

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188426

Vendor Name: Village of Glen Ellyn, Illinois

Invoice Number: MAY 2021 SALES TAX

Invoice Date: 06/09/21

PO Number:

Check Number: 0281981

Check Amount: \$ 7.28

Check Date: 06/14/2021

Department ID: 00000

Reviewer Name:

Voucher Number: V0686747

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

PLEASE DO NOT SEND ACH

College of DuPage - Accounts Payable

Check Request Form

revised 3/27/17

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 6/9/2021

Vendor ID: 1188426

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
May 2021 Sales Tax		01	00	00000	2900018	General Food & Beverage Tax	\$ 7.28
Grand Total							\$ 7.28

Check the appropriate box below and sign

☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Village of Glen Ellyn

Attn: Food and Beverage Tax
535 Duane Street
Payee Address: Glen Ellyn, IL 60137

Other
Instructions:

Please send the following 3 pages (tax forms)
along with check to the address at left.

Description on Check:

Payment of Village Tax for May 2021

Approvals:

Prepared By: Bobby Marek BM

Signature: APPROVED
By Bobby Marek at 7:45 am, Jun 09, 2021

Payment Due:

Board Approved Date:

Approved By: David Virgilio Date:

Signature: APPROVED
By David P Virgilio at 2:58 pm, Jun 12, 2021

Approved By: Date:

Signature: Date:

Approved By Division VP: Eileen M. Roberts 6.14.2021

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

AP VERIFIED
06/14/21 - ISABEL BARRIOS



VILLAGE OF GLEN ELLYN FOOD & BEVERAGE TAX REMITTANCE FORM

Owner / Corporate Name: Community College District 502

Address: 425 Fawell Blvd, Glen Ellyn, IL 60137

Contact: Robert Marek, Senior Accountant, Financial Affairs

Phone: (630) 942-2655

Email: marekr@cod.edu

DBA Business Name: College of DuPage

Address: same as above

Tax Preparer's Firm: n/a

Address: n/a

Contact: n/a

Phone: n/a

Email: n/a

CHECKLIST

- ☐ Fill out all Lines
- ☐ Attach ST-1
- ☐ Attach ST-2 if required
- ☐ Attach Check
- ☐ Sign Form
- ☐ Remit all documents
by 20th of the
month after
collected

Tax Collection Period: **MONTH** May **YEAR** 2021

1. Gross Sales of Food & Beverage: 1 \$ 490.21
2. Gross Sales of Packaged Alcohol, Spirits, Wine and Beer 2 \$ -
3. TOTAL SALES SUBJECT TO TAX: (Add lines 1 & 2) 3 \$ 490.21
4. Food and Beverage Tax: (Multiply Line 3 by 1.5%) 4 \$ 7.35
5. Discount for timely payment: (Multiply Line 4 by 1%) 5 \$ 0.07
6. Late payment penalty: (Multiple Line 4 by 5% per month) 6 \$ -
7. TAX DUE: (Line 4, minus Line 5, plus Line 6) 7 \$ 7.28

Mail To: Village of Glen Ellyn
Attn: Food & Beverage Tax
535 Duane St
Glen Ellyn, IL 60137

Drop Off: Civic Center, Cashier's Dept.
535 Duane St
Glen Ellyn, IL 60137

OR: drop box located in rear parking lot

Contact: Finance Department
Email: finance@glenellyninfo.org
Phone: 630-547-5219

Under penalties of perjury and other penalties provided by law, I declare that I have examined this return and to the best of my knowledge and belief it is true, correct and complete. I further declare that the information set forth is taken from the books and records of the business for which this is filed.

Preparer Name: Robert Marek

(Printed Name)

Owner Name: Scott Brady, Interim CFO/Treasurer

(Printed Name)

APPROVED

By Bobby Marek at 9:05 am, Jun 08, 2021

(Signature)

Scott L. Brady

(Signature)

(Date)

06/14/2021

(Date)

Confirmation Number: 0-555-287-824

Date Submitted: 06/14/2021

Date Printed: 06/14/2021



Illinois Department of Revenue

ST-1 Sales and Use Tax and E911 Surcharge Return

Legal Name: COMMUNITY COLLEGE

DBA Name: MCANINCH ARTS CENT

Account ID: 0079-3264

Filing Period: 05/01/2021 - 5/31/2021

Due Date: 06/21/2021

REV 08 FORM 002

Step 1: Alcoholic Liquor Purchases

If you are not required to report your purchases, go to Step 2.

