

Winnebago County Auditor
 Monthly Batch Review Comments Log
 May 17 to Current

Department	Batch	Comments: (require resolution prior to payment or rejection)
Health	5158	Mileage on reimbursement request does not equal mileage on detail sheet
River Bluff	5107	3 bills from Ecobrite Linen totalling \$24,807.69. Auditor read contract and noted that a decreased census, which is the case, should have lowered to the amount due. This did not occur. We referred issue to the Purchasing Director.
Coroner	5225	Invoice support for Erika Industries invoice not included in batch
Coroner	5225	Invoice support for Erika Industries invoice not included in batch (2nd Occur)
Coroner	5225	No approval on invoice for Swedish American Health Management
Maintenance	5176	Sales tax of 52.63 on JJ Keller needs to be removed
Highway	5198	No appropriate approval for purchase of salt \$26,826
Highway	5198	No appropriate approval for purchase of salt \$84,972
Circuit Court	5282	Five employees claiming per-diem on travel for 59. Actual rate for Cleveland is 69.
Highway	5256	Instructions from approver indicate to hold back 10% retainage. This wasn't done.
Sheriff	5254	No approval on petty cash reimbursement
IT	prepaid	payment request made without proper approval of county administrator (W. electric)
Admin	prepaid	Host fee recipient entered in payment system under personal name and not business name
Human Resources	5017	Pathways EAP invoice charged to Health Insurance and Nursing Home without dept head approval
Highway	4968	MSC invoice appears to be for highway fund but charged in munis to Motor Fuel Tax
Highway	4968	2nd MSC invoice appears to be for highway fund but charged in munis to Motor Fuel Tax
Health	4991	Mileage reimbursement in the better birth outcomes dept lacks administrative approval
Admin	4935	Compliance audit invoice for not presented to circuit clerk for his required approval
Childrens Advoc	5079	Mileage per employee log = 118. Google Maps indicates 83.6
Admin	4935	Information controls invoice approved by admin but not presented to circuit clerk for approval
Admin	4935	\$19,000 invoice from Justice Systems relates to fiscal year 2017 but is paid in 2018
Admin	4935	Legal invoice from Robbins Schwartz for \$3,206.25 referred to States Atty for review and approval
Animal Services	5066	Invoice from hillcrest animal hospital is not properly approved
Admin	5068	Compliance audit invoice for not presented to circuit clerk for his required approval
River Bluff	2018	Employee claimed 460 miles for a trip to springfield. Needs to be changed to 400.

River Bluff	2018	mileage reimbursement overstated by 3 miles
County Board	prepaid	Host Fee payment request presented without proper approval
Circuit Court	4757	Invoice from June 17' included paid in March 18' as a FY 18' expense
Maintenance	4703	\$25,000 garage door charge to supplies. Needs to be classified properly as capital outlay.
Maintenance	4787	5 QMI invoices from August 17' paid in March 18' as a FY 18' expense
Wingis	4706	Invoices need approval from director. Staff not authorized to approve
Admin	4731	Invoice for comp. audit \$5,177 s/b charged to circuit clerk
Admin	4731	Invoice for \$5,177 from above needs to be approved by circuit clerk
Recorder	4701	Invoice for 16,583.11 submitted for payment without appropriate approvals
Health Dept	4713	Computer and computer supplies improperly charged against capital outlay
Admin	4786	Private Atty costs referred to States Atty Office for review. Auditor will not authorize w/o written approval by SA.
Admin	4786	Health Dept charge for 895 for window cleaning w/o approval
Highway	4800	4 invoices paid as old as 1 year. Total is 1,236.69 and is in wrong accounting year
River Bluff	prepaid	\$15,000 of water invoices submitted for payment that relate to fy17.
River Bluff	4818	\$723.13 bill from Northern Mechanical is for Juvenile Detention and not river bluff
Health Dept	4795	\$4,413.50 invoice for Swedish American from July 2017 put in fy 18' march batch?
County Clerk	4872	\$39,000 payment to votec from june 2016 just now being paid as a fy 18' invoice.
County Board	prepaid	Alternative Program \$2,000 request submitted w/o proper authority and approval
Circuit Clerk	4596	R. Johnson invoice crosses fiscal year. Probably should be allocated between acctng yrs.
Health	4558	sales tax paid FP Mailing invoice
Sheriff	4631	Petty cash reimbursement request does not match the support
County Board Office	4605	concerns with use of private atty use forwarded for review by the State's Atty
Highway	4608	30k in salt charged to highway. s/b motor fuel tax
Law Library	4652	FY17' pmt put in 18'
Maintenance	4511	FY17' pmt put in 18'
Health	4624	employee mileage is overstated. Needs to be revised.
Sheriff	4662	variety of small medical bills in wrong fiscal year.
Probation	4642	duplicate payment request of \$4,535.84 stopped
Probation	4642	duplicate payment request of \$4,194.89 stopped

