

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188426
Vendor Name: Village of Glen Ellyn, Illinois
Invoice Number: 23
Invoice Date: 4/10/2023
PO Number:
Check Number: E0094701
Check Amount: \$ 333.35
Check Date: 04/11/2023
Voucher Number: V0782073
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 March 2023

Name Inn at Water's Edge

Address 425 Fawell Blvd.

City, State, Zip Code Glen Ellyn, IL 60137

Customer ID

Code

Gross Receipts \$6667.00

Rate 5%

Amount of Tax \$333.35

Signature

Title

Hotel Manager

Date

4/3/23

Make checks payable to:

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

GL Account	Description	Mar 31 Balance
01-00-00000-2900012	General : Hotel/Motel Tax	(701.47)
	March 2023 State Return	390.21
	March 2023 State Discount	9.81
	March 2023 Village Return	333.35
		<u>733.37</u>
	Post-GL Balance	<u>31.90</u>
		Note 1

Notes:

1. \$31.90 of taxes paid on March activity of \$321.90 will be deposited in April.

04/10/23		College Of DuPage		Page: 1	
		General Ledger Summary Trial Balance			
Fiscal Year: 2023		Year-to-Date Summary for Period Ending 03/31/2023		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-	5,787.82	5,026.84	(701.47)-
Totals for ASSET.CLASS: Unassigned		1,462.45-	5,787.82	5,026.84	701.47-

Support for Note 1:

Total of Deposits at Cashier's Office	\$6,585.75		
Minus incidental Charges/Adjustments	(120.00)		
Plus Rooms Paid with Gift Certificate	-	Sales	Hotel Tax
Plus March Rooms Under AR Charges	816.95	736.00	80.96
Minus February AR Charges Paid in March	-		
Plus Rooms That Will Carry Over to April Depos	321.90	290.00	31.90
Minus February Rooms That Were In March Dep	(204.24)		
Total	\$7,400.37		
Total from Hotel Taxes spreadsheet	7,400.37		
OUTSTANDING AR CHARGES:			

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
3/1/2023	\$ 329.00	\$ 19.74	\$ 16.45	\$ 36.19	Ashley			5 Rooms
3/2/2023	\$ -	\$ -	\$ -	\$ -	Marie			0 Rooms
3/3/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Marie			1 Room
3/4/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Marie			1 Room
3/5/2023	\$ 92.00	\$ 5.52	\$ 4.60	\$ 10.12	Ashley			1 Room
3/6/2023	\$ 92.00	\$ 5.52	\$ 4.60	\$ 10.12	Ashley			1 Room
3/7/2023	\$ 237.00	\$ 14.22	\$ 11.85	\$ 26.07	Ashley			2 Rooms
3/8/2023	\$ 329.00	\$ 19.74	\$ 16.45	\$ 36.19	Ashley			3 Rooms
3/9/2023	\$ -	\$ -	\$ -	\$ -	Marie			0 Rooms
3/10/2023	\$ 580.00	\$ 34.80	\$ 29.00	\$ 63.80	Marie			4 Rooms
3/11/2023	\$ 580.00	\$ 34.80	\$ 29.00	\$ 63.80	Marie			4 Rooms
3/12/2023	\$ 527.00	\$ 31.62	\$ 26.35	\$ 57.97	Ashley	1 Room		2 Rooms
3/13/2023	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Ashley			2 Rooms
3/14/2023	\$ 382.00	\$ 22.92	\$ 19.10	\$ 42.02	Ashley			3 Rooms
3/15/2023	\$ 435.00	\$ 26.10	\$ 21.75	\$ 47.85	Ashley			3 Rooms
3/16/2023	\$ 237.00	\$ 14.22	\$ 11.85	\$ 26.07	Marie	1 Room		1 Room
3/17/2023	\$ 258.00	\$ 15.48	\$ 12.90	\$ 28.38	Marie			2 Rooms
3/18/2023	\$ 258.00	\$ 15.48	\$ 12.90	\$ 28.38	Marie			2 Rooms
3/19/2023	\$ 329.00	\$ 19.74	\$ 16.45	\$ 36.19	Ashley	1 Room		2 Rooms
3/20/2023	\$ 368.00	\$ 22.08	\$ 18.40	\$ 40.48	Ashley	3 Rooms		1 Room
3/21/2023	\$ 237.00	\$ 14.22	\$ 11.85	\$ 26.07	Ashley	1 Room		1 Room
3/22/2023	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms
3/23/2023	\$ 92.00	\$ 5.52	\$ 4.60	\$ 10.12	Marie	1 Room		
3/24/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Marie			1 Room
3/25/2023	\$ -	\$ -	\$ -	\$ -	CLOSED			0 Rooms
3/26/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room
3/27/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Marie			1 Room
3/28/2023	\$ -	\$ -	\$ -	\$ -	CLOSED			0 Rooms
3/29/2023	\$ -	\$ -	\$ -	\$ -	CLOSED			0 Rooms
3/30/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Marie			1 Room
3/31/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Marie			1 Room

