

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188426
Vendor Name: Village of Glen Ellyn, Illinois
Invoice Number: HOTEL TAX SEP23
Invoice Date: 10/12/2023
PO Number:
Check Number: E0097685
Check Amount: \$ 8,532.57
Check Date: 10/18/2023
Voucher Number: V0806449
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 September 2023

Name Inn at Water's Edge

Address 425 Fawell Blvd.

City, State, Zip Code Glen Ellyn, IL 60137

Customer ID

Code

Gross Receipts \$7687.00

Rate 5%

Amount of Tax \$384.35

Signature

Dylan Morris

Title

Hotel Manager

Date

10/3/23

Make checks payable to:

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

GL Account	Description	Sep 30 Balance
01-00-00000-2900012	General : Hotel/Motel Tax	(775.72)
	September 2023 State return	449.91
	September 2023 State discount	11.31
	September 2023 Village return	384.35
		<u>845.57</u>
	Post-GL Balance	<u>69.85</u> Note 1

Notes:

1. \$69.85 of taxes paid on September activity will be deposited in October.

College of DuPage General Ledger Summary Trial Balance Year-to-Date Summary for Period Ending 09/30/2023 *** opening Balances are estimated; Previous Fiscal Year is not closed ***					Page: 1
10/12/23		FUND: 01 - Educational			
Fiscal Year: 2024					
GL Account	Opening Balance	Year-to-Date Debits	Year-to-Date Credits	Closing Balance	
01-00-00000-2900012 General : Hotel/Motel Tax	41.74-	2,499.42	3,233.40	775.72-	
Totals for FUND: 01 - Educational	41.74-	2,499.42	3,233.40	775.72-	

Support for Note 1:

Total of Deposits at Cashier's Office	\$8,083.02		
Minus Incidental Charges/Adjustments	-		
Plus Rooms Paid with Gift Certificate	-	Sales	Hotel Tax
Plus September Rooms Under AR Charges	-	-	-
Minus August AR Charges Paid in September	-		
Plus Rooms That Will Carry Over to October De	704.85	635.00	69.85
Minus August Rooms That Were In September	(255.30)		
Total	\$8,532.57		
Total from Hotel Taxes spreadsheet	8,532.57		

DATE Sep 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
9/1/2023	\$ 237.00	\$ 14.22	\$ 11.85	\$ 26.07	Marie			2 Rooms
9/2/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Marie			1 Room
9/3/2023	\$ -	\$ -	\$ -	\$ -	CLOSED			0 Rooms
9/4/2023	\$ -	\$ -	\$ -	\$ -	CLOSED			0 Rooms
9/5/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Marie			1 Room
9/6/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room
9/7/2023	\$ 435.00	\$ 26.10	\$ 21.75	\$ 47.85	Ashley			3 Rooms
9/8/2023	\$ 435.00	\$ 26.10	\$ 21.75	\$ 47.85	Ashley			3 Rooms
9/9/2023	\$ 580.00	\$ 34.80	\$ 29.00	\$ 63.80	Ashley			4 Rooms
9/10/2023	\$ -	\$ -	\$ -	\$ -	CLOSED			0 Rooms
9/11/2023	\$ -	\$ -	\$ -	\$ -	CLOSED			0 Rooms
9/12/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room
9/13/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room
9/14/2023	\$ 580.00	\$ 34.80	\$ 29.00	\$ 63.80	Marie			4 Rooms
9/15/2023	\$ 580.00	\$ 34.80	\$ 29.00	\$ 63.80	Marie			4 Rooms
9/16/2023	\$ -	\$ -	\$ -	\$ -	CLOSED			0 Rooms
9/17/2023	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms
9/18/2023	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms
9/19/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room
9/20/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room
9/21/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Marie			1 Room
9/22/2023	\$ 580.00	\$ 34.80	\$ 29.00	\$ 63.80	Marie			4 Rooms
9/23/2023	\$ 725.00	\$ 43.50	\$ 36.25	\$ 79.75	Marie			5 Rooms
9/24/2023	\$ 435.00	\$ 26.10	\$ 21.75	\$ 47.85	Dylan			3 Rooms
9/25/2023	\$ 435.00	\$ 26.10	\$ 21.75	\$ 47.85	Ashley			3 Rooms
9/26/2023	\$ 725.00	\$ 43.50	\$ 36.25	\$ 79.75	Ashley			5 Rooms
9/27/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley	1 Room		1 Room
9/28/2023	\$ -	\$ -	\$ -	\$ -	Marie			0 Rooms
9/29/2023	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Marie			1 Room
9/30/2023	\$ 490.00	\$ 29.40	\$ 24.50	\$ 53.90	Marie			4 Rooms

