

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188426
Vendor Name: Village of Glen Ellyn, Illinois
Invoice Number: HOTEL TAX MAR 22
Invoice Date: 4/11/2022
PO Number:
Check Number: E0089210
Check Amount: \$ 111.85
Check Date: 04/12/2022
Voucher Number: V0736526
Document Type: AP Invoice

Document Below

Check Request Form

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 Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: 4/11/22 Vendor ID: 1188426 Vendor Name: Village of Glen Ellyn
 Payee Address: see Other Instructions below Payment Due Date: 4/30/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
HOTEL TAX MAR 22	01-00-00000-2900012	Hotel/Motel Tax	111.85
Total			\$ 111.85

Check the appropriate box below:

- ☒ 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.

Description on Check:

Village Hotel Tax for March 2022

Other Instructions:

Please remit payment via ACH.

All requests will require the following approvals:

Requester: Bobby Marek Digitally signed by Bobby Marek
Date: 2022.04.11 11:27:59 -05'00' Print Name: Bobby Marek
 Budget Officer: David Virgilio Digitally signed by David P Virgilio
Date: 2022.04.11 12:44:39 -05'00' Print Name: David Virgilio

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$10,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Monthly Hotel and Motel Tax Return
Due Village of Glen Ellyn



Month and Year March 2022

Name Inn at Water's Edge

Address 425 Fawell Blvd.

City, State, Zip Code Glen Ellyn, IL 60137

Customer ID

Code

Gross Receipts \$2237.00

Rate 5%

Amount of Tax \$111.85

Signature

Dylan Morici

Title

Hotel Manager

Date

04/01/22

Make checks payable to:

Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL. 60137

1Q22

<u>GL Account</u>	<u>Description</u>	<u>Mar 31 Balance</u>
01-00-00000-2900012	General : Hotel/Motel Tax	(411.37)
	1st Quarter 2022 State Return	328.88
	March 2022 Village Return	111.85
	1st Quarter 2022 State Discount Journal Entry	8.26
		<u>448.99</u>
	Post-GL Balance	<u>37.62</u>

Note 1

Notes:

College Of DuPage					Page: 1
General Ledger Summary Trial Balance					
Year-to-Date Summary for Period Ending 03/31/2022					
Fiscal Year: 2022					
ASSET CLASS: Unassigned					
GL Account	Opening Balance	Year-to-Date Debits	Year-to-Date Credits	Closing Balance	
01-00-00000-2900012 General : Hotel/Motel Tax	296.88-	3,364.70	3,479.19	411.37-	
Totals for ASSET CLASS: Unassigned	296.88-	3,364.70	3,479.19	411.37-	

1. Post-GL balance of \$37.62 is due to March taxes paid for \$277.50 of March activity deposited in April session 63660. Also due to internal chargeback J026985 processed in March for which taxes have not yet been reclassified to 2900012.

$$\begin{aligned} \$277.50 / 1.11 &= \$250.00 \\ \$277.50 - \$250.00 &= \$27.50 \end{aligned}$$

$$\begin{aligned} \$102.12 / 1.11 &= \$92.00 \\ \$102.12 - \$92.00 &= \$10.12 \end{aligned}$$