Admin	4673	loan retainer fee of 11,830.59 for 2017 put into FY 2018 expenses
County Board	prepaid	alternative program discretionary vendor provided inaccurate w-9
Animal Services	prepaid	duplicate payment of \$339.73 rejected
Human Resources	prepaid	retiree health insurance refund charged to wrong account
Health	prepaid	duplicate payment request received for contractor in the amt of \$5,010. rejected
Human Resources	prepaid	invoice for drug tests charged innappropriately to health insurance fund.
Admin	4355	payment for lobbyist \$5,000 not properly approved
Veteran's Assist	4366	disbursement requested without proper approval
Veteran's Assist	4366	veterans assistance payment request in the wrong account year
Health Department	prepaid	Invoice from 2016 CompuGroup \$2,755 presented incorrectly as a 2018 expense
Veterans	4411	Assistance payment does not have proper approval
Circuit Court	4420	3 invoices put in incorrect fiscal year
River Bluff	4369	Sherwin Williams invoice has sales tax. Ask pmt to be shorted by tax
Probation	4457	sales tax paid billed from schnucks
Law Library	4493	Thomson Invoice for 6,876.25 in wrong fiscal year
Circuit Court	4483	Engraving invoice put in wrong fiscal year
Reg. Office of Ed	4441	Improper method of meal reimbursement used
Animal Services	4437	sales tax on autocare invoice
Animal Services	4437	Mostly cats invoice in wrong fiscal year
Animal Services	4437	Second mostly cats invoice in wrong fiscal year
Health Dept	4398	Oxford diagnostic laboratories invoice in wrong fiscal year
Finance	4472	Audit invoice appears to include a significant portion of the Forest Preserve fee
Misc	prepaid	Childrens Safe Harbor Invoice \$23,850 check written and charged to 18' but s/b 17'. request finance office make accounting adjustment.
Health Dept	prepaid	Invoice for contractor \$5,010 not approved by board of health. Sent back to health dept.
Circuit Court	4195	Pavlick invoice entered to wrong account
Highway	4275	road project for \$35,593.50 not properly authorized for payment.
Highway	4275	mid-city invoice no properly authorized for payment.
Circuit Court	4268	No support for travel misc expenses of \$73.05. Asked finance to deny reimbursement
Sheriff	4146	Water bill entered into wrong fiscal year.

