

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1188426  
Vendor Name: Village of Glen Ellyn, Illinois  
Invoice Number: VILLAGETAXDEC24  
Invoice Date: 1/13/2025  
PO Number:  
Check Number: 0333738  
Check Amount: \$ 473.10  
Check Date: 01/14/2025  
Voucher Number: V0865128  
Document Type: AP Invoice

Document Below

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

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**Check Request - December 2024 Village Sales Tax.pdf**

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

Tue, Jan 14, 2025 at 07:05 PM UTC

CC:

BCC:

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**1 attachment**

Check Request - December 2024 Village Sales Tax.pdf

## 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 2.21, Vendor Payment.

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 \$10,000 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 \$10,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Cabinet Officer (only required if request is \$25,000 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](mailto: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, Financial Affairs Analyst

**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 20<sup>th</sup> of the  
month after  
collected

**Tax Collection Period:** **MONTH** December **YEAR** 2024

1. Gross Sales of Food & Beverage: ..... 1 \$ 31,858.51
2. Gross Sales of Packaged Alcohol, Spirits, Wine and Beer ..... 2 \$ -
3. TOTAL SALES SUBJECT TO TAX: (Add lines 1 & 2) ..... 3 \$ 31,858.51
4. Food and Beverage Tax: (Multiply Line 3 by 1.5%) ..... 4 \$ 477.88
5. Discount for timely payment: (Multiply Line 4 by 1%) ..... 5 \$ 4.78
6. Late payment penalty: (Multiple Line 4 by 5% per month) 6 \$ -
7. TAX DUE: (Line 4, minus Line 5, plus Line 6) 7 \$ 473.10

**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

**OR:** drop box located in rear parking lot

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

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)

(Signature)

(Date)

**Owner Name:** David Virgilio, Controller

(Printed Name)

(Signature)

(Date)

Confirmation Number: 1-412-509-360

Date Submitted: 01/13/2025

Date Printed: 01/13/2025



## 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: 12/01/2024 - 12/31/2024

Due Date: 01/21/2025

**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**

<b>1</b>	Total receipts (include tax.)	<b>1</b>	<u>39,806.00</u>
<b>2</b>	Deductions - <b>Include tax collected</b> (From Schedule A, Line 32.)	<b>2</b>	<u>3,034.00</u>
<b>3</b>	Taxable receipts (Subtract Line 2 from Line 1.)	<b>3</b>	<u>36,772.00</u>

**Step 3: Tax on Receipts**

Sales subject to Illinois sales tax

General merchandise

**4a** 36,772.00 x 0.0825 = **4b** 3,034.00

Food, drugs, and medical appliances

**5a** 0.00 x 0.0175 = **5b** 0.00

Sales subject to Illinois Use Tax collection

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** 3,034.00

**Step 4: Retailers' Discount and Net Tax on Receipts**

**10** Retailers' discount. If qualified,  
multiply Line 9 by the applicable rate. **10** 53.00

**11** Net tax due on receipts  
(Subtract Line 10 from Line 9.) **11** 2,981.00

**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** 2,981.00

**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 16.) **20** 2,981.00

**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** 2,981.00

**24** Credit amount **24** 0.00

**25** Payment due  
(Subtract Line 24 from Line 23.) **25** 2,981.00

**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	3,034.00
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 - Identify. _____	16	0.00
17	Total Section 1 deductions. Add Lines 1 through 16.	17	3,034.00

**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	47¢	=	18b 0.00
19	Gasohol, mid-range ethanol blends, and majority blended ethanol	19a	0.00	x	47¢	=	19b 0.00
20	Diesel (including biodiesel and biodiesel blends)	20a	0.00	x	54.5¢	=	20b 0.00
21	Dieselhol and other fuels at diesel rate	21a	0.00	x	54.5¢	=	21b 0.00
22	Liquefied natural gas and liquefied petroleum gas	22a	0.00	x	54.5¢	=	22b 0.00
23	Compressed natural gas and other fuels at gasoline rate	23a	0.00	x	47¢	=	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	Diesel fuel >10% bio/renewable diesel	25a	0.00	x	100% (1.00)	=	25b 0.00
26	100 percent biodiesel or renewable diesel	26a	0.00	x	100% (1.00)	=	26b 0.00
27	Gasohol (E15, not E10)	27a	0.00	x	10% (.20)	=	27b 0.00
28	Mid-range ethanol blends	28a	0.00	x	20% (.20)	=	28b 0.00
29	Majority blended ethanol fuel	29a	0.00	x	100% (1.00)	=	29b 0.00
30	Other motor fuel deductions						30 0.00
31	Total Section 2 deductions. Add Lines 18b through 30.						31 0.00