$$\$27.50 + \$10.12 = \$37.62$$

Mar Detail

DATE	Mar Deposits					Room Count	Room Count	Room Count					
	Gross Sales Amount	State Tax Collected	City Tax Collected	Total Taxes	Notes	COD A/R Acct	COD CC	General Public	Cashier's Office Deposit	State s/b 6%	State Difference	City s/b 5%	City Difference
3/1/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00	-	-	-	-
3/2/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00	-	-	-	-
3/3/2022	\$ 260.00	\$ 15.80	\$ 13.00	\$ 26.60	Marie			2 Rooms	\$268.80	15.60	-	13.00	-
3/4/2022	\$ -	\$ -	\$ -	\$ -	Marie			0 Rooms	\$0.00	-	-	-	-
3/5/2022	\$ 250.00	\$ 15.00	\$ 12.50	\$ 27.50	Marie			2 Rooms	\$277.50	15.00	-	12.50	-
3/6/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00	-	-	-	-
3/7/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00	-	-	-	-
3/8/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00	-	-	-	-
3/9/2022	\$ -	\$ -	\$ -	\$ -	CLOSED			0 Rooms	\$0.00	-	-	-	-
3/10/2022	\$ -	\$ -	\$ -	\$ -	Marie			0 Rooms	\$0.00	-	-	-	-
3/11/2022	\$ -	\$ -	\$ -	\$ -	Marie			0 Rooms	\$0.00	-	-	-	-
3/12/2022	\$ 125.00	\$ 7.50	\$ 6.25	\$ 13.75	Marie			1 Rooms	\$138.75	7.50	-	6.25	-
3/13/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00	-	-	-	-
3/14/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00	-	-	-	-
3/15/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00	-	-	-	-
3/16/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00	-	-	-	-
3/17/2022	\$ 92.00	\$ 5.52	\$ 4.60	\$ 10.12	Dylan	1 Room		0 Rooms	\$102.12	5.52	-	4.60	-
3/18/2022	\$ -	\$ -	\$ -	\$ -	Closed			0 Rooms	\$0.00	-	-	-	-
3/19/2022	\$ 480.00	\$ 27.60	\$ 23.00	\$ 50.60	Marie			5 Rooms	\$510.80	27.60	-	23.00	-
3/20/2022	\$ -	\$ -	\$ -	\$ -	CLOSED				\$0.00	-	-	-	-
3/21/2022	\$ -	\$ -	\$ -	\$ -	CLOSED				\$0.00	-	-	-	-
3/22/2022	\$ -	\$ -	\$ -	\$ -	CLOSED				\$0.00	-	-	-	-
3/23/2022	\$ -	\$ -	\$ -	\$ -	CLOSED				\$0.00	-	-	-	-
3/24/2022	\$ 135.00	\$ 8.10	\$ 8.75	\$ 14.85	Marie			1 Rooms	\$149.85	8.10	-	8.75	-
3/25/2022	\$ 395.00	\$ 23.70	\$ 19.75	\$ 43.45	Marie			3 Rooms	\$438.45	23.70	-	19.75	-
3/26/2022	\$ 270.00	\$ 16.20	\$ 13.50	\$ 29.70	Marie			2 Rooms	\$299.70	16.20	-	13.50	-
3/27/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00	-	-	-	-
3/28/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00	-	-	-	-
3/29/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00	-	-	-	-
3/30/2022	\$ 135.00	\$ 8.10	\$ 8.75	\$ 14.85	Ashley			1 Room	\$149.85	8.10	-	8.75	-
3/31/2022	\$ 115.00	\$ 6.90	\$ 5.75	\$ 12.65	Marie			1 Room	\$127.65	6.90	-	5.75	-
									\$2,483.07				
					Total Receipts								
Subtotals	\$ 2,237.00	\$ 134.22	\$ 111.85	\$ 246.07	\$ 2,463.07	①							

MARCH		COMBINED 1ST QUARTER 2022 (JANUARY, FEBRUARY, MARCH)	
IL Tax Return info		IL Tax Return info	
Line 1	\$ 2,483.07 Total Receipts	Line 1	\$ 6,237.09 Total Receipts
Line 2	111.85 City Tax	Line 2	280.95 City Tax
Line 3	-	Line 3	-
Line 4	-	Line 4	-
Line 5	-	Line 5	-
Line 6	<u>111.85</u>	Line 6	<u>280.95</u>
Line 7	2,371.22	Line 7	5,956.14
Line 8	133.74 State Tax Rate .0564 (Listed Rate 6%)	Line 8	335.63 State Tax Rate .0564 (Listed Rate 6%)
Line 9	-	Line 9	-
Line 10	<u>133.74</u>	Line 10	<u>335.63</u>
Line 11	2.81 Discount	Line 11	7.05 Discount
Line 12	<u>130.93</u>	Line 12	<u>328.88</u>
IL Tax collected	134.22	IL Tax collected	337.34
Over(Under)	3.29 Total Discount	Over(Under)	8.26 Total Discount
Line 13	-	Line 13	-
Line 14	<u>130.93</u>	Line 14	<u>328.88</u>
Line 15	-	Line 15	-
Line 16	130.93 State Tax	Line 16	328.88 State Tax