911	4128	Sprectracom invoice doesn't meet requirements for capital outlay classification.
Animal Services	4234	duplicate payment to Purchase Power requested by department
Highway	4211	survey work invoice approved by staff without actual authority to do so
Highway	4208	Three S invoice charged to wrong account
Health Dept	4216	Employee reimbursement is lacking proper approval to pay
Health Dept	4216	Overpayment refund is lacking proper approval to pay
911	na	Auditor questioned 55,608.62 RKON check request by requesting 911 board approval. Later learned invoice was a city of rockford expense and not county. Invoice not paid.
Human Resources	na	69,276 wire to Gallagher Bassett. Auditor requested contract and county board approval. neither was completed and wire currently being denied
Human Resources	na	7,948 wire to Gallagher Bassett for 1 month of service. Auditor requested contract and county board approval. Neither was completed and wire currently being denied.
highway	na	3,074 Comed invoice entered in wrong fiscal year
highway	na	credits from verizon wireless applied to wrong fiscal year
circuit court	na	support for parking expenses was not included. Ask that amount be deducted from reimbursement
circuit clerk	na	22,172 in monitors charged to capital. s/b supplies based on county capitalization policy.
veterans assist	na	electric bill for veteran charged to wrong fiscal year
admin	na	code hearing invoices charged to host fee not yet approved by county board. Asked for invoices to be pulled and approved by board first.
health dept	na	taylor made carpentry 7,955 recorded in wrong accounting fiscal year
health dept	na	30,640 invoice for custom data processing. Auditor asked for board of health approval. approval was not done and invoice rejected.
admin	na	HVAC expense request includes 8,622 charged to health dept. Board of Health had not approved. Invoice rejected.
circuit court	na	legal invoice charged to wrong fiscal year.
highway	prepaid	dump trucks charged to supplies should be capital
highway	prepaid	170K vehicle payment request with no signatures
treasurer	prepaid	unclaimed property check requesting against wrong dept
treasurer	prepaid	unclaimed property check requesting against wrong dept 2nd occurrence
treasurer	prepaid	fy18 wire should be accrued into fy17
admin	prepaid	misc county request for conference w/o cfo approval
treasurer	prepaid	submitted invoices against tort w/o proper approval

health dept	prepaid	several invoices submitted for payment w/o proper approval
recorder	3664	per diem should be 56.10 and not 68.85
recorder	3664	per diem should be 56.10 and not 68.85 (2nd employee)
Finance	3648	software should be classified as a supply and not capital outlay
wingis	3572	computer charged to capital. s/b a supply
health	3588	missing mileage sheet for employee claiming reimbursement
health	3588	wrong vendor entered in munis as payee
animal services	3716	sales tax of 26.51 on autocare invoice
highway	3723	mclure engineering 8,441.69 charged to wrong fund
highway	3723	wchd - 84.00 host fee payment request without proper approval
highway	3723	wchd - 30.00 host fee payment request without proper approval
highway	3723	IDOT - 27,990.88 host fee payment request without proper approval
health	3669	rent subsidy in the wrong accounting fiscal year
health	3783	no approval for tds payment
IT	3781	various invoices are included as fy 17' and should be 18'
IT	3781	2 invoices charged to capital outlay and are not depreciable.
admin	3787	payment request without proper approval in misc county
county clerk	3779	no approval for naviant invoice
misc county	prepaids	various wire transfer requests requiring CFO approval were submitted with proper approval
911	3360	Software support charged as capital outlay. This is a supply item.
Health Dept	3434	CLIA is a FY18' expense and was charged to FY17'
Health Dept	3434	Employee used wrong mileage rate
Health Dept	3473	no approval for employee cell phone request reimbursement
Sup. Of Assess	3453	Parcel Map Maint payment is FY18's expense charged to FY17'
Memorial Hall	3469	Per Mar is a FY18' exp and not 17'
911	3448	Tyco invoice has 74.06 in sales tax
Highway	3443	Civil Geo invoice is a charged to capital outlay. It should be a supply
Highway	3443	flint hills resources s/b charged to mft fund and was keyed in as highway
admin	3331	electric bill submitted for payment with improper approval

