

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1484699  
Vendor Name: Buffalo Theatre Ensemble Corp.,D/B/A Bu  
Invoice Number: BTEREV0121254  
Invoice Date: 1/21/2025  
PO Number:  
Check Number: E0105407  
Check Amount: \$ 102,133.67  
Check Date: 01/28/2025  
Voucher Number: V0865889  
Document Type: AP Invoice

Document Below

"Fanelli, Cassi" <fanellc379@cod.edu>

---

**BTE Revenue Return 1-21-25 ACH 4 102133.67**

---

"Fanelli, Cassi" <fanellc379@cod.edu>

Mon, Jan 27, 2025 at 04:28 PM UTC

CC: Sekerka, Joyce <sekerkaj@cod.edu>, Junokas, Molly <junokasm@cod.edu>

BCC:

***Cassi***

***Cassi Fanelli***

Business Manager  
McAninch Arts Center

630.942.3009 | [fanellc379@cod.edu](mailto:fanellc379@cod.edu)

---

**1 attachment**

BTE Revenue Return 1-21-25 ACH 4 102133.67 FY25 Check Request Form wdocs cfdmMCC.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 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
<b>Total</b>			<b>\$</b>

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:

**PLEASE PROCESS ASAP**

### 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](mailto:invoicing@cod.edu)**

## Check Request Form (*cont.*)

### Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.  
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

BTE REVENUE TRACKING									BTREV012125 CC fees to reimburse						
FY25									BTREV012125 (complete)						
ACH #4	COLLEGE DEPOSIT DATE	COLLEGE DEPOSIT	DATE RANGE OF DEPOSIT - 2024-2025	BO DEPOSIT	REVENUE				CC CHARGES TO MAC	REVENUE TO BTE	BALANCE	BO DEPOSIT NO.			
Session					CASH/CHECKS	CREDIT	CREDIT LESS FEES	DONATION	3%						
74564	8/23/2024	3,616.40	8/12/24-8/18/24	3,616.40		3,616.40	3,507.91		108.49			1	FY25	ACH	
74682	8/24/2024	3,543.30	8/19/24-8/25/24	3,543.30		3,543.30	3,437.00		106.30			2	FY25	ACH	
74772	9/6/2024	4,845.30	8/26/24-9/1/24	4,845.30		4,845.30	4,699.94		145.36			3	FY25	ACH	
74873	9/13/2024	7,880.70	9/2/24-9/8/24	7,880.70		7,880.70	7,644.28		236.42			4	FY25	ACH	
75230	10/11/2024	5,468.00	9/30/24-10/6/24	5,468.00		5,468.00	5,303.96		164.04			5	FY25	ACH	
75308	10/18/2024	755.80	10/7/24-10/13/24	755.80		755.80	733.13		22.67			6	FY25	ACH	
75468	10/25/2024	4,039.80	10/14/24-10/20/24	4,039.80		4,039.80	3,918.61		121.19			7	FY25	ACH	
75849	11/15/2024	9,398.20	11/4/24-11/10/24	9,398.20		9,398.20	9,116.25		281.95			8	FY25	ACH	
76247	12/20/2024	1,997.60	12/9/24-12/15/24	1,997.60		1,997.60	1,937.67		59.93			9	FY25	ACH	
76069	12/18/2024	17,540.30	11/25/24-12/1/24	10,107.40		10,107.40	9,804.18		303.22			10A	FY25	ACH	
			12/2/24-12/8/24	7,432.90		7,432.90	7,209.91		222.99			10B	FY25	ACH	
76342	1/14/2025	2,305.00	12/16/24-12/22/24	671.00		671.00	650.87		20.13			11A	FY25	ACH	
			12/23/24-12/29/24	1,634.00		1,634.00	1,584.98		49.02			11B	FY25	ACH	
75448	11/4/2024	5,557.60	10/21/24-10/27/24	5,236.40		5,236.40	5,079.31		157.09			12A	FY25	ACH	
				321.20	321.20		-		-			12B	FY25	ACH	
75603	11/14/2024	7,376.20	10/28/24-11/3/24	7,354.20		7,354.20	7,133.57		220.63			13A	FY25	ACH	
			11/4/24-11/10/24	22.00	22.00				-			13B	FY25	ACH	
75814	11/29/2024	12,048.20	11/11/24-11/17/24	12,102.40		12,102.40	11,739.33		363.07			14A	FY25	ACH	
			11/18/24-11/24/24	(54.20)	(54.20)		-		-			14B	FY25	ACH	
75833	11/30/2024	14,075.10	11/18/24-11/24-24	12,227.60		12,227.60	11,860.77		366.83			15A	FY25	ACH	
			11/11/24-11/17/24	1,847.50	1,847.50		-		-			15B	FY25	ACH	
74858	9/19/2024	439.90	8/5/24-8/18/24	84.00	84.00		-		-			16A	FY25	ACH	
			8/19/24-9/1/24	333.90	333.90		-		-			16B	FY25	ACH	
			9/2/24-9/8/24	22.00	22.00		-		-			16C	FY25	ACH	
75091	9/30/2024	290.20	9/9/24-9/15/24	24.20	24.20		-		-			17A	FY25	ACH	
			9/16/24-9/22/24	266.00	266.00		-		-			17B	FY25	ACH	
75182	10/14/2024	526.20	9/30/24-10/6/24	526.20	526.20		-		-			18	FY25	ACH	
75248	10/18/2024	418.00	10/7/24-10/13/24	418.00	418.00		-		-			19	FY25	ACH	
75326	10/24/2024	4.40	10/14/24-10/20/24	4.40	4.40		-		-			20	FY25	ACH	
75410	10/31/2024	816.20	10/21/24-10/27/24	816.20	816.20		-		-			21	FY25	ACH	
76032	12/16/2024	1,137.40	12/2/24-12/8/24	1,137.40	1,137.40		-		-			22	FY25	ACH	
76085	12/19/2024	(66.00)	12/9/24-12/15/24	(66.00)	(66.00)		-		-			23	FY25	ACH	
76154	1/2/2025	316.80	12/16/24-12/22/24	316.80	316.80		-		-			24	FY25	ACH	
76293	1/9/2025	752.40	12/30/24-1/5/25	752.40	752.40		-		-			25	FY25	ACH	
Total Settlement 01/21/25		105,083.00		105,083.00	6,772.00	98,311.00	95,361.67	-	2,949.33	102,133.67	#####	105,083.00			
8/12/2024 - 1/5/25															

## BTE Balance Sheet FY25 01-21-25

FY25	2900005	BTE Deposit Liability				
Transaction Type	Document	Date	Description	Amount		
				\$2,390.14	CC to MAC Check Req 1/21/25	
Actuals	'A000057499'	1/14/2025	Summary for session 76342	(\$2,305.00)	11A,B ACH 4 ACH	12/16/24-12/22/24
Actuals	'A000057464'	1/10/2025	Summary for session 76293	(\$752.40)	25 ACH 4 ACH	12/23/24-12/29/24
Actuals	'A000057426'	1/8/2025	Summary for session 76247	(\$1,997.60)	9 ACH 4 ACH	12/30/24-1/5/25
Actuals	'A000057366'	12/31/2024	Summary for session 76154	(\$316.80)	24 ACH 4 ACH	12/9/24-12/15/24
Actuals	'A000057358'	12/19/2024	Summary for session 76085	\$66.00	23 ACH 4 ACH	12/16/24-12/22/24
Actuals	'A000057356'	12/18/2024	Summary for session 76069	(\$17,540.30)	10A,B ACH 4 ACH	12/9/24-12/15/24
Actuals	'A000057253'	12/16/2024	Summary for session 76032	(\$1,137.40)	22 ACH 4 ACH	11/25/24-12/1/24
Actuals	'A000057105'	12/4/2024	Summary for session 75849	(\$9,398.20)	8 ACH 4 ACH	12/2/24-12/8/24
Actuals	'A000057078'	11/30/2024	Summary for session 75833	(\$14,075.10)	15A,B ACH 4 ACH	12/2/24-12/8/24
Actuals	'A000057077'	11/29/2024	Summary for session 75814	(\$12,048.20)	14A,B ACH 4 ACH	11/4/24-11/10/24
Actuals	'V0862183'	11/25/2024	Buffalo Theatre Ensemble Corp	\$1,769.00	1 ACH 3 ACH CASH/CK 6.5-7.7	11/18/24-11/24-24
Actuals	'V0861958'	11/22/2024	Buffalo Theatre Ensemble Corp	\$81,909.04	Rev to BTE Check Req 11/18/24	11/11/24-11/17/24
Actuals	'A000056918'	11/14/2024	Summary for session 75603	(\$7,376.20)	13A,B ACH 4 ACH	Into the Earth Discrepancy
Actuals	'J032372'	11/7/2024	Mv BTE Rev to MAC Op	\$649.63	CC to MAC ACH 1	
Actuals	'A000056768'	11/4/2024	Summary for session 75448	(\$5,557.60)	12A,B ACH 4 ACH	10/28/24-11/3/24
Actuals	'V0859607'	10/31/2024	Buffalo Theatre Ensemble Corp	\$21,004.81	Rev to BTE Check Req	
Actuals	'JBM110724A'	10/31/2024	8.12-8.18 Credit Redemptions	(\$63.00)		
Actuals	'A000056773'	10/31/2024	Summary for session 75468	(\$4,039.80)	7 ACH 4 ACH	10/21/24-10/27/24
Actuals	'A000056749'	10/31/2024	Summary for session 75410	(\$816.20)	21 ACH 4 ACH	10/14/24-10/20/24
Actuals	'A000056736'	10/24/2024	Summary for session 75326	(\$4.40)	20 ACH 4 ACH	10/21/24-10/27/24
Actuals	'J032306'	10/23/2024	Mv Rev Dep to Dep Liab	(\$84,721.50)	Chargeback to 2900005	10/14/24-10/20/24
Actuals	'A000056733'	10/23/2024	Summary for session 75308	(\$755.80)	6 ACH 4 ACH	
Actuals	'A000056608'	10/18/2024	Summary for session 75248	(\$418.00)	19 ACH 4 ACH	10/7/24-10/13/24
Actuals	'A000056604'	10/17/2024	Summary for session 75230	(\$5,468.00)	5 ACH 4 ACH	10/7/24-10/13/24
Actuals	'A000056547'	10/14/2024	Summary for session 75182	(\$526.20)	18 ACH 4 ACH	9/30/24-10/6/24
Actuals	'A000056492'	10