Mar Deposits

Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	01-10-18004-4509030		
1 3/3/2022	1	135.00	135.00	8.10	6.75	149.85	Personal CC			
2 3/3/2022	1	125.00	125.00	7.50	6.25	138.75	Personal CC			
3 3/5/2022	1	125.00	125.00	7.50	6.25	138.75	Personal CC			
4 3/5/2022	1	125.00	125.00	7.50	6.25	138.75	Personal CC			
5 3/12/2022	1	125.00	125.00	7.50	6.25	138.75	Personal CC			
Deposit Amount						\$704.85				
Date						3/14/2022				
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method			
1 3/19/2022	1	92.00	92.00	5.52	4.60	102.12	Personal CC			
2 3/19/2022	1	92.00	92.00	5.52	4.60	102.12	Personal CC			
3 3/19/2022	1	92.00	92.00	5.52	4.60	102.12	Personal CC			
4 3/19/2022	1	92.00	92.00	5.52	4.60	102.12	Personal CC			
5 3/16/2022	1	92.00	92.00	5.52	4.60	102.12	Personal CC			
Deposit Amount						\$510.60				
Date						3/21/2022				
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method			
1 3/24/2022	1	135.00	135.00	8.10	6.75	149.85	Personal CC			
Deposit Amount						\$149.85				
Date						3/25/2022				
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method			
1 3/25/2022	1	125.00	125.00	7.50	6.25	138.75	Personal CC			
2 3/25/2022	4	135.00	540.00	32.40	27.00	599.40	Personal CC			
Deposit Amount						\$738.15				
Date						3/28/2022				
Total of Deposits at Cashier's Office							\$2,103.45			
Minus Incidentals Charges/Adjustments							-			
Plus Rooms Paid with Gift Certificate							-			
Plus March Rooms Under AR Charges							102.12	Sales	92.00	10.12
Minus February AR Charges Paid in February							-			
Plus Rooms That Will Carry Over to April Deposit							277.50		250.00	27.50
Minus February Rooms That Were In March Dep							-			
Total							\$2,483.07			
Total from Hotel Taxes spreadsheet							2,483.07			
OUTSTANDING AR CHARGES:										

April 11 2022
09:22

RECEIPT TENDER CODE ANALYSIS

Page 1

CODE: BANK Thank You for Your Payment

ID	Name	Date	Receipt No	AR Type/ Dep Type/ Non-AR Receipt Code	Session	Amount	GL NOS
	3/14/22 Taxable Sales & Serv	03/15/22	002032550	CHCH Inn At Waters Edge	63378 63378	635.00 69.85	01_10_18004_4509030 01_00_00000_2900012
					Total :	704.85	
	3/20/22 Taxable Sales & Serv	03/22/22	002037627	CHCH Inn At Waters Edge	63463 63463	460.00 50.60	01_10_18004_4509030 01_00_00000_2900012
					Total :	510.60	
	3/25/22 Taxable Sales & Serv	03/25/22	002038112	CHCH Inn At Waters Edge	63524 63524	135.00 14.85	01_10_18004_4509030 01_00_00000_2900012
					Total :	149.85	
	3/27/22 Taxable Sales & Serv	03/29/22	002038302	CHCH Inn At Waters Edge	63558 63558	665.00 73.15	01_10_18004_4509030 01_00_00000_2900012
					Total :	738.15	
					Receipt Tender Total :	2,103.45	

"Barrios, Isabel" <barriosi142@cod.edu>

Check Request - Mar 2022 Village Hotel Tax.pdf

"Barrios, Isabel" <barriosi142@cod.edu>

Mon, Apr 11, 2022 at 07:11 PM GMT

CC:

BCC:

1 attachment

Check Request - Mar 2022 Village Hotel Tax.pdf