**Section 3: Total deductions**

32	Add Lines 17 and 31. Enter this amount on Step 2, Line 2 on the front page of this return.	32	3,034.00
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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
<b>Figure your breakdown of retail transactions for Chicago locations</b>			
2	For Chicago locations	2a 0.00	x 0.0907
3	For Chicago locations at prior rates	3a 0.00	
4	Total for Chicago locations. Add Lines 2b and 3b.	4	0.00
<b>Figure your breakdown of retail transactions for non-Chicago locations</b>			
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
<b>Figure your net E911 Surcharge and ITAC Assessment</b>			
8	Total E911 Surcharge and ITAC Assessment. Add Lines 4 and 7.	8	0.00
9	Discount - If you qualify, see instructions.	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



Fiscal Year: 2025

ASSET.CLASS: Unassigned

Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance
-----							
01-10-00069-4509030 Culinary : Taxable Sales and Services							
-----							
Prior Activity Total:				0.00	0.00	52,447.37	
Dec 12	CR	A000057230	Summary for session 75989		0.00	1,943.51	
Dec Totals					0.00	1,943.51	
Totals for 01-10-00069-4509030				0.00	0.00	54,390.88	54,390.88-
-----							
01-90-13290-4509030 Conference & Events Services : Taxable Sales and Services							
-----							
Prior Activity Total:				0.00	0.00	9,817.17	
Dec 04	CR	A000057105	Summary for session 75849		0.00	1,274.25	
Dec 19	CR	A000057358	Summary for session 76085		0.00	781.54	
Dec 31	CR	A000057431	Summary for session 76273		0.00	2,367.51	
Dec Totals					0.00	4,423.30	
Totals for 01-90-13290-4509030				0.00	0.00	14,240.47	14,240.47-
-----							
05-60-00577-4509030 AUX Plant Shop/Horticulture : Taxable Sales and Services							
-----							
Prior Activity Total:				0.00	0.00	5,391.00	
Dec 10	CR	A000057185	Summary for session 75945		0.00	2,136.00	
Dec Totals					0.00	2,136.00	
Totals for 05-60-00577-4509030				0.00	0.00	7,527.00	7,527.00-
-----							
05-60-11301-4509008 AUX MAC Operations : Concession Sales - Other							
-----							
Prior Activity Total:				0.00	0.00	17,969.77	
Dec 03	CR	A000057097	Summary for session 75835		0.00	1,526.44	



01/13/25

College Of DuPage  
General Ledger Detail Trial Balance  
For Period 12/01/2024 thru 12/31/2024

Page: 2

Fiscal Year: 2025

ASSET.CLASS: Unassigned

Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance
-----							
05-60-11301-4509008 AUX MAC Operations : Concession Sales - Other							
-----							
Dec 13	CR	A000057235	Summary for session 76006		0.00	1,267.79	
Dec 18	CR	A000057356	Summary for session 76069		0.00	5,482.00	
Dec 31	CR	A000057367	Summary for session 76170		0.00	869.70	
			Dec Totals		0.00	9,145.93	
Totals for 05-60-11301-4509008				0.00	0.00	27,115.70	27,115.70-
-----							
05-60-11301-4509009 AUX MAC Operations : Concession Sales Beer & Wine							
-----							
			Prior Activity Total:	0.00	0.00	45,011.35	
Dec 03	CR	A000057097	Summary for session 75835		0.00	3,859.38	
Dec 13	CR	A000057235	Summary for session 76006		0.00	2,783.60	
Dec 18	CR	A000057356	Summary for session 76069		0.00	6,066.06	
Dec 31	CR	A000057367	Summary for session 76170		0.00	3,633.94	
			Dec Totals		0.00	16,342.98	
Totals for 05-60-11301-4509009				0.00	0.00	61,354.33	61,354.33-
-----							
05-60-11900-4509030 MAC Gift Shop : Taxable Sales and Services							
-----							
			Prior Activity Total:	0.00	0.00	5,826.12	
Dec 03	CR	A000057097	Summary for session 75835		0.00	597.33	
Dec 13	CR	A000057235	Summary for session 76006		0.00	245.73	
Dec 18	CR	A000057356	Summary for session 76069		0.00	843.88	
Dec 31	CR	A000057367	Summary for session 76170		0.00	1,097.96	
			Dec Totals		0.00	2,784.90	
Totals for 05-60-11900-4509030				0.00	0.00	8,611.02	8,611.02-
Totals for ASSET.CLASS: Unassigned				0.00	0.00	173,239.40	173,239.40-

