

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188426
Vendor Name: Village of Glen Ellyn, Illinois
Invoice Number: VILLAGETAX-JUL22
Invoice Date: 8/12/2022
PO Number:
Check Number: 0301536
Check Amount: \$ 184.18
Check Date: 08/15/2022
Voucher Number: V0749778
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: 8/12/22 Vendor ID: 1188426 Vendor Name: Village of Glen Ellyn
 Payee Address: Attn: Food & Beverage Tax, 535 Duane St, Glen Ellyn, IL 60137 Payment Due Date: 8/20/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
VILLAGE TAX JUL 22	05-60-11301-2900018	MAC Food & Beverage Tax	184.18
Total			\$ 184.18

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 Food & Beverage Tax for July 2022

Other Instructions:

Please do not remit payment via ACH.

Please send the first three supporting documents along with check: Village tax form (1 page) and State tax forms (2 pages).

All requests will require the following approvals:

Requester: Bobby Marek Digitally signed by Bobby Marek
Date: 2022.08.12 14:32:09 -05'00' Print Name: Bobby Marek
 Budget Officer: David Virgilio Digitally signed by David P Virgilio
Date: 2022.08.15 08:16:11 -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): Ellen M. Roberts Digitally signed by Ellen M. Roberts
Date: 2022.08.15 15:12:19 -05'00' Print Name: Ellen Roberts for Manual Check

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



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** July **YEAR** 2022

- | | | |
|--|---|--------------|
| 1. Gross Sales of Food & Beverage: | 1 | \$ 12,402.74 |
| 2. Gross Sales of Packaged Alcohol, Spirits, Wine and Beer | 2 | \$ - |
| 3. TOTAL SALES SUBJECT TO TAX: (Add lines 1 & 2) | 3 | \$ 12,402.74 |
| 4. Food and Beverage Tax: (Multiply Line 3 by 1.5%) | 4 | \$ 186.04 |
| 5. Discount for timely payment: (Multiply Line 4 by 1%) | 5 | \$ 1.86 |
| 6. Late payment penalty: (Multiple Line 4 by 5% per month) | 6 | \$ - |
| 7. TAX DUE: (Line 4, minus Line 5, plus Line 6) | 7 | \$ 184.18 |

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

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

OR: drop box located in rear parking lot

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)

Bobby Marek

(Signature)

8/12/22

(Date)

Owner Name: David Virgilio, Controller

(Printed Name)

(Signature)

8/15/22

(Date)

Confirmation Number: 1-069-044-304

Date Submitted: 08/12/2022

Date Printed: 08/12/2022



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: 07/01/2022 - 7/31/2022

Due Date: 08/22/2022

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>27,697.00</u>
2 Deductions - Include tax collected (From Schedule A, Line 30.)	2	<u>2,111.00</u>
3 Taxable receipts (Subtract Line 2 from Line 1.)	3	<u>25,586.00</u>

Step 3: Tax on Receipts

Sales from locations within Illinois

General merchandise

4a 25,586.00 x 0.0825 = **4b** 2,111.00

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** 2,111.00

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

10 Retailer's discount. If qualified,
multiply Line 9 by the applicable rate. **10** 37.00

11 Net tax due on receipts
(Subtract Line 10 from Line 9.) **11** 2,074.00

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** 2,074.00

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 15.) **20** 2,074.00

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** 2,074.00

24 Credit amount **24** 0.00

25 Payment due
(Subtract Line 24 from Line 23.) **25** 2,074.00

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	2,111.00
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	2,111.00

