES JUVENILE JUSTICE CENTER	105%	\$154,110 Salaries & Wages

**Please Note**

The “Audit Alerts” on these two pages are the **unaudited** expenses currently recorded through the fiscal year ended November 30, 2012. The schedule above relates to overages by department, or sub-department from the General Revenue Fund. The following schedule relates to overages from Special Revenue Funds. As income and expenses for fiscal year 2012 are closed out they will be added to November 30, 2012 balances.

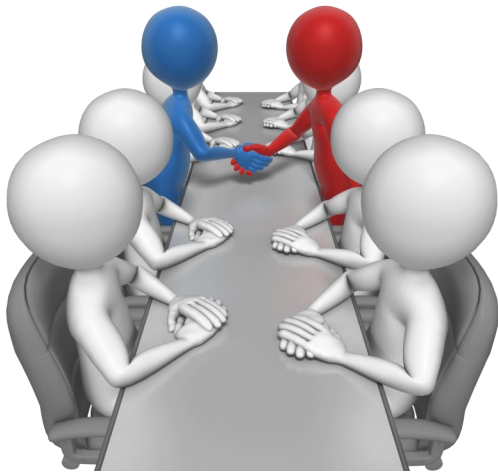
Departmental budget overages are calculated by comparing the combined total of actual expenditures and any recorded encumbrances as a percentage of the annual budget for each department. Any departments that have expenses in excess of the annual budget appear, with the overage noted and a brief memo of the significant line item(s) which contributed significantly to the overage.



**SPECIAL FUND EXPENSES OVER BUDGET**  
**UNAUDITED THROUGH FISCAL YEAR ENDED NOVEMBER 30, 2012**

DEPARTMENT FUND	EXP AS % OF ANNUAL BUDGET	\$ OVERAGE(S) BY MAJOR LINE ITEM(S)
TRANSPORTATION MOTOR FUEL TAX FUND	102%	\$157,890 Engineering Service Encumbrances
TRANSPORTATION SALES TAX	107%	\$1,150,036 Road & Bridge Construction Encumbrances
COMMUNITY HEALTH RESOURCES COUNTY HEALTH FUND	101%	\$14,572 Contractual Services Encumbrances
DIVISION OF DISEASE PREVENTION COUNTY HEALTH FUND	101%	\$17,214 Lab Services
DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT	115%	\$170,605 Misc. Contractual Services
DEVELOPMENT HOME PROGRAM GRANT	123%	\$17,363 Misc. Contractual Services
TRANSPORTATION TRANSPORTATION CAPITAL	109%	\$1,061,447 Road Construction Encumbrances
TRANSPORTATION GREATER ELGIN IMPACT FEES	1,420%	\$1,820,179 Road & Bridge Construction Encumbrances
TRANSPORTATION TRI CITIES IMPACT FEES	141%	\$65,417 Highway Right of Way Encumbrances
TRANSPORTATION CENTRAL IMPACT FEES	118%	\$76,855 Engineering Services Encumbered
TRANSPORTATION SOUTH IMPACT FEES	144%	\$113,385 Engineering Services Encumbered

## INTERNAL CONTROL QUESTIONNAIRE



Every Department Head and Elected Official has been provided with an Internal Control Questionnaire (ICQ) to complete and return to the Auditor as a first step in the development of our internal auditing plan for 2013. The ICQ consists of a total of 57 questions that can be answered either "YES", "NO", or "N/A" with a simple click from a dropdown menu. The questions cover eight categories, ranging from departmental policies and documentation, purchasing and payroll, cash handling, information security and fraud detection. They are developed in such a way to give us a brief overview of the internal controls already in place.

After we receive the ICQ, we will meet individually with the Department Heads and key staff to review the responses and to identify those areas of special concern both from the perspective of operations management and to assist with audit scope and priority. It is our intent to have all of these meetings concluded before the end of February.

We appreciate the cooperation of the Department Heads and Elected Officials who have already responded to the ICQ request, and will **gently remind** the others to do so as soon as possible to allow us to finalize our 2013 Internal Audit Plan. If there are any questions regarding the ICQ form please don't hesitate to contact [Terry Hunt](#) or [John Harahan](#). Thanks.



## THE FISCAL CLIFF FOR KANE COUNTY EMPLOYEES



Have you been paying attention to all the talk about the "fiscal cliff"? **Want to know what it means to you?**

The 2013 employee tax rate for Social Security is 6.2% following the expiration of the temporary 2% tax cut in effect for 2011 and 2012.

What else has changed?