County Board	3458	Roly Poly accepts tax exempt number yet County Board lunch was charged tax
Health Dept	3471	Rock Valley Alarm is a FY18' expense. Was charged to 17'
Nursing Home	3536	Airgas invoice is a FY18' expense. Was charged to 17'
Maint	3551	61K Constellation invoice submitted with no approval
IT	3556	4 invoices in batch lack proper approval
Admin	3515	2 invoices submitted for pmt without CFO approval
Admin	3515	no approval for steiner elec invoice
Wingis	3534	single computer charged to capital and should be a supply
Jury Comm.	3538	Sales Tax on Capri pizza's for jurors
Coroner	3513	Sales tax on Hdi purchase
County Clerk	3554	Vemacs software for 9,500 is FY18' expense not 17'
Regional Office	3498	October rent payment charged to 17' budget. It's a FY18 expense
Admin	misc	Contract appears to be signed with different terms than resolution. We are currently examing this issue.
miscellaneous	prepaid	Invoice submitted for payment with no approval
highway	prepaid	2 trucks purchased charged to supplies. s/b capital and depreciated
HR	prepaid	\$2,335.92 interest for late payment on current IDES bill. HR indicated they will appeal.
health	prepaid	request for payment is \$500 however invoice is only for \$350
highway	prepaid	payment for 3 trucks requested. No support attached and one truck was not received at highway department.
circuit clerk	3206	rock river times invoice needs approval
wingis	3252	wrong dates, names, etc on mileage reimbursement request
IT	3347	Devnet charge is primarily a 18' expense and not 17'
misc	3343	sales tax of 57.50
admin	3331	electric bill submitted for payment with improper approval
admin	3331	elected bill submitted for payment with improper approval second occ.
human res	prepaid	Rockford Detective duplicate submitted \$1,169. Auditor stopped before pmt
human res	prepaid	Sedwick Claims duplicate submitted \$389. Auditor stopped before pmt
probation	3112	23k in monitors incorrectly charged to fixed assets
wingis	3103	3 wingis invoices submitted without proper approval

wingis	3038	2 wingis invoices submitted without proper approval
health Dept	3066	\$2,185 invoice for ARC products has no approvals
health dept	3066	\$2,147 invoice for Quick Services has no approvals
misc	3109	Comed bill lacking required CFO approval
misc	3109	LawnCare by Walter invoice has innappropriate authorization
health dept	3117	sending health dept guidance on contractor vs. employee for 2 employees
memorial hall	3168	concrete patio incorrectly charged as a fixed asset
circuit court	3170	car rental support is a quote and not proof of actual expense by employee
nursing home	3186	a laptop is not a fixed asset. Change requested
IT	3163	approx. 100k of munis contract relates to 18' not 17'
IT	3163	Fedex invoice with improper approval
Animal Services	3154	Travel reimbursement was overstated. Employee was provided meals and shouldn't be reimbursed for 100% of per-diem
911	2900	invoices require approval of CFO. No approval is present.
911	2861	invoices require approval of CFO. No approval is present.
Nursing Home	2876	Invoice entered into munis incorrectly
Maintenance	2886	No approval on LCU properties invoice for 438.72.
911	2965	invoices require approval of CFO. No approval is present.
Memorial Hall	2954	Invoice entered into munis incorrectly
health dept	prepaid	mileage request submitted with overstated reimbursement request
Animal Services	prepaid	Invoices submitted without proper approvals
Animal Services	prepaid	Invoices submitted without proper approvals
911	2952	invoices require approval of CFO. No approval is present
highway	2950	4 invoices submitted for payment with no supervisor approval
IT	3003	equipment charged to supplies but should be capital
Probation	2993	Used wrong per - diem rate
Probation	2993	Used wrong per - diem rate second occurance
Animal Services	2984	Sales Tax charged on AutoCare Center invoice
Animal Services	2984	Invoice to Animal Emergency Clinic or Rockford omitted from payment
414	2935	All invoices in batch omit proper approval