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 39.2¢	= 18b	0.00
19	Gasohol and majority blended ethanol	19a 0.00	x 39.2¢	= 19b	0.00
20	Diesel (including biodiesel and biodiesel blends)	20a 0.00	x 46.7¢	= 20b	0.00
21	Dieselhol and other fuels at diesel rate	21a 0.00	x 46.7¢	= 21b	0.00
22	Liquefied natural gas and liquefied petroleum gas	22a 0.00	x 46.7¢	= 22b	0.00
23	Compressed natural gas and other fuels at gasoline rate	23a 0.00	x 39.2¢	= 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	2,111.00
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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	x 0.0707
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	x 0.0307
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 Order #	Sales Tax Account #
Gateway	01-01-00000-00000001	01-01-00000-00000001
AUX MAC Retail	05-00-11010-00000001	05-00-11010-00000001
Auto Parts	01-01-00007-00000001	01-01-00000-00000001
Concessions Sales	05-00-11101-00000001	05-00-11101-00000001
Cost of Goods	00-00-12000-00000001	01-01-00000-00000001
New Pharmaceutical	05-00-11710-00000001	05-00-11710-00000001
Infrastructure	05-00-00007-00000001	05-00-00007-00000001

March, BuAga

Proc.Myrtil. End, Close

[illegible]

Test Algorithms

All Aggregates																
	Cell-wireless (00200)	Adm Mktg Retail (11400)	Adm Svcs (00207)	Custom Services (11300)	Opt & Enrich (12950)	Prew. Networks (11100)	Partnerships (00270)	AT&T/DSL (11740)	Fiber Opt. Svc (11500)	Fiber Extensions (11500)	Gift Shop (11300)	Network Management (00202)	Depot/Storage (11300)	Facilities & Bus. Travel	Total	% Actual To Bldg
Sal. Taxes	Salaries	=	12,754.10	12,862.24	=	=	=	=	=	=	428.87	=	=	12,408.74	25,245.87	2,215
Sal. Taxes & Benefits	Salaries	=	1,571.13	1,673.25	=	=	=	=	=	=	55.38	=	=	1,469.74	2,710.54	2,515
Sal. Taxes & Benefits	Salaries	=	1,571.13	1,673.25	=	=	=	=	=	=	55.38	=	=	1,469.74	2,710.54	2,515
Sal. Taxes & Benefits	Salaries	=	1,571.13	1,673.25	=	=	=	=	=	=	55.38	=	=	1,469.74	2,710.54	2,515
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Sal. Taxes & Benefits	Salaries	=	1,571.13	1,673.25	=	=	=	=	=							

Sales Amount & Tax - Line 1 on 1st form 77657

Village Tour Adj.

D	05-61-11301-2900C18	-	0.01
D	05-61-11301-4500C25	0.01	-
	UNGR	0.01	0.01

[illegible]

Purchased Tax Amount	-	-	1,051.13	1,031.23	-	-	-	-	-	36.90	-	1,881.04	2,111.09	Sub-Total
Sales Discount 1.75% to whole rounded	-	-	18.13	39.23	-	-	-	-	-	0.00	-	56.94	17.09	Discount
Amount on Check Request	-	-	1,069.00	1,069.00	-	-	-	-	-	36.90	-	1,937.98	2,074.09	Payable

Discipline Entry

Auto Lab	01-00-00000-2980311	18.23	-
Circumcise Sales	06-00-11312-2990032	18.11	-
Gift Shop	06-00-02102-2990032	0.18	-
Misc. Revenue	91-20-00000-0000000		96.80
		36.52	96.80