**Check out the IRS website at [www.irs.gov](http://www.irs.gov)**

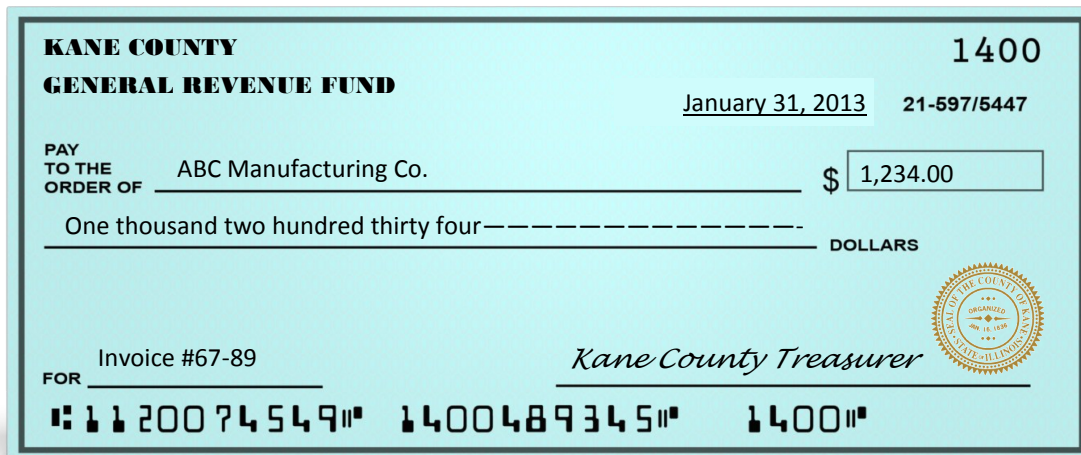
# ACCESS TO ACCOUNTABILITY

## Step One— Kane County Checkbook Online



The ACCESS TO ACCOUNTABILITY project will put Kane County at the **head of the class** as a single, comprehensive, user-friendly resource for a wide range of financial information in a truly transparent format.

This initiative will be a collaborative effort of the offices of the Auditor, and the Treasurer, as well as the Finance and Information Technologies Departments. I will be making periodic progress reports as this initiative goes from the drawing board to the internet. For now, I am pleased to announce that the first stage of our ACCESS TO ACCOUNTABILITY development will be to publish online the Kane County checkbook.



The first version of the online checkbook will allow users to access the county expenditures in three different ways. Easy to use drop down menus will list the available options. In each case, the user will first select the fiscal year to be searched. Then a user may choose from (1) payments by specific department, or (2) payments to a specific vendor, or (3) payments to multiple vendors within a specific budget category.

The user will also be able to “drill down” a little deeper. For example, the user could sort payments by department, and further by budget category. We will continue to refine the options available based upon both the direct input from the project collaborators and feedback from users.

**You** can become part of the team that gets all the pieces in place.



# ACCOUNTS PAYABLE AND PEV Changes to 2013 Processing Schedule and Updated PEV Form

Effective January 1, 2013 the processing schedule for both Accounts Payable and Personal Expense Vouchers (PEV) was changed. The changes were made in order to provide adequate time for the Auditor's office to review, to return (if necessary) and to approve the documents for payment, while providing the Treasurer sufficient opportunity to make timely payments. The adjacent picture may be too small to serve as more than just a reminder. However, the [schedule](#) has been posted on the Kane County intranet and can be viewed by clicking on the link above or the form at right.

Your cooperation is greatly appreciated. Thanks.

