

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188426
Vendor Name: Village of Glen Ellyn, Illinois
Invoice Number: HOTELTAXJUL22
Invoice Date: 8/12/2022
PO Number:
Check Number: E0091051
Check Amount: \$ 418.50
Check Date: 08/16/2022
Voucher Number: V0749863
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: see Other Instructions below Payment Due Date: 8/31/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
HOTEL TAX JUL 22	01-00-00000-2900012	Hotel/Motel Tax	418.50
Total			\$ 418.50

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 July 2022

Other Instructions:

Please remit payment via ACH.

All requests will require the following approvals:

Requester: Bobby Marek Digitally signed by Bobby Marek
Date: 2022.08.12 16:10:10 -05'00' Print Name: Bobby Marek
 Budget Officer: David Virgilio Digitally signed by David P Virgilio
Date: 2022.08.15 08:16:56 -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 July 2022

Name Inn at Water's Edge

Address 425 Fawell Blvd.

City, State, Zip Code Glen Ellyn, IL 60137

Customer ID

Code

Gross Receipts \$8370.00

Rate 5%

Amount of Tax \$418.50

Signature

A handwritten signature in black ink, appearing to read "Dylan Morin", is written over a horizontal line.

Title

Hotel Manager

Date

08/01/22

Make checks payable to:

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

GL Account	Description	July 31 Balance
01-00-00000-2900012	General : Hotel/Motel Tax	(920.70)
	Aggregate 3rd Quarter 2022 State Return <i>(to be submitted in October)</i>	489.88
	Aggregate 3rd Quarter 2022 State Discount <i>(to be submitted in October)</i>	12.32
	July 2022 Village Return	418.50
		<u>920.70</u>
	Post-GL Balance	<u>-</u>

Notes:

08/12/22				
College Of DuPage				
General Ledger Summary Trial Balance				
Year-to-Date Summary for Period Ending 07/31/2022				
*** Opening Balances are estimated; Previous Fiscal Year is not closed ***				
FUND: 01 - Educational				
Fiscal Year: 2023				
GL Account	Opening Balance	Year-to-Date Debits	Year-to-Date Credits	Closing Balance
01-00-00000-2900012 General : Hotel/Motel Tax	1,462.45-	1,462.45	920.70	920.70-
Totals for FUND: 01 - Educational	1,462.45-	1,462.45	920.70	920.70-

