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ACCOUNTS PAYABLE MONTHLY REPORT FOR THE MONTH OF JANUARY 2024

OBJECTIVE

The objective of the Weekly Accounts Payable check review is to determine whether the checks issued, and their corresponding documentation, comply with the approving process for paying invoices and warrants.

PROCEDURES

A review of all the checks generated for the period includes a review of the invoices being paid and their corresponding documentation, approvals, compliance, and reasonableness of expenditures. The Auditing Department verifies the accuracy of the transaction by adhering to internal norms and external regulations, plus detecting opportunities for improvement. Considering no policy has been put in place since the implementation of Munis, regulatory reviews ensure that bills are getting paid timely, duplicate payments are prevented, imposed late fees are addressed, sale tax is not paid, and purchase orders are in place.

- ✓ For the month of January 463 checks reviewed and posted in munis.
- ✓ 904 of attached documents were reviewed for the month of January, and the
- ✓ Total amount of checks/payments reviewed and posted for January was \$9,491,069.08

1. Expenditure by Funds:

Funds	Expenditure
General Fund	\$1,843,730.21
Shade Tree	\$12,172.86
Agency Fund	\$1,339,694.15
Community Development	\$183,896.67
Capital Projects Fund	\$886,465.15
Liquid Fuels	\$13,707.88
Street Paving Fund	\$93,928.03
Building/Construction	\$67,212.58
ARP	\$2,366,663.66
Water	\$3,301.46
Self-Insurance	\$1,236,521.09
Sewer	\$1,178,153.18
Sewer Retail	\$177,593.82
Solid Waste	\$88,028.34
Total:	\$9,491,069.08



2. Untimely Payment of Invoices:

Although not all vendors have the same payment terms, most vendors' payment terms are between twenty-five (25) and thirty (30) days. Currently, the City does not have a standard timeframe to pay invoices. However, to pay invoices, they must be entered in Munis with all the attached documentation required and go through the Munis approval queue. A PO is also created before the process is completed. Although there is no City standard for the payment of invoices, the Auditing Department uses a 90-day measure to flag any potential untimely payment of invoices.

Untimely payments of invoices may result in:

- ✓ Missed discounts,
- ✓ Vendor imposed late fees,
- ✓ Additional workload for City employees

The following thirty-five (35) invoices were paid after the 90-day period:

Department	Invoice Date	Invoice Amount	Invoice Number
Public Works	9/17/2024	\$213.82	5326273543
Public Works	8/6/2024	\$202.55	5326260071
Public Works	9/20/2024	\$12,033.00	11077
Public Works	7/31/2024	\$1,265.44	10639
Public Works	7/18/2024	\$417.60	51342
Public Works	6/19/2024	\$1,221.58	17490
Public Works	9/5/2024	\$134.50	60940
Public Works	1/30/2023	\$755.90	F3378515
Public Works	1/30/2023	\$1,492.45	F3378519
Public Works	12/20/2022	\$1,569.00	F3376785
Public Works	12/20/2022	\$1,619.21	F3376788
Public Works	9/17/2024	\$5,000.00	404171
Public Works	6/20/2024	\$1,250.06	XA102009330:01
Public Works	5/20/2024	\$144.62	XA102008376:01
Public Works	5/21/2024	\$281.49	XA102008442:01
Public Works	8/20/2024	\$299.12	24-49361
Public Works	3/21/2024	\$747.20	24-49207
Public Works	5/14/2024	\$473.38	2451779
Public Works	9/18/2024	\$632.40	2452314
Public Works	5/14/2024	\$1,219.69	401336476
Public Works	7/10/2024	\$3,043.47	6502
Public Works	7/10/2024	\$410.55	6503
Public Works	8/1/2024	\$1,453.86	6543
Public Works	8/1/2024	\$4,296.41	6544
Public Works	8/1/2024	\$1,673.77	6545
Public Works	8/1/2024	\$6,069.15	6546
Public Works	8/15/2024	\$418.59	6581
Public Works	11/9/2023	\$205.69	2350974

Police	9/30/2024	\$1,352.00	200227
law	9/11/2024	\$2,677.80	80682
law	8/28/2024	\$4,080.70	3463029
law	6/6/2024	\$532.00	6030
law	7/9/2024	\$270.00	6259
Community Development	9/27/2024	\$74.00	461
Community Development	8/2/2024	\$56.00	6451

3. **Update:**

- ✓ A check paid from the Community Development Fund, totaling \$6,360.24, was voided and reissued for the same amount because the vendor reported not receiving the payment.
- ✓ A check paid from the Sewer Fund, in the amount of \$1,259.69, was voided and reissued for the same amount because the vendor reported not receiving the payment.
- ✓ A check paid from the Retail Sewer Fund, totaling \$6,478.38, was voided and reissued for the same amount because the vendor reported not receiving the payment.
- ✓ A check paid from the General Fund, totaling \$400.00, was voided and reissued for the same amount because the vendor was unable to cash the check due to a misspelling of the address.