Subtotals \$ 7,687.00 \$ 461.22 \$ 384.35 \$ 845.57 **Total Receipts \$ 8,532.57 :)**

SEPTEMBER 2023

IL Tax Return Info

Line 1	\$ 8,532.57	Total Receipts
Line 2	384.35	City Tax
Line 3	-	
Line 4	-	
Line 5	-	
Line 6	384.35	
Line 7	8,148.22	
Line 8	459.56	State Tax Rate .0564 (Listed Rate 6%)
Line 9	-	
Line 10	459.56	
Line 11	9.65	Discount
Line 12	449.91	
IL Tax collected	461.22	
Over(Under)	11.31	Total Discount
Line 13	-	
Line 14	449.91	
Line 15	-	
Line 16	449.91	State Tax

Sep 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 8/30/2023	2	115.00	230.00	13.80	11.50	255.30	Personal CC		
2 9/1/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
3 9/1/2023	1	92.00	92.00	5.52	4.60	102.12	Personal CC		
4 9/2/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
5 9/5/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
Deposit Amount						\$840.27			
Date						9/6/2023			
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method		
1 9/6/2023	4	145.00	580.00	34.80	29.00	643.80	Personal CC		
2 9/7/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
3 9/7/2023	3	145.00	435.00	26.10	21.75	482.85	Personal CC		
4 9/8/2023	2	145.00	290.00	17.40	14.50	321.90	Personal CC		
5 9/9/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
Deposit Amount						\$1,770.45			
Date						9/11/2023			
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method		
1 9/12/2023	2	145.00	290.00	17.40	14.50	321.90	Personal CC		
2 9/15/2023	2	145.00	290.00	17.40	14.50	321.90	Personal CC		
3 9/15/2023	2	145.00	290.00	17.40	14.50	321.90	Personal CC		
4 9/15/2023	2	145.00	290.00	17.40	14.50	321.90	Personal CC		
5 9/15/2023	2	145.00	290.00	17.40	14.50	321.90	Personal CC		
Deposit Amount						\$1,609.50			
Date						9/18/2023			
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method		
1 9/19/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
2 9/20/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
	1	72.50	72.50	4.35	3.63	80.48	Personal CC		
3 9/20/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
	1	72.50	72.50	4.35	3.63	80.48	Personal CC		
4 9/22/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
5 9/22/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
6 9/22/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
7 9/23/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
8 9/23/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
9 9/23/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
Deposit Amount						\$1,609.50			
Date						9/25/2023			
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method		
1 9/23/2023	4	145.00	580.00	34.80	29.00	643.80	Personal CC		
2 9/23/2023	4	145.00	580.00	34.80	29.00	643.80	Personal CC		
3 9/24/2023	3	145.00	435.00	26.10	21.75	482.85	Personal CC		
4 9/26/2023	1	145.00	145.00	8.70	7.25	160.95	Personal CC		
5 9/26/2023	2	145.00	290.00	17.40	14.50	321.90	Personal CC		
Deposit Amount						\$2,253.30			
Date						9/29/2023			
Total of Deposits at Cashier's Office							\$8,083.02		
Minus Incidental Charges/Adjustments							-		
Plus Rooms Paid with Gift Certificate							-	Sales	Hotel Tax
Plus September Rooms Under AR Charges							-	-	-
Minus August AR Charges Paid in September							-		
Plus Rooms That Will Carry Over to October Dep							704.85	635.00	69.85
Minus August Rooms That Were In September C							(255.30)		
Total							\$8,532.57		
Total from Hotel Taxes spreadsheet							8,532.57		

10/12/2023

Receipt Distribtuion Code Analysis

8:47

Start Date: 9/1/2023

Cutoff Date: 9/30/2023

Saved List:

Distribution Codes:

AR Types:

Deposit Types:

Non-AR Rcpt Codes: CHCH

Dist by Receipt

<u>Distribution</u>	<u>Person ID</u>	<u>Name</u>	<u>Date</u>	<u>Rcpt No</u>	<u>Type</u>	<u>Type Description</u>	<u>Term</u>	<u>Amount</u>	<u>Session</u>	<u>GL Number</u>
BANK		9.7.23 Daily Deposit	09/07/2023	002216601	CHCH	Inn At Waters Edge		757.00	70175 01_10_18004_4509030	
BANK		9.7.23 Daily Deposit	09/07/2023	002216601	CHCH	Inn At Waters Edge		83.27	70175 01_00_00000_2900012	
TOTAL:								840.27		
BANK		091123 Daily Deposit 091123	09/11/2023	002216946	CHCH	Inn At Waters Edge		1,595.00	70213 01_10_18004_4509030	
BANK		091123 Daily Deposit 091123	09/11/2023	002216946	CHCH	Inn At Waters Edge		175.45	70213 01_00_00000_2900012	
TOTAL:								1,770.45		
BANK		09.18.23 Daily Deposit	09/18/2023	002217822	CHCH	Inn At Waters Edge		1,450.00	70291 01_10_18004_4509030	
BANK		09.18.23 Daily Deposit	09/18/2023	002217822	CHCH	Inn At Waters Edge		159.50	70291 01_00_00000_2900012	
TOTAL:								1,609.50		
BANK		09.25.2023 Daily Deposit	09/25/2023	002223538	CHCH	Inn At Waters Edge		1,450.00	70384 01_10_18004_4509030	
BANK		09.25.2023 Daily Deposit	09/25/2023	002223538	CHCH	Inn At Waters Edge		159.50	70384 01_00_00000_2900012	
TOTAL:								1,609.50		
BANK		09.29.2023 Daily Deposit	09/29/2023	002224111	CHCH	Inn At Waters Edge		2,030.00	70480 01_10_18004_4509030	
BANK		09.29.2023 Daily Deposit	09/29/2023	002224111	CHCH	Inn At Waters Edge		223.30	70480 01_00_00000_2900012	
TOTAL:								2,253.30		
GRAND TOTAL:								8,083.02		

By Payment Method

<u>Distribution</u>	<u>Person ID</u>	<u>Name</u>	<u>Date</u>	<u>Rcpt No</u>	<u>Method</u>	<u>Pay Method Description</u>	<u>Amount</u>	<u>Pay Method Total</u>	<u>Session</u>	<u>GL NOS</u>
BANK		9.7.23 Daily Deposit	09/07/2023	002216601	MC	MasterCard	\$321.90	321.90	70175 01_00_00000_1100104	
BANK		9.7.23 Daily Deposit	09/07/2023	002216601	VISA	VISA	\$518.37	518.37	70175 01_00_00000_1100104	
BANK		091123 Daily Deposit 091123	09/11/2023	002216946	MC	MasterCard	\$965.70	965.70	70213 01_00_00000_1100104	
BANK		091123 Daily Deposit 091123	09/11/2023	002216946	VISA	VISA	\$804.75	804.75	70213 01_00_00000_1100104	
BANK		09.18.23 Daily Deposit	09/18/2023	002217822	VISA	VISA	\$1,287.60	1,287.60	70291 01_00_00000_1100104	
BANK		09.18.23 Daily Deposit	09/18/2023	002217822	MC	MasterCard	\$321.90	321.90	70291 01_00_00000_1100104	
BANK		09.25.2023 Daily Deposit	09/25/2023	002223538	AMEX	AMEX	\$160.95	160.95	70384 01_00_00000_1100104	
BANK		09.25.2023 Daily Deposit	09/25/2023	002223538	MC	MasterCard	\$160.95	160.95	70384 01_00_00000_1100104	
BANK		09.25.2023 Daily Deposit	09/25/2023	002223538	VISA	VISA	\$1,287.60	1,287.60	70384 01_00_00000_1100104	
BANK		09.29.2023 Daily Deposit	09/29/2023	002224111	AMEX	AMEX	\$804.75	804.75	70480 01_00_00000_1100104	
BANK		09.29.2023 Daily Deposit	09/29/2023	002224111	MC	MasterCard	\$643.80	643.80	70480 01_00_00000_1100104	
BANK		09.29.2023 Daily Deposit	09/29/2023	002224111	VISA	VISA	\$804.75	804.75	70480 01_00_00000_1100104	
								8,083.02		

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

Check Request - September 2023 Village Hotel Tax.pdf

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

Fri, Oct 13, 2023 at 02:17 PM UTC

CC:

BCC:

1 attachment

Check Request - September 2023 Village Hotel Tax.pdf