Kane County Auditor  
PEV & Accounts Payable Processing Schedule  
2013

FOR THE WEEK OF:	PROCESSING CUTOFF TIMES*		CHECK PAY DATE **
	PEV - NOON	AP - 11:00 AM	
1/7/2013	Monday, January 07, 2013	Tuesday, January 08, 2013	Monday, January 14, 2013
1/12/2013	Tuesday, January 22, 2013	Tuesday, January 22, 2013	Monday, January 28, 2013
2/4/2013	Monday, February 04, 2013	Tuesday, February 05, 2013	Monday, February 11, 2013
2/18/2013	Tuesday, February 19, 2013	Tuesday, February 19, 2013	Monday, February 25, 2013
3/4/2013	Monday, March 04, 2013	Tuesday, March 05, 2013	Monday, March 11, 2013
3/18/2013	Monday, March 18, 2013	Tuesday, March 19, 2013	Monday, March 25, 2013
4/7/2013	Monday, April 01, 2013	Tuesday, April 02, 2013	Monday, April 08, 2013
4/15/2013	Monday, April 15, 2013	Tuesday, April 16, 2013	Monday, April 22, 2013
4/29/2013	Monday, April 29, 2013	Tuesday, April 30, 2013	Monday, May 06, 2013
5/13/2013	Monday, May 13, 2013	Tuesday, May 14, 2013	Monday, May 20, 2013
5/27/2013	Tuesday, May 28, 2013	Tuesday, May 28, 2013	Monday, June 03, 2013
6/10/2013	Monday, June 10, 2013	Tuesday, June 11, 2013	Monday, June 17, 2013
6/24/2013	Monday, June 24, 2013	Tuesday, June 25, 2013	Monday, July 01, 2013
7/8/2013	Monday, July 08, 2013	Tuesday, July 09, 2013	Monday, July 15, 2013
7/22/2013	Monday, July 22, 2013	Tuesday, July 23, 2013	Monday, July 29, 2013
8/5/2013	Monday, August 05, 2013	Tuesday, August 06, 2013	Monday, August 12, 2013
8/19/2013	Monday, August 19, 2013	Tuesday, August 20, 2013	Monday, August 26, 2013
9/2/2013	Tuesday, September 03, 2013	Tuesday, September 03, 2013	Monday, September 09, 2013
9/16/2013	Monday, September 16, 2013	Tuesday, September 17, 2013	Monday, September 23, 2013
9/30/2013	Monday, September 30, 2013	Tuesday, October 01, 2013	Monday, October 07, 2013
10/14/2013	Tuesday, October 15, 2013	Tuesday, October 15, 2013	Monday, October 21, 2013
10/28/2013	Monday, October 28, 2013	Tuesday, October 29, 2013	Monday, November 04, 2013
11/11/2013	Tuesday, November 12, 2013	Tuesday, November 12, 2013	Monday, November 18, 2013
11/25/2013	Monday, November 25, 2013	Tuesday, November 26, 2013	Monday, December 02, 2013
12/9/2013	Monday, December 09, 2013	Tuesday, December 10, 2013	Monday, December 16, 2013
12/23/2013	Monday, December 23, 2013	Tuesday, December 24, 2013	Monday, December 30, 2013

\* Please note that the cutoff for processing PEVs has been moved to noon on Mondays, except for holidays. Accounts Payable will continue to be processed on Tuesdays, but the cutoff time has been changed to 11:00 AM. Your cooperation is greatly appreciated.

\*\* This schedule has been developed to allow sufficient processing time for PEVs and AP, and to provide the time necessary for the Treasurer's office to make timely payments. Please also note that check pay dates are subject to change by the Treasurer.

**Kane County**  
**Personal Expense Voucher**

Print Form  
Reset Form

Per Diem: Breakfast - \$10.00 - Lunch - \$15.00 - Dinner - \$31.00  
Mileage Rate: \$0.555 - 12/31/2012 and older  
Mileage Rate: \$0.565 - 01/01/2013 and newer

First Name and Last Name: Kane County Employee

Address: 123 Main St.

City: Geneva State: IL Zip Code: 60134

ANY EXPENSES GREATER THAN 90 DAYS WILL NOT BE APPROVED.

Date	Description/Purpose	No of Miles	Mileage Reimb	Transprt	Lodging	Meals	Other
01/15/2013	Training Seminar	60	\$33.90	\$1.50	\$59.99	\$56.00	
Total:		60	\$33.90	\$1.50	\$59.99	\$56.00	

Expense Total: \$151.39

Kane County Employee                      Supervisor

1/15/13    1/15/13

Department County Auditor	Fund/Dept./Sub-Dept. Some other department with a budget		
CHECKLIST			
Receipts and/or Agenda Attached?	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		
Employee Home Address Included?	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		
Employee Date and Sign?	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		
Supervisor provide signature approval and date?	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		
Account Number Correct?	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		
Are Expenditures Greater than 90 Days?	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>		
Employees Address same?	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		
SUMMARY OF EXPENSES			
Conference/Meeting	53100		
Training Expense	53110		\$117.49
Mileage Expense	53120		\$33.90
Office Supplies	60000		
Operating Supplies	60010		
Expense Total:		\$151.39	

Months ago, the Auditor's office along with the IT Department created a new Personal Expense Voucher (PEV) form, that is easy to use and helps ensure accurate accounting and proper documentation.

The PEV form is in a fillable pdf format, and has been recently updated to calculate mileage at the new 2013 rates approved by the IRS for reimbursement.

Please update your files and/or access the [PEV form](#) on the Kane County intranet. You can also link to the form by clicking on the example shown here on the left.

As always, in the Auditor's office we greatly appreciate your cooperation. Thanks.

The Audit Watch is a monthly newsletter issued by the Kane County Auditor's Office containing information of interest to county officials, board members and the general public. For a free electronic subscription to the Audit Watch please contact our [Circulation Department](#). You may submit a [Letter to the Editor](#). Any letter may be modified to fit available space. Limited preferred placement advertising space may be available upon request by contacting our [Sales Department](#).