Note: Distributors will also report your total purchases to us.

A Total dollar amount of alcoholic liquor purchased
(invoiced and delivered) 0.00

Step 2: Taxable Receipts

1 Total receipts (include tax.)	1	<u>5,489.00</u>
2 Deductions - Include tax collected (From Schedule A, Line 30.)	2	<u>418.00</u>
3 Taxable receipts (Subtract Line 2 from Line 1.)	3	<u>5,071.00</u>

Step 3: Tax on Receipts

Sales from locations within Illinois

General merchandise

4a 5,071.00 x 0.0825 = **4b** 418.00

Food, drugs, and medical appliances

5a 0.00 x 0.0175 = **5b** 0.00

Sales from locations outside Illinois

General merchandise

6a 0.00 x .0625 = **6b** 0.00

Food, drugs, and medical appliances

7a 0.00 x .01 = **7b** 0.00

Sales at prior rates

Receipts taxed at other rates

8a 0.00 x (rate) = **8b** 0.00

9 Tax due on receipts
(Add Lines 4b, 5b, 6b, 7b, and 8b.) **9** 418.00

Step 4: Retailer's Discount and Net Tax on Receipts

10 Retailer's discount. If qualified,
multiply Line 9 by the applicable rate. **10** 7.00

11 Net tax due on receipts
(Subtract Line 10 from Line 9.) **11** 411.00

Step 5: Tax on Purchases

General merchandise

12a 0.00 x .0625 = **12b** 0.00

Food, drugs, and medical appliances

13a 0.00 x .01 = **13b** 0.00

Purchases at other rates

14a 0.00 **14b** 0.00

15 Tax due on purchases
(Add Lines 12b, 13b, and 14b.) **15** 0.00

Step 6: Net Tax Due

16 Tax due from receipts and purchases
(Add Lines 11 and 15.) **16** 411.00

16a Manufacturer's Purchase Credit **16a** 0.00

17 Prepaid sales tax **17** 0.00

18 Quarter-monthly (accelerated)
payments **18** 0.00

19 Total prepayments
(Add Lines 16a, 17, and 18.) **19** 0.00

20 Net tax due
(Subtract Line 19 from Line 16.) **20** 411.00

Step 7: Payment Due

21 E911 Surcharge and ITAC Assessment
(From Schedule B, Line 10.) **21** 0.00

22 Excess tax, surcharge, and
assessment collected **22** 0.00

23 Total tax, surcharge, and
assessment due (Add Lines
20, 21, and 22.) **23** 411.00

24 Credit amount **24** 0.00

25 Payment due
(Subtract Line 24 from Line 23.) **25** 411.00

Schedule A—Deductions**Section 1: Taxes and miscellaneous deductions - If no Section 1 deductions, go to Section 2.**

1	Taxes collected on general merchandise sales and service	1	418.00
2	Taxes collected on food, drugs, and medical appliances sales and service	2	0.00
3	E911 Surcharge and ITAC Assessment collected	3	0.00
4	Resale	4	0.00
5	Interstate commerce	5	0.00
6	Manufacturing machinery and equipment (MM&E) - Do <u>not</u> include deduction for graphic arts.	6	0.00
7	Farm machinery and equipment	7	0.00
8	Graphic arts machinery and equipment - Do <u>not</u> combine with deduction for MM&E on Line 6.	8	0.00
9	Supplemental Nutrition Assistance Program (SNAP - formerly called food stamps)	9	0.00
10	Enterprise zone		
a	Sales of building materials	10a	0.00
b	Sales of items other than building materials	10b	0.00
11	High impact business		
a	Sales of building materials	11a	0.00
b	Sales of items other than building materials	11b	0.00
12	River edge redevelopment zone building materials	12	0.00
13	Exempt organizations	13	0.00
14	Uncollectible debt on which tax was previously paid	14	0.00
15	Sales of service - Identify here: _____	15	0.00
16	Other (including cash refunds, newspapers and magazines, etc.) - Identify _____	16	0.00
17	Total Section 1 deductions. Add Lines 1 through 16.	17	418.00

Section 2: Motor fuel deductions - If no Section 2 deductions, go to Section 3.