*** Opening Balances are estimated; Previous Fiscal Year is not closed ***

Fiscal Year: 2023

ASSET CLASS: Unassigned

Date	Src	Ref. No	Description	Opening Balance	Debits	Credits	Closing Balance
01-10-00017-4509030 Automotive Technology : Taxable Sales and Services							
Jul 14	IV	0000032931	Auto Lab Taxable Merchandise		0.00	6,869.82	
Jul 20	IV	0000032970	Auto Lab Taxable Merchandise		0.00	4,638.89	
Jul 21	IV	0000032977	Auto Lab Taxable Merchandise		0.00	1,245.55	
Jul Totals					0.00	12,754.26	
Totals for 01-10-00017-4509030				0.00	0.00	12,754.26	12,754.26-
05-60-11301-4509008 AUX MAC Operations : Concession Sales - Other							
Jul 14	CR	A000048252	Summary for session 64933		0.00	870.16	
Jul 21	CR	A000048319	Summary for session 65012		0.00	1,800.46	
Jul 28	CR	A000048363	Summary for session 65083		0.00	1,904.33	
Jul Totals					0.00	4,574.95	
Totals for 05-60-11301-4509008				0.00	0.00	4,574.95	4,574.95-
05-60-11301-4509009 AUX MAC Operations : Concession Sales Beer & Wine							
Jul 14	CR	A000048252	Summary for session 64933		0.00	312.53	
Jul 21	CR	A000048319	Summary for session 65012		0.00	1,077.90	
Jul 28	CR	A000048363	Summary for session 65083		0.00	6,437.36	
Jul Totals					0.00	7,827.79	
Totals for 05-60-11301-4509009				0.00	0.00	7,827.79	7,827.79-
05-60-11900-4509030 MAC Gift Shop : Taxable Sales and Services							
Jul 14	CR	A000048252	Summary for session 64933		0.00	246.42	
Jul 21	CR	A000048319	Summary for session 65012		0.00	9.24	
Jul 28	CR	A000048363	Summary for session 65083		0.00	173.21	
Jul Totals					0.00	428.87	
Totals for 05-60-11900-4509030				0.00	0.00	428.87	428.87-

08/12/22

SALES TAX

College Of DuPage
General Ledger Detail Trial Balance
For Period 07/01/2022 thru 07/31/2022

Page: 1

*** Opening Balances are estimated; Previous Fiscal Year is not closed ***

Fiscal Year: 2023

ASSET CLASS: Unassigned

Date	Src	Ref. No	Description	Opening Balance	Debits	Credits	Closing Balance
<hr/>							
01-00-00000-2900011 General : Auto Lab Sales Tax							
<hr/>							
			Estimated Opening Balance	839.00-			
Jul 14	IV	0000032931	Auto Lab Sales Tax		0.00	566.16	
Jul 20	IV	0000032970	Auto Lab Sales Tax		0.00	381.89	
Jul 21	IV	0000032977	Auto Lab Sales Tax		0.00	102.75	
			Jul Totals	839.00-	0.00	1,050.80	
			Totals for 01-00-00000-2900011	839.00-	0.00	1,050.80	1,889.80-
<hr/>							
05-60-11301-2900002 AUX MAC Operations : Sales Tax							
<hr/>							
			Estimated Opening Balance	1,072.00-			
Jul 14	CR	A000048252	Summary for session 64933		0.00	97.57	
Jul 21	CR	A000048319	Summary for session 65012		0.00	237.47	
Jul 28	CR	A000048363	Summary for session 65083		0.00	688.19	
			Jul Totals	1,072.00-	0.00	1,023.23	
			Totals for 05-60-11301-2900002	1,072.00-	0.00	1,023.23	2,095.23-
<hr/>							
05-60-11301-2900018 AUX MAC Operations : Glen Ellyn Food/Beverage Tax							
<hr/>							
			Estimated Opening Balance	196.32-			
Jul 14	CR	A000048252	Summary for session 64933		0.00	17.74	
Jul 21	CR	A000048319	Summary for session 65012		0.00	43.17	
Jul 28	CR	A000048363	Summary for session 65083		0.00	125.12	
			Jul Totals	196.32-	0.00	186.03	
			Totals for 05-60-11301-2900018	196.32-	0.00	186.03	382.35-
<hr/>							
05-60-11900-2900002 MAC Gift Shop : Sales Tax							
<hr/>							
			Estimated Opening Balance	80.00-			
Jul 14	CR	A000048252	Summary for session 64933		0.00	20.33	
Jul 21	CR	A000048319	Summary for session 65012		0.00	0.76	
Jul 28	CR	A000048363	Summary for session 65083		0.00	14.29	
			Jul Totals	80.00-	0.00	35.38	

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

Mon, Aug 15, 2022 at 04:52 PM GMT

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