

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188426
Vendor Name: Village of Glen Ellyn, Illinois
Invoice Number: HOTEL TAX DEC 22
Invoice Date: 1/12/2023
PO Number:
Check Number: E0093279
Check Amount: \$ 237.00
Check Date: 01/18/2023
Voucher Number: V0768094
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: _____ Vendor ID: _____ Vendor Name: _____

Payee Address: _____ Payment Due Date: _____

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

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:

Other Instructions:

All requests will require the following approvals:

Requester: _____ Print Name: _____

Budget Officer: _____ Print Name: _____

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 December 2022

Name Inn at Water's Edge

Address 425 Fawell Blvd.

City, State, Zip Code Glen Ellyn, IL 60137

Customer ID

Code

Gross Receipts \$4740.00

Rate 5%

Amount of Tax \$237.00

Signature

Dylan Mucci

Title

Hotel Manager

Date

12/21/22

Make checks payable to:

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

<u>GL Account</u>	<u>Description</u>	<u>Dec 31 Balance</u>
01-00-00000-2900012	General : Hotel/Motel Tax	(1,145.46)
	4th Quarter 2022 State Return	886.18
	4th Quarter 2022 State Discount	22.28
	December 2022 Village Return	237.00
		<u>1,145.46</u>
	Post-GL Balance	<u>-</u>

Notes:

01/12/23		College Of DuPage			Page: 1
		General Ledger Summary Trial Balance			
Fiscal Year: 2023		Year-to-Date Summary for Period Ending 12/31/2022			
		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	1,462.45-	4,120.19	3,803.20	1,145.46-
Totals for ASSET.CLASS: Unassigned		1,462.45-	4,120.19	3,803.20	1,145.46-

Dec 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	11/30/2022	1	115.00	115.00	6.90	5.75	127.65	Personal CC			
					Deposit Amount		\$127.65				
					Date		12/5/2022				
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method			
1	11/30/2022	3	145.00	435.00	26.10	21.75	482.85	Personal CC			
2	11/30/2022	1	145.00	145.00	8.70	7.25	160.95	Personal CC			
3	11/30/2022	3	145.00	435.00	26.10	21.75	482.85	Personal CC			
4	12/1/2022	1	145.00	145.00	8.70	7.25	160.95	Personal CC			
5	12/2/2022	1	145.00	145.00	8.70	7.25	160.95	Personal CC			
6	12/2/2022	1	145.00	145.00	8.70	7.25	160.95	Personal CC			
7	12/2/2022	2	92.00	184.00	11.04	9.20	204.24	Personal CC			
8	12/2/2022	2	145.00	290.00	17.40	14.50	321.90	Personal CC			
9	12/3/2022	1	115.00	115.00	6.90	5.75	127.65	Personal CC			
					Deposit Amount		\$2,263.29				
					Date		12/5/2022				
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method			
1	12/8/2022	1	92.00	92.00	5.52	4.60	102.12	Personal CC			
2	12/9/2022	1	145.00	145.00	8.70	7.25	160.95	Personal CC			
3	12/9/2022	2	92.00	184.00	11.04	9.20	204.24	Personal CC			
4	12/9/2022	2	145.00	290.00	17.40	14.50	321.90	Personal CC			
5	12/10/2022	1	145.00	145.00	8.70	7.25	160.95	Personal CC			
6	12/10/2022	1	145.00	145.00	8.70	7.25	160.95	Personal CC			
7	12/11/2022	1	145.00	145.00	8.70	7.25	160.95	Personal CC			
					Deposit Amount		\$1,272.06				
					Date		12/12/2022				
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method			
1	12/15/2022	4	135.00	540.00	32.40	27.00	599.40	Personal CC			
2	12/15/2022	3	145.00	435.00	26.10	21.75	482.85	Personal CC			
3	12/16/2022	3	145.00	435.00	26.10	21.75	482.85	Personal CC			
4	12/16/2022	3	145.00	435.00	26.10	21.75	482.85	Personal CC			
					Deposit Amount		\$2,047.95				
					Date		12/20/2022				
					Minus Incidentals Charges/Adjustments		\$5,710.95				
					Plus Rooms Paid with Gift Certificate		-				
					Plus December Rooms Under AR Charges		-		Sales	Hotel Tax	
					Minus November AR Charges Paid in December		-		-	-	
					Plus Rooms That Will Carry Over to January Depo		-				
					Minus November Rooms That Were In December		-		-	-	
					Minus November Rooms That Were In December		(449.55)				
					Total		\$5,261.40				
					Total from Hotel Taxes spreadsheet		5,261.40				

see next page

Fiscal Year: 2023

ASSET.CLASS: Unassigned

Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance
<hr/>							
01-00-00000-2900012 General : Hotel/Motel Tax							
<hr/>							
Prior Activity Total:				0.00	0.00	3,226.63	
Dec 05	CR	A000049637	Summary for session 66656		0.00	236.94	
Dec 12	CR	A000049715	Summary for session 66748		0.00	126.06	
Dec 20	CR	A000049802	Summary for session 66858		0.00	202.95	
Dec Totals					0.00	565.95	
Totals for 01-00-00000-2900012				0.00	0.00	3,792.58	3,792.58-
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01-10-18004-4509030 Inn at Water's Edge : Taxable Sales and Services							
<hr/>							
Prior Activity Total:				0.00	0.00	29,333.00	
Dec 05	CR	A000049637	Summary for session 66656		0.00	2,154.00	
Dec 12	CR	A000049715	Summary for session 66748		0.00	1,146.00	
Dec 20	CR	A000049802	Summary for session 66858		0.00	1,845.00	
Dec Totals					0.00	5,145.00	
Totals for 01-10-18004-4509030				0.00	0.00	34,478.00	34,478.00-
Totals for ASSET.CLASS: Unassigned				0.00	0.00	38,270.58	38,270.58-

total December deposits = \$5,710.95

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

Check Request - December 2022 Village Hotel Tax.pdf

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

Fri, Jan 13, 2023 at 03:33 PM UTC

CC:

BCC:

1 attachment

Check Request - December 2022 Village Hotel Tax.pdf