State motor fuel tax		Number of gallons/DGEs/GGEs		Rate			
18	Gasoline	18a	0.00	x	38.7¢	=	18b 0.00
19	Gasohol and majority blended ethanol	19a	0.00	x	38.7¢	=	19b 0.00
20	Diesel (including biodiesel and biodiesel blends)	20a	0.00	x	46.2¢	=	20b 0.00
21	Dieselhol and other fuels at diesel rate	21a	0.00	x	46.2¢	=	21b 0.00
22	Liquefied natural gas and liquefied petroleum gas	22a	0.00	x	46.2¢	=	22b 0.00
23	Compressed natural gas and other fuels at gasoline rate	23a	0.00	x	38.7¢	=	23b 0.00
Specific fuels sales tax exemption		Receipts		Percentage			
24	Biodiesel blend (no less than 1% but no more than 10% biodiesel)	24a	0.00	x	20% (.20)	=	24b 0.00
25	Biodiesel blend (more than 10% but no more than 99% biodiesel)	25a	0.00	x	100% (1.00)	=	25b 0.00
26	100 percent biodiesel	26a	0.00	x	100% (1.00)	=	26b 0.00
27	Majority blended ethanol fuel	27a	0.00	x	100% (1.00)	=	27b 0.00
28	Other motor fuel deductions						28 0.00
29	Total Section 2 deductions. Add Lines 18b through 28.						29 0.00

Section 3: Total deductions

30	Add Lines 17 and 29. Enter this amount on Step 2, Line 2 on the front page of this return.	30	418.00
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Schedule B—E911 Surcharge and ITAC Assessment**Receipts from retail transactions of prepaid wireless telecommunications service**

1	Enter receipts subject to E911 Surcharge and ITAC Assessment.	1	0.00
Figure your breakdown of retail transactions for Chicago locations			
2	For Chicago locations	2a	0.00
3	For Chicago locations at prior rates	3a	0.00
4	Total for Chicago locations. Add Lines 2b and 3b.	4	0.00
Figure your breakdown of retail transactions for non-Chicago locations			
5	For non-Chicago locations	5a	0.00
6	For non-Chicago locations at prior rates	6a	0.00
7	Total for non-Chicago locations. Add Lines 5b and 6b.	7	0.00
Figure your net E911 Surcharge and ITAC Assessment			
8	Total E911 Surcharge and ITAC Assessment. Add Lines 4 and 7.	8	0.00
9	Discount - If you qualify, multiply Line 8 by the applicable rate.	9	0.00
10	Subtract Line 9 from Line 8. Enter this amount on Step 7, Line 21 on the front page of this return	10	0.00

SALES TAX ALLOCATION SHEET

Step 1:
Run General Ledger Trial

Use Report GLTB to fill out Spreadsheet below. The accounts that usually have activity are as follows:

	Sales Account #	Sales Tax Account #
Culinary	01-10-00069-4509030	01-00-00000-2900002
AUX MAC Rental	05-60-11401-4600001	05-60-11401-2900002
Auto Parts	01-10-00017-4509030	01-00-00000-2900011
Concessions Sales	05-60-11301-4509008/4509009	05-60-11301-2900002
Conf & Events	01-90-13290-4509030	01-00-00000-2900013
New Philharmonic	05-60-11701-4509008/4509009	05-60-11701-2900002
Horticulture	05-60-00577-4509030	05-60-00577-2900002

Pre Month End Close

		Culinary Arts (00069)	AUX MAC Rental (11401)	Auto Parts (00017)	Concessions Sales (11301)	Conf & Events (13290)	New Philharmonic (11701)	Horticulture (00577)	Athletics (17100)	Frida Kahlo (11999)	Total	Rounded Total
Per GL	Sales Amount	490.21	-	4,581.12	-	-	-	-	-	-	5,071.33	5,071
Per GL	Sales Tax Amounts	40.44	-	377.92	-	-	-	-	-	-	418.36	418
Per GL	Village Tax Amount	7.35	-	-	-	-	-	-	-	-	7.35	7
Per Tax Ru	Sales Tax S/B 8.25%	40.44	-	377.94	-	-	-	-	-	-	418.38	418
Sales Tax Difference		-	-	(0.02)	-	-	-	-	-	-	(0.02)	-
Adj. To Sales		0.00	0.00	(0.24)	0.00	0.00	0.00	0.00	0.00	0.00	(0.24)	0.00

