

County Board discusses credit card documentation

By Matt Schury

The Kendall County Board heard concerns Tuesday from the county's auditor over departments providing proper documentation and receipts when charging purchases to county issued credit cards.

The county's auditor Tawnya Mack, of the firm Echols, Mack and Associates of Morris, said in her findings after reviewing the county's 2007 budget that proper receipts were not given when employees were charging things like meals on the county credit cards.

Mack recommended that the board use a reimbursement system in cases where employees need to stay out of town. Mack said that the system would allow employees to use their own credit cards and then submit the credit card statements to the board for review.

"I'm just making sure that an charges that are going through the county are legitimate county expenses," she said. "By no means am I saying that anybody is doing anything wrong. I would just like to see all the documentation that should be there."

Mack said that more documentation is better when it comes to holding meeting lunches.

"Sometimes there are meetings held at various restaurants where they have meal purchases. They should submit the actual meal receipt not just the part you sign that has the total but the actual detailed receipt," Mack said.

The county's finance committee debated the issue last Thursday.

Mack said at that meeting that that the sheriff's department has added several new cards for sergeants the last couple of months.

"There's anywhere from \$4,000 to \$6,000 per month just on that office's credit card statement," Mack said.

Mack said that the sheriff's department also uses fuel cards for the Shell gas station in Yorkville. Mack says that while she can understand some of the fuel charges that employees made while out of town but other charges aren't as obvious.

"Some of them were different places where, maybe they were at a meeting," she said.

For example, Mack said she had a hard time figuring out why members of the sheriff's office were purchasing case at a BP Amoco in Seneca.

Mack suggested that the sheriff's office simply document why they are getting gas out of town.

Board member Bob Davidson said that he agreed that a reimbursement system should be set up.

"If we don't have the correct paper work for the charge, it ain't going to be paid for. It's pretty simple," Davidson said.

Board member Bill Wykes added that employees might be more motivated to keep ahold of proper documentation if the charges are coming out of their own account.

"They should pay it out of their own account and then they come and get reimbursed and we pay them. That way if they are doing something they shouldn't be, they're not going to get reimbursed," Wykes said.

County Administrator Jeff Wilkins said that he would send a letter to the different departments reminding them of the county's policy for reimbursement as well as obtain a list of names and credit cards that have been issued to employees.



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