



# OFFICE OF THE COUNTY AUDITOR

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*DuPage County Auditor*

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To: Hon. Sean Noonan, Chairman  
DuPage County Emergency Telephone System Board (ETSB)  
  
ETSB Members

From: Bob Grogan, CPA, CFE *RTG*  
County Auditor

Subject: Internal Audit of Accounts Payable  
#19-47

Date: June 4, 2019

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 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 June 11, 2019 Board Meeting. The invoices listed on the Bank Account Payment History Report dated May 31, 2019 have been examined and are recommended for payment. The total amounts of the expenditures are:

- FY2019 Equalization Fund (4000-5820)                      \$256,024.86

Two exceptions were identified by the County Auditor. A Deltawrx Management Consultants invoice for \$22,271.17 was entered without the detailed purchase order line information and a CDW Government invoice for \$181.76 was entered with an incorrect company number. The missing purchase order line information was entered into the accounts payable system and the company number was corrected from 1000 to 4000 by the Finance Department.

**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 39 invoices submitted for payment, two exceptions were identified.

The Finance Department should verify that the information written on the invoices match the data entered into the accounts payable system prior to forwarding invoices to the County Auditor for review and payment recommendation.

Thank you for your continued assistance.

cc: Linda Zerwin, Executive Director  
Tom Cuculich, County Administrator  
Paul Rafac, CFO