	A DR	B CR
JE for Approval		
C 01-10-00017-4509030	0.24	-
C 01-10-00017-4509022	-	0.24
Check	0.24	0.24 :)

Post Adjustments

		Culinary Arts (00069)	AUX MAC Rental (11401)	Auto Parts (00017)	Concessions Sales (11301)	Conf & Events (13290)	New Philharmonic (11701)	Horticulture (00577)	Athletics (17100)	Frida Kahlo (11999)	Food & Bev Total	Total	Rounded Total
Adj	Sales after Adj	490.21	-	4,580.88	-	-	-	-	-	-	490.21	5,071.09	5,071
Per GL	Sales Tax Amounts	40.44	-	377.92	-	-	-	-	-	-	-	418.36	418
Per GL	Village Tax Amount	7.35	-	-	-	-	-	-	-	-	7.35	-	-
Per Tax Ru	Sales Tax S/B 8.25%	40.44	-	377.92	-	-	-	-	-	-	-	418.36	418
Per Tax Ru	Village Tax S/B 1.5%	7.35	-	-	-	-	-	-	-	-	7.35	-	-
Village Tax Difference		-	-	-	-	-	-	-	-	-	-	-	-
Sales Tax Difference		-	-	-	-	-	-	-	-	-	-	-	0.00
Adj. To Sales		-	-	-	-	-	-	-	-	-	-	-	0.00

Sales Amount & Tax - Line 1 on tax form: 5,489

Village Tax Amount	7.35	-	-	-	-	-	-	-	-	-	7.35	Submitting
Less Discount 1%	0.07	-	-	-	-	-	-	-	-	-	0.07	Discount
Amount on Check Request	7.28	-	-	-	-	-	-	-	-	-	7.28	Paying

	00000-2900002	11401-2900002	00000-2900011	11301-2900002	00000-2900013	11701-2900002	00577-2900002	00000-2900017	11999-2900002			
Rounded Tax Amount	40.44	-	377.92	-	-	-	-	-	-	418.36	418.00	Submitting
Less Discount 1.75% to whole rounded	0.44	-	6.92	-	-	-	-	-	-	7.36	7.00	Discount
Amount on Check Request	40.00	-	371.00	-	-	-	-	-	-	411.00	411.00	Paying

Discount Entry	Dr.	Cr.
Culinary Arts	01-00-00000-2900002	0.44
Auto Parts	01-00-00000-2900011	6.92
Misc. Revenues	01-10-00409-4900099	7.36
Check		7.36 :)

Fiscal Year: 2021

FUND: 01 - Educational

Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance
<hr/>							
01-10-00017-4509030 Automotive Technology : Taxable Sales and Services							
<hr/>							
Prior Activity Total:				0.00	0.12	31,369.31	
May 11	IV	0000029820	Auto Lab Taxable Merchandise		0.00	4,357.12	
May 18	IV	0000029890	Auto Lab Taxable Merchandise		0.00	224.00	
May Totals					0.00	4,581.12	
Totals for 01-10-00017-4509030				0.00	0.12	35,950.43	35,950.31-
<hr/>							
01-10-00069-4509030 Culinary : Taxable Sales and Services							
<hr/>							
Prior Activity Total:				0.00	0.00	3,225.52	
May 12	CR	A000044310	Summary for session 59518		0.00	490.21	
May Totals					0.00	490.21	
Totals for 01-10-00069-4509030				0.00	0.00	3,715.73	3,715.73-
Totals for FUND: 01 - Educational				0.00	0.12	39,666.16	39,666.04-

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Mon Jun 14 11:10:03 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Request for Manual Check

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Monday, June 14, 2021 10:57 AM
To: Barrios, Isabel <barriosi142@cod.edu>
Subject: FW: Request for Manual Check
Importance: High

Hi Isabel,

Can you please process this check request from Bobby? Please make sure the check gets cut for Wednesday's run. It has been approved by Ellen Roberts.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

From: Marek, Robert <marekr@cod.edu>
Sent: Monday, June 14, 2021 10:54 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: FW: Request for Manual Check

Hi Joyce,

I've attached a check request for a manual check, approved by Ellen Roberts. Would you be able to get a check cut for this and mailed out this week? I wasn't sure which Lead was going to be in the office and what the payment processing schedule is, now that we have summer hours.

