

OFFICE OF THE COUNTY AUDITOR  
KANE COUNTY GOVERNMENT CENTER

WILLIAM F. KECK, C.P.A.  
KANE COUNTY AUDITOR



719 S BATAVIA AVENUE  
GENEVA, ILLINOIS 60134

630-232-5915  
630-208-3838 (FAX)

REVIEW OF DEVELOPMENT DEPARTMENT  
IMPREST CHECKING ACCOUNT

February 22, 2007

Subsequent to the Review of Bank Accounts report issued February 13, 2007, it was discovered that the Development Department has an imprest or petty cash checking account. Further investigation discovered that a reconciliation of the bank account to the account register is not performed. According to best accounting practices, bank reconciliations should be performed each month to ensure the accuracy and reliability of account activity.

As of February 14, 2007 the book balance is \$826.65. The bank balance at January 31, 2007 is \$1,001.05. The book balance as of January 31, 2007 is \$267.08 for a difference of \$733.97. The difference consists of a delayed recording of a deposit made January 26<sup>th</sup> (recorded February 8<sup>th</sup>) for \$732.24, plus an outstanding check #3502 for \$10.68, less an unreconciled item(s) totaling \$8.95.

Since the bank account reconciliation is not performed; we analyzed the type of account activity to determine the purpose of the account.

For fiscal year 2006, checks were issued as follows:

- Preservation Partners \$200.00. Preservation Partners is an Annual Award Luncheon attended by staff.
- Planners Luncheon \$407.50. Luncheon is for 20 county employees to attend the Kane County Planners Holiday Forum held on December 2, 2005. No receipt documentation other than an interoffice memo requesting payment.
- Zoning Board Mileage \$1,596.57. Reimburse zoning board members for mileage to attend meetings. Back up documentation is in the form of a spreadsheet containing all members and their respective miles and amounts due.
- AAA-SIGNS \$200.00. Purchased a quantity of three (3) 24" x 36" corrugated signs for Judicial. No detail to determine reason of the purchase.
- Priority Place \$388.60. The January 16, 2007 Development Meeting minutes describe Priority Place as an annual workshop for water supply planning. \$188.60 was travel expense reimbursement to the Executive Director and \$200.00 was issued to a staff member. No further detail is available.

- Metra \$329.60. Train tickets are purchased for future travel. These are 10 ride tickets ordered via standard mail. The only accepted form of payment is money order or check. The tickets are then sent within 7 business days.
- Ford \$143.25. Repair the remote control (security) for 2004 Explorer.
- Truck Title \$75.00. Purchased 2006 Dodge Dakota through county purchasing program.
- Sejko Car Wash \$100.00. Purchased car wash tickets. Noted several invoices to Tower Car Wash during same period using the county payable system.
- Meeting Expense. Purchased refreshments from local coffee shop for meeting.

EXECUTIVE DIRECTOR RESPONSE:

Phil Bus, Executive Director of Development and Transportation provided the following explanation for the disbursement checks in question:

- *Preservation Partners - 11/05 - \$200.00 - This was an award luncheon that was attended by the Community Services division. The exact number of attendees was not known until two days before the luncheon. Payment was due at time of luncheon.*
- *Kane County Planners Holiday Forum - 11/05 - \$407.50 - The number of attendees was not known until the day of the forum and included members of the Development Department, as well as other key political figures. Payment was due at the door for the exact number of people attending and invoicing was not available.*
- *AAA-Signs - \$200.00 - These signs were purchased at the request of the Board Chairman for a public hearing regarding the Judicial Center. The sign company demanded payment at time of pick-up. The timeframe from ordering to posting was not sufficient for the standard Payable System.*
- *Priority Places - \$388.60 - This is a large-scale annual event that requires the use of a cash box. \$200.00 was issued to a staff member for cash reserves. After the event, the \$200.00 was redeposited into the account on 2/27/06. \$188.60 was for immediate expenses generated for the event by the Executive Director in which an invoice was not an option.*
- *Metra - \$329.60 - These expenses are for 10-ride passes for future travel. These are paid for using the imprest checking account for two reasons: (1) The prices of the tickets are constantly changing; and (2) The tickets are available to the entire department and some of the meetings are scheduled on short notice. We purchase 10-ride tickets because the frequency of use is so unpredictable.*
- *Ford - \$143.25 - The remote security keys for the 2004 Explorer needed to be repaired and/or replaced. Since this vehicle is used primarily by the Executive Director, it was necessary to replace immediately. We did not*