Fiscal Year: 2025

## SALES TAX

ASSET.CLASS: Unassigned

Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance
-----							
-----							
01-00-00000-2900002    General : Sales Tax							
-----							
Prior Activity Total:				0.00	0.00	4,326.91	
Dec 12	CR	A000057230	Summary for session 75989		0.00	160.34	
Dec Totals					0.00	160.34	
Totals for 01-00-00000-2900002				0.00	0.00	4,487.25	4,487.25-
-----							
01-00-00000-2900013    General : Conf & Event salex tax on food							
-----							
Prior Activity Total:				0.00	0.00	854.21	
Dec 04	CR	A000057105	Summary for session 75849		0.00	124.24	
Dec 19	CR	A000057358	Summary for session 76085		0.00	76.20	\$364.92 state
Dec 31	CR	A000057431	Summary for session 76273		0.00	230.83	\$66.35 village
Dec Totals					0.00	431.27	
Totals for 01-00-00000-2900013				0.00	0.00	1,285.48	1,285.48-
-----							
01-00-00000-2900018    General : Glen Ellyn Food/Beverage Tax							
-----							
Prior Activity Total:				0.00	0.00	786.72	
Dec 12	CR	A000057230	Summary for session 75989		0.00	29.15	
Dec Totals					0.00	29.15	
Totals for 01-00-00000-2900018				0.00	0.00	815.87	815.87-
-----							
05-60-00577-2900002    AUX Plant Shop/Horticulture : Sales Tax							
-----							
Prior Activity Total:				0.00	0.00	444.81	
Dec 10	CR	A000057185	Summary for session 75945		0.00	176.38	

ASSET.CLASS: Unassigned

Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance
-----							
-----							
05-60-00577-2900002 AUX Plant Shop/Horticulture : Sales Tax							
-----							
Dec Totals					0.00	176.38	
Totals for 05-60-00577-2900002				0.00	0.00	621.19	621.19-
-----							
05-60-11301-2900002 AUX MAC Operations : Sales Tax							
-----							
Prior Activity Total:				0.00	0.00	4,957.92	
Dec 03	CR	A000057097	Summary for session 75835		0.00	444.56	
Dec 13	CR	A000057235	Summary for session 76006		0.00	334.24	
Dec 18	CR	A000057356	Summary for session 76069		0.00	952.72	
Dec 31	CR	A000057367	Summary for session 76170		0.00	371.55	
Dec Totals					0.00	2,103.07	
Totals for 05-60-11301-2900002				0.00	0.00	7,060.99	7,060.99-
-----							
05-60-11301-2900018 AUX MAC Operations : Glen Ellyn Food/Beverage Tax							
-----							
Prior Activity Total:				0.00	0.00	944.72	
Dec 03	CR	A000057097	Summary for session 75835		0.00	80.65	
Dec 13	CR	A000057235	Summary for session 76006		0.00	60.77	
Dec 18	CR	A000057356	Summary for session 76069		0.00	173.22	
Dec 31	CR	A000057367	Summary for session 76170		0.00	67.56	
Dec Totals					0.00	382.20	
Totals for 05-60-11301-2900018				0.00	0.00	1,326.92	1,326.92-
-----							
05-60-11900-2900002 MAC Gift Shop : Sales Tax							
-----							
Prior Activity Total:				0.00	0.00	698.20	
Dec 03	CR	A000057097	Summary for session 75835		0.00	48.52	