Subtotals \$ 6,667.00 \$ 400.02 \$ 333.35 \$ 733.37 **Total Receipts \$ 7,400.37 :)**

MARCH 2023

IL Tax Return Info

Line 1	\$ 7,400.37	Total Receipts
Line 2	333.35	City Tax
Line 3	-	
Line 4	-	
Line 5	-	
Line 6	333.35	
Line 7	7,067.02	
Line 8	398.58	State Tax Rate .0564 (Listed Rate 6%)
Line 9	-	
Line 10	398.58	
Line 11	8.37	Discount
Line 12	390.21	
IL Tax collected	400.02	
Over(Under)	9.81	Total Discount
Line 13	-	
Line 14	390.21	
Line 15	-	
Line 16	390.21	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	2/28/2023	2	92.00	184.00	11.04	9.20	204.24	Personal CC	
2	2/28/2023	2	92.00	184.00	11.04	9.20	204.24	Personal CC	
3	3/1/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
4	3/3/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
5	3/4/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
6	3/5/2023	1	92.00	92.00	5.52	4.60	102.12	Personal CC	
							Deposit Amount		
							Date		
								\$993.45	
								3/6/2023	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	
1	3/6/2023	3	92.00	276.00	16.56	13.80	306.36	Personal CC	
2	3/7/2023	2	145.00	290.00	17.40	14.50	321.90	Personal CC	
3	3/8/2023	1	92.00	92.00	5.52	4.60	102.12	Personal CC	
4	3/9/2023	1	120.00	120.00	-	-	120.00	Personal CC - Gift Certificate Purchase	
5	3/10/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
6	3/10/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
7	3/10/2023	2	145.00	290.00	17.40	14.50	321.90	Personal CC	
8	3/10/2023	2	145.00	290.00	17.40	14.50	321.90	Personal CC	
9	3/11/2023	2	145.00	290.00	17.40	14.50	321.90	Personal CC	
10	3/11/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
11	3/12/2023	1	92.00	92.00	5.52	4.60	102.12	Direct Bill	
							Deposit Amount		
							Date		
								\$2,298.93	
								3/13/2023	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	
1	3/12/2023	4	145.00	580.00	34.80	29.00	643.80	Personal CC	
2	3/12/2023	4	145.00	580.00	34.80	29.00	643.80	Personal CC	
3	3/14/2023	1	92.00	92.00	5.52	4.60	102.12	Personal CC	
4	3/15/2023	3	145.00	435.00	26.10	21.75	482.85	Personal CC	
5	3/16/2023	1	92.00	92.00	5.52	4.60	102.12	Direct Bill	
6	3/17/2023	2	113.00	226.00	13.56	11.30	250.86	Personal CC	
7	3/18/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
8	3/19/2023	1	92.00	92.00	5.52	4.60	102.12	Direct Bill	
9	3/19/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
							Deposit Amount		
							Date		
								\$2,445.33	
								3/20/2023	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	
1	3/19/2023	2	92.00	184.00	11.04	9.20	204.24	Personal CC	
2	3/20/2023	1	92.00	92.00	5.52	4.60	102.12	Direct Bill	
3	3/20/2023	1	92.00	92.00	5.52	4.60	102.12	Direct Bill	
4	3/20/2023	1	92.00	92.00	5.52	4.60	102.12	Direct Bill	
5	3/21/2023	1	92.00	92.00	5.52	4.60	102.12	Direct Bill	
6	3/21/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
7	3/23/2023	1	92.00	92.00	5.52	4.60	102.12	Direct Bill	
							Deposit Amount		
							Date		
								\$365.19	
								3/24/2023	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	
1	3/24/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
2	3/26/2023	2	145.00	290.00	17.40	14.50	321.90	Personal CC	
							Deposit Amount		
							Date		
								\$482.85	
								3/28/2023	
							Total of Deposits at Cashier's Office	\$6,585.75	
							Minus Incidental Charges/Adjustments	(120.00)	
							Plus Rooms Paid with Gift Certificate	-	
							Plus March Rooms Under AR Charges	816.96	Sales 736.00 Hotel Tax 80.96
							Minus February AR Charges Paid in March	-	
							Plus Rooms That Will Carry Over to April Deposits	321.90	290.00 31.90
							Minus February Rooms That Were In March Deposits	(204.24)	
							Total	\$7,400.37	
							Total from Hotel Taxes spreadsheet	7,400.37	

4/10/2023

Receipt Distribtuion Code Analysis

8:44

Start Date: 3/1/2023

Cutoff Date: 3/31/2023

Saved List:

Distribution Codes:

AR Types:

Deposit Types:

Non-AR Rcpt Codes: CHCH

Dist by Receipt

Distribution	Person ID	Name	Date	Rcpt No	Type	Type Description	Term	Amount	Session	GL Number
BANK		03.06.23 Dao;u Deposit 3.6.23	03/07/2023	002149365	CHCH	Inn At Waters Edge		\$895.00	67827 01_10_18004_4509030	
BANK		03.06.23 Dao;u Deposit 3.6.23	03/07/2023	002149365	CHCH	Inn At Waters Edge		\$98.45	67827 01_00_00000_2900012	
TOTAL:								\$993.45		
BANK		03.13.23 Daily Deposit 031323	03/13/2023	002149812	CHCH	Inn At Waters Edge		\$1,963.00	67899 01_10_18004_4509030	
BANK		03.13.23 Daily Deposit 031323	03/13/2023	002149812	CHCH	Inn At Waters Edge		\$215.93	67899 01_00_00000_2900012	
BANK		03.13.23 Daily Deposit 031323	03/13/2023	002149812	CHCH	Inn At Waters Edge		\$120.00	67899 01_00_00000_2709003	
TOTAL:								\$2,298.93		
BANK		03.20.23 DailyDeposit 3.20.23	03/20/2023	002155168	CHCH	Inn At Waters Edge		\$2,203.00	67986 01_10_18004_4509030	
BANK		03.20.23 DailyDeposit 3.20.23	03/20/2023	002155168	CHCH	Inn At Waters Edge		\$242.33	67986 01_00_00000_2900012	
TOTAL:								\$2,445.33		
BANK		03.24.23 Daily Deposit	03/24/2023	002155971	CHCH	Inn At Waters Edge		\$329.00	68063 01_10_18004_4509030	
BANK		03.24.23 Daily Deposit	03/24/2023	002155971	CHCH	Inn At Waters Edge		\$36.19	68063 01_00_00000_2900012	
TOTAL:								\$365.19		
BANK		3.28.23 Daily Deposit Inn At W	03/28/2023	002156687	CHCH	Inn At Waters Edge		\$435.00	68091 01_10_18004_4509030	
BANK		3.28.23 Daily Deposit Inn At W	03/28/2023	002156687	CHCH	Inn At Waters Edge		\$47.85	68091 01_00_00000_2900012	
TOTAL:								\$482.85		

GRAND TOTAL: \$6,585.75

By Payment Method

Distribution	Person ID	Name	Date	Rcpt No	Method	Pay Method Description	Amount	Pay Method Total	GL NOS	Session
BANK		03.06.23 Dao;u Deposit 3.6.23	03/07/2023	002149365	MC	MasterCard	\$424.02	\$424.02	67827 01_00_00000_1100104	
BANK		03.06.23 Dao;u Deposit 3.6.23	03/07/2023	002149365	VISA	VISA	\$569.43	\$569.43	67827 01_00_00000_1100104	
BANK		03.13.23 Daily Deposit 031323	03/13/2023	002149812	DISC	DISC	\$306.36	\$306.36	67899 01_00_00000_1100104	
BANK		03.13.23 Daily Deposit 031323	03/13/2023	002149812	MC	MasterCard	\$602.85	\$602.85	67899 01_00_00000_1100104	
BANK		03.13.23 Daily Deposit 031323	03/13/2023	002149812	VISA	VISA	\$1,389.72	\$1,389.72	67899 01_00_00000_1100104	
BANK		03.20.23 DailyDeposit 3.20.23	03/20/2023	002155168	AMEX	AMEX	\$160.95	\$160.95	67986 01_00_00000_1100104	
BANK		03.20.23 DailyDeposit 3.20.23	03/20/2023	002155168	MC	MasterCard	\$1,287.60	\$1,287.60	67986 01_00_00000_1100104	
BANK		03.20.23 DailyDeposit 3.20.23	03/20/2023	002155168	VISA	VISA	\$996.78	\$996.78	67986 01_00_00000_1100104	
BANK		03.24.23 Daily Deposit	03/24/2023	002155971	VISA	VISA	\$365.19	\$365.19	68063 01_00_00000_1100104	
BANK		3.28.23 Daily Deposit Inn At W	03/28/2023	002156687	MC	MasterCard	\$160.95	\$160.95	68091 01_00_00000_1100104	
BANK		3.28.23 Daily Deposit Inn At W	03/28/2023	002156687	VISA	VISA	\$321.90	\$321.90	68091 01_00_00000_1100104	

GRAND TOTAL: \$6,585.75

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

Check Request - March 2023 Village Hotel Tax.pdf

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

Mon, Apr 10, 2023 at 07:53 PM UTC

CC:

BCC:

1 attachment

Check Request - March 2023 Village Hotel Tax.pdf