Let me know when you get a chance.

Thanks!

Bobby Marek
Senior Accountant | Financial Affairs
College of DuPage
425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599
phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

Thank you.

From: Marek, Robert <marekr@cod.edu>
Sent: Monday, June 14, 2021 7:27 AM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: Request for Manual Check

Hi Vera,

Hope you're doing well 😊.

When you get a chance, can you please ask Ellen to approve the attached check request, to be processed as a manual check? This is for the monthly Village of Glen Ellyn sales tax payment (food & beverage tax). With the timing of our month-end closes and the village's submission deadline, it is rare that I can get these processed in the regular AP check-cutting cycle. As we reopen more and begin to see more Culinary/MAC/CES food and beverage sales, you may see this request from me on a monthly basis.

Please let me know if you have any questions. If you don't mind sending the approved check request back to me, I will forward that on to Joyce for processing. Hope to see you soon!

Thank you,

Bobby Marek
Senior Accountant | Financial Affairs
College of DuPage
425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599
phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

From: Brady, Scott <bradys310@cod.edu>
Sent: Monday, June 14, 2021 6:55 AM
To: Marek, Robert <marekr@cod.edu>
Subject: RE: May Sales/Hotel Docs for Approval

Bobby,

Here you go..

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



Disclosure Statement:

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From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Monday, June 14, 2021 10:46 AM
To: Marek, Robert <marekr@cod.edu>
Subject: FW: Request for Manual Check

Hi Bobby,

Ellen has approved.

I hope you're enjoying your summer!

Take care.

Vera Humphrey
Administrative Assistant to the
Interim Vice President
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)



From: Roberts, Ellen <roberts@cod.edu>
Sent: Monday, June 14, 2021 10:34 AM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: Request for Manual Check

Good morning, Vera –

Attached please find the approved form.

Thank you,

Ellen

Ellen M. Roberts
Interim Vice President, Administrative Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu
630-942-2218

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Monday, June 14, 2021 8:49 AM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Request for Manual Check

Hi Ellen,

For your approval. Please see email below.

From: Marek, Robert <marekr@cod.edu>
Sent: Monday, June 14, 2021 6:45 AM
To: Brady, Scott <bradys310@cod.edu>
Subject: FW: May Sales/Hotel Docs for Approval

Good morning, Scott! Hope you're still doing well!

When you get a chance, can you please sign the attached Glen Ellyn food & beverage tax return, and send that back to me? We had a small amount of Culinary sales during the month of May. Let me know if you have any questions.

Thanks!

Bobby Marek
Senior Accountant | Financial Affairs
College of DuPage
425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599
phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

From: Virgilio, David <virgiliiod@cod.edu>
Sent: Saturday, June 12, 2021 3:02 PM
To: Marek, Robert <marekr@cod.edu>
Subject: RE: May Sales/Hotel Docs for Approval

Three approved check requests attached.

David P. Virgilio, C.P.A.
Interim Controller / Assistant Financial Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: Marek, Robert <marekr@cod.edu>
Sent: Wednesday, June 9, 2021 1:00 PM
To: Virgilio, David <virgiliiod@cod.edu>
Cc: Vosicky, Judith <vosicky@cod.edu>
Subject: May Sales/Hotel Docs for Approval

Hi Dave,

This can wait until you return next week.

Please see the attached May sales/hotel tax items for your approval. Can you please review when you get a chance and address the following?

- Approve the sales tax AJE (*first attachment*).
- Approve the State sales tax check request (*second attachment*) and return to me. I will remit payment electronically in MyTax upon your approval and send to Joyce afterwards.
- Approve the Village food & beverage tax check request (*third attachment*) and return to me. I will have Scott sign the return and will then submit the check request to Accounts Payable.
- Approve the Village hotel tax check request (*fourth attachment*) and return to me. I will then submit the check request to Accounts Payable.

There is no hotel tax check request for the State, or hotel tax discount AJE, since those will now be done quarterly. Let me

know if you have any questions.

Thanks!

Bobby Marek

Senior Accountant | Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599

phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

[attachment: 2021-06 Check Req for May 2021 Village Sales Tax.pdf]