Purchasing	2967	wrong invoice amt entered into system
Circuit Court	3001	various issues including wrong per - diem rates and lack of proper support
Health Dept	2849	We asked for supporting contract for 8,443.52 invoice. Purchasing Office assisted us and determined amount was wrong and should be around 2K.
Highway	2969	questioned if water tower costs can continue to be funded by bond issue This is a pending legitimate issue.
Highway	2969	all invoices in batch are lacking proper approval
Highway	misc	Questioned why highway and others are paying MFT tax. Purchasing assisted and determined that a rebate option is available.
memorial hall	2721	refund to united way is a reduction to revenue not an expense
health dept	2667	no proper approval on aramark invoice
wingis	2691	employee approving several invoices without authority
health dept	2667	munis account information entered incorrectly
911 fund	2685	invoices lacking cfo approval which is a change of policy
health dept	2758	employee overstated mileage by approx 60 miles
health dept	2758	timecard on contractor invoice is calculated incorrectly
health dept	2757	munis account information entered incorrectly
highway	2746	employee approved 153K salt invoice without actual authority
911 fund	2727	invoices lacking cfo approval which is a change of policy
highway	2842	invoice for cdw charged innappropriately to capital
treasurer	2856	brinks double charged to circuit clerk when 1/2 invoice is for treasurer
nursing home	2789	wrong mileage rate used
wingis	2815	employee approving invoice without authority
wingis	2815	SEI invoice charged to capital improperly
nursing home	2799	two invoices for wellness center charged to nursing home
probation	2822	sales tax paid to overhead door
probation	2807	wrong per diem rate used
circuit clerk	2827	project costs charged to professional s/b capital
circuit court	2847	15K rosecrance tip court has no approval
misc	2821	payment request appears to omit credit balance on parking bill
health ins	2799	nursing home being charged for expenses without proper approval

health dept	2744	mid-city invoice entered with wrong amt
highway	2853	computer charged to capital s/b supply
jury commission	2838	11.41 in sales tax paid at capri
information tech	2866	computer charged to capital s/b supply
Purchasing	2568	Purchasing is charging water to central stores innappropriately
Detention	2647	Detention request for medical 11,614 is a duplicate. Auditor rejected
Jury Comm	2663	paid \$52 in sales tax at capri. We called and verified that they accept tax id
Treasurer	2628	Treasurer submitted contractor invoice with incorrect math and totals
Health	2588	Auditor noted that employee was charging mileage to home travel. Amt rejected
Highway	2619	Request to pay Fehr Graham was higher than actual invoice by 10%
Misc	2584	Per Diem rate used was significantly higher than allowed by County Board Ordinance. Rejected
Misc	2584	Second instance of inflated per diem rate. Auditor rejected.
Circuit Court	2540	Travel claim for P. Gibson has no proper approval
Wingis	2473	All invoices in batch submitted without proper approval
Wingis	2569	All invoices in batch submitted without proper approval
River Bluff	2574	Charges to nursing home for pathways EAP are not properly approved
Highway	2566	Cintas invoice not approved
Memorial hall	2568	Improper authorization for memorial hall invoice
Admin	2568	Improper approval for Rock County co-op. CFO needs to approve
Animal Services	2568	No approval for 4 Sherwin Williams invoices.
Maintenance	2568	Wilson Electric invoice is charged to the wrong department and has no approval
River Bluff	2568	Menards charged to the nursing home and has approval
Maintenance	2644	Image signs invoice has no proper approval
Maintenance	2654	Paper recovery invoice has no proper approval
Animal Services	2642	Hillcrest animal hospital requested for payment with no approval
Maintenance	2642	Shor-line invoice of 129.24 charged to capital. That is incorrect
IT	2680	various invoices approved by IT director impacting other departments. Innappropriate
IT	2680	Various invoices charged to capital outlay should be supplies
Maintenance	2568	no approval for sherwin williams invoice
Circuit Clerk	2577	amount charged to circuit clerk budget without actual approval from the clerk

Purchasing	2587	midcity invoice not approved
Health	2590	incorrect rate used for employee reimbursement
Animal Services	2575	animal services entered and approved by nursing home staff
River Bluff	2529	river bluff entered and approved juvenile detention invoice
River Bluff	2529	improper approval of medline invoice
Highway	2638	invoice indicates amt should be charged to MFT but entered into highway
Wingis	2630	Duplicate payment request rejected by auditor