



# OFFICE OF THE COUNTY AUDITOR


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*DuPage County Auditor*

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To: Hon. Greg Schwarze, Chairman  
DuPage County Emergency Telephone System Board (ETSB)

ETSB Members

From: Bill White, J.D.  
County Auditor 

Subject: Internal Audit of Accounts Payable  
#21-77

Date: August 31, 2021

The Office of the County Auditor has completed a limited scope internal audit of the transaction processing of ETSB invoices submitted for payment. The audit identified two exceptions that required correction by the ETSB or Finance Department.

All invoices submitted have been reviewed and released for payment by the County Auditor. The results of the audit are presented below.

## **Results**

My Office has performed voucher pre-audit procedures for the invoices submitted for approval by the ETSB at the September 8, 2021 Board Meeting. The invoices listed on the Bank Account Payment History Report dated August 27, 2021 have been examined and are recommended for payment. The total of the expenditures is:

- FY2021 Equalization Fund (4000-5820) \$222,542.42

Two exceptions were identified by the County Auditor.

An invoice payable to Donna Napier for reimbursement of travel costs for the NENA conference in the amount of \$183.50 was entered into MHC as Company 4400 instead of Company 4000 – ETSB. The invoice was disapproved by the County Auditor on August 19, 2021. The company code was corrected by the Finance Department and the County Auditor recommended the invoice for payment on August 20, 2021.

A DU-COMM invoice for reimbursement of travel costs for the NENA conference in the amount of \$3,062.14 included \$87.50 of parking expenses that were coded as mileage (53500) by the ETSB instead of travel expenses (53510). The invoice was disapproved by the County Auditor on August 13, 2021. The expenditure coding was corrected by the ETSB and the County Auditor recommended the invoice for payment on August 18, 2021.

### **Objective**

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The County Auditor will perform a series of procedures designed to evaluate the internal controls involved in the processing of transactions in the accounts payable system. The actual procedures performed will depend upon the County Auditor's assessment of risks associated with the transactions.

### **Background/Audit Scope**

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Invoices and the related supporting documentation are initially prepared and submitted for payment processing by County departments to the centralized accounts payable function administered by the Finance Department.

The County Auditor performs audit procedures on the payment documentation after the information has been entered into the accounts payable system by the Finance Department. These procedures include reviewing the scanned images of the invoice and supporting documentation and comparing it to the information entered into the system. Significant discrepancies noted between the supporting documentation and the information recorded in the system are identified by the County Auditor as exceptions. In these situations, the County Auditor notifies the Finance Department of the problem. When the discrepancies are resolved, the County Auditor approves the invoice.

A Bank Account Payment History Report is generated by the Finance Department after the invoices have been approved and the County Auditor verifies that each of the recommended payments was properly posted to the County's General Ledger.

### **Audit Findings and Recommendations**

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The County Auditor audited 26 invoices submitted for payment, two exceptions were identified.

The ETSB should verify the completeness and accuracy of invoices prior to submission to the Finance Department for entry into the ERP and MHC systems.

The Finance Department should verify the completeness and accuracy of invoices entered into the ERP and MHC systems prior to forwarding to the County Auditor for review and payment recommendation.

The ETSB should continue to regularly review available ERP reports and real-time transaction information to monitor the progress of invoices submitted for payment to preclude the potential for duplicate or incorrect payments.

Thank you for your continued assistance.

cc: Linda Zerwin, Executive Director  
Jeff Martynowicz, Chief Financial Officer