DATE	Jul Deposits
------	--------------

	Gross Sales		State Tax		City Tax		Total Taxes		Notes		Room Count	Room Count	Room Count	Cashier's Office Deposit		State s/b 5%		State Difference	City s/b 5%	City Difference
	Amount	Collected	Collected	Collected	Total				COD A/R	COD C/C	General Public									
7/1/2022	\$ 280.00	\$ 16.80	\$ 14.00	\$ 30.80	Marie						2 Rooms		\$310.80		16.80	-	14.00	-		
7/2/2022	\$ 780.00	\$ 46.80	\$ 39.00	\$ 85.80	Marie						6 Rooms		\$865.80		46.80	-	39.00	-		
7/3/2022	\$ 665.00	\$ 39.90	\$ 33.25	\$ 73.15	Ashley						5 Rooms		\$738.15		39.90	-	33.25	-		
7/4/2022	\$ 650.00	\$ 33.00	\$ 27.50	\$ 60.50	Ashley						4 Rooms		\$610.50		33.00	-	27.50	-		
7/5/2022	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley						1 Room		\$160.95		8.70	-	7.25	-		
7/6/2022	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley						1 Room		\$160.95		8.70	-	7.25	-		
7/7/2022	\$ 415.00	\$ 24.90	\$ 20.75	\$ 45.65	Marie						5 Rooms		\$460.65		24.90	-	20.75	-		
7/8/2022	\$ 705.00	\$ 42.30	\$ 35.25	\$ 77.55	Marie						6 Rooms		\$782.55		42.30	-	35.25	-		
7/9/2022	\$ 650.00	\$ 33.00	\$ 27.50	\$ 60.50	Marie						4 Rooms		\$610.50		33.00	-	27.50	-		
7/10/2022	\$ -	\$ -	\$ -	\$ -	Ashley						1 Room		\$0.00		-	-	-	-		
7/11/2022	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley						1 Room		\$160.95		8.70	-	7.25	-		
7/12/2022	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley						1 Room		\$160.95		8.70	-	7.25	-		
7/13/2022	\$ -	\$ -	\$ -	\$ -	CLOSED						0 Rooms		\$0.00		-	-	-	-		
7/14/2022	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Marie						1 Rooms		\$160.95		8.70	-	7.25	-		
7/15/2022	\$ 135.00	\$ 8.10	\$ 0.75	\$ 14.85	Marie						1 Rooms		\$149.85		8.10	-	6.75	-		
7/16/2022	\$ 200.00	\$ 16.80	\$ 14.00	\$ 30.80	Marie						2 Rooms		\$310.80		16.80	-	14.00	-		
7/17/2022	\$ 135.00	\$ 8.10	\$ 0.75	\$ 14.85	Ashley						1 Room		\$149.85		8.10	-	6.75	-		
7/18/2022	\$ -	\$ -	\$ -	\$ -	CLOSED						0 Rooms		\$0.00		-	-	-	-		
7/19/2022	\$ -	\$ -	\$ -	\$ -	CLOSED						0 Rooms		\$0.00		-	-	-	-		
7/20/2022	\$ -	\$ -	\$ -	\$ -	CLOSED						0 Rooms		\$0.00		-	-	-	-		
7/21/2022	\$ 290.00	\$ 16.80	\$ 14.00	\$ 30.80	Marie						2 Rooms		\$310.80		16.80	-	14.00	-		
7/22/2022	\$ 660.00	\$ 33.60	\$ 28.00	\$ 61.60	Marie						4 Rooms		\$691.60		33.60	-	28.00	-		
7/23/2022	\$ 570.00	\$ 34.20	\$ 28.50	\$ 62.70	Marie						4 Rooms		\$632.70		34.20	-	28.50	-		
7/24/2022	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Marie						2 Rooms		\$321.90		17.40	-	14.50	-		
7/25/2022	\$ 580.00	\$ 34.80	\$ 29.00	\$ 63.80	Dylan						4 Rooms		\$643.80		34.80	-	29.00	-		
7/26/2022	\$ 580.00	\$ 34.80	\$ 29.00	\$ 63.80	Dylan						4 Rooms		\$643.80		34.80	-	29.00	-		
7/27/2022	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Dylan						2 Rooms		\$321.90		17.40	-	14.50	-		
7/28/2022	\$ -	\$ -	\$ -	\$ -	CLOSED						0 Rooms		\$0.00		-	-	-	-		
7/29/2022	\$ -	\$ -	\$ -	\$ -	CLOSED						0 Rooms		\$0.00		-	-	-	-		
7/30/2022	\$ -	\$ -	\$ -	\$ -	CLOSED						0 Rooms		\$0.00		-	-	-	-		
7/24/2023	\$ -	\$ -	\$ -	\$ -	Ashley						0 Rooms		\$0.00		-	-	-	-		
													\$0,290.70							

JULY 2022

H Tax Return Info	
Line 1	\$ 0,250.70 Total Receipts
Line 2	418.50 City Tax
Line 3	-
Line 4	-
Line 5	-
Line 6	418.50
Line 7	8,872.20
Line 8	500.39 State Tax Rate .0554 (Listed Rate 6%)
Line 9	-
Line 10	500.39
Line 11	10.51 Discount
Line 12	489.88
It Tax collected	502.20
Over(Under)	12.32 Total Discount
Line 13	-
Line 14	489.88
Line 15	-
Line 16	489.88 State Tax

COMBINED 3RD QUARTER 2022 (JULY, AUGUST, SEPTEMBER)

Tax Return Info	
Line 1	\$ 9,290.70 Total Receipts
Line 2	416.50 City Tax
Line 3	-
Line 4	-
Line 5	-
Line 6	<u>416.50</u>
Line 7	8,874.20
Line 8	500.39 State Tax Rate .0564 [listed Rate 50%
Line 9	-
Line 10	<u>500.39</u>
Line 11	10.51 Discount
Line 12	<u>886.88</u>
II Tax collected	502.30
Over/Under	12.32 Total Discount
Line 13	-
Line 14	<u>165.88</u>
Line 15	-
Line 16	<u>485.88</u> State Tax

Jul Deposits

	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/1/2022	4	135.00	540.00	32.40	27.00	599.40	Personal CC
2	7/1/2022	2	145.00	290.00	17.40	14.50	321.90	Personal CC
3	7/2/2022	1	115.00	115.00	6.90	5.75	127.65	Personal CC
4	7/2/2022	2	115.00	230.00	13.80	11.50	255.30	Personal CC
5	7/2/2022	3	135.00	405.00	24.30	20.25	449.55	Personal CC
6	7/2/2022	3	135.00	405.00	24.30	20.25	449.55	Personal CC
7	7/3/2022	3	145.00	435.00	26.10	21.75	482.85	Personal CC
				Deposit Amount				\$2,686.20
				Date				7/7/2022
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/6/2022	2	145.00	290.00	17.40	14.50	321.90	Personal CC
2	7/7/2022	3	135.00	405.00	24.30	20.25	449.55	Personal CC
3	7/7/2022	3	135.00	405.00	24.30	20.25	449.55	Personal CC
4	7/8/2022	2	145.00	290.00	17.40	14.50	321.90	Personal CC
5	7/8/2022	1	145.00	145.00	8.70	7.25	160.95	Personal CC
		1	135.00	135.00	8.10	6.75	149.85	Personal CC
6	7/8/2022	1	145.00	145.00	8.70	7.25	160.95	Personal CC
7	7/11/2022	2	145.00	290.00	17.40	14.50	321.90	Personal CC
				Deposit Amount				\$2,336.55
				Date				7/13/2022
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/14/2022	1	145.00	145.00	8.70	7.25	160.95	Personal CC
2	7/16/2022	1	145.00	145.00	8.70	7.25	160.95	Personal CC
3	7/15/2022	3	135.00	405.00	24.30	20.25	449.55	Personal CC
				Deposit Amount				\$771.45
				Date				7/22/2022
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/22/2022	2	135.00	270.00	16.20	13.50	299.70	Personal CC
2	7/23/2022	2	145.00	290.00	17.40	14.50	321.90	Personal CC
3	7/21/2022	2	135.00	270.00	16.20	13.50	299.70	Personal CC
4	7/21/2022	3	145.00	435.00	26.10	21.75	482.85	Personal CC
5	7/22/2022	2	145.00	290.00	17.40	14.50	321.90	Personal CC
				Deposit Amount				\$1,726.05
				Date				7/28/2022
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/24/2022	3	145.00	435.00	26.10	21.75	482.85	Personal CC
2	7/25/2022	2	145.00	290.00	17.40	14.50	321.90	Personal CC
3	7/25/2022	3	145.00	435.00	26.10	21.75	482.85	Personal CC
4	7/25/2022	3	145.00	435.00	26.10	21.75	482.85	Personal CC
				Deposit Amount				\$1,770.45
				Date				7/31/2022
				Total of Deposits at Cashier's Office				\$9,290.70
				Minus Incidentals Charges/Adjustments				-
				Plus Rooms Paid with Gift Certificate				-
				Plus July Rooms Under AR Charges				-
				Minus June AR Charges Paid in June				-
				Plus Rooms That Will Carry Over to August Deposits				-
				Minus June Rooms That Were In July Deposits				-
				Total				\$9,290.70
				Total from Hotel Taxes spreadsheet				9,290.70

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
07.07.22	Taxable Sales & Serv	07/12/22	002073093	CHCH	Inn At Waters Edge	64897 64897	2,420.00 266.20	01_10_18004_4509030 01_00_00000_2900012
						Total :	2,686.20	
Daily Deposit	07.13.22	07/13/22	002073320	CHCH	Inn At Waters Edge	64910 64910	2,105.00 231.55	01_10_18004_4509030 01_00_00000_2900012
						Total :	2,336.55	
07.22.22	Taxable Sales & Serv	07/26/22	002079695	CHCH	Inn At Waters Edge	65055 65055	695.00 76.45	01_10_18004_4509030 01_00_00000_2900012
						Total :	771.45	
7/25/22	Taxable Sales & Serv	07/28/22	002080248	CHCH	Inn At Waters Edge	65083 65083	1,555.00 171.05	01_10_18004_4509030 01_00_00000_2900012
						Total :	1,726.05	
Daily Deposit	07.31.22	07/31/22	002081959	CHCH	Inn At Waters Edge	65129 65129	1,595.00 175.45	01_10_18004_4509030 01_00_00000_2900012
						Total :	1,770.45	
						Receipt Tender Total :	9,290.70	

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

Check Request - July 2022 Village Hotel Tax.pdf

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

Tue, Aug 16, 2022 at 01:27 PM GMT

CC:

BCC:

1 attachment

Check Request - July 2022 Village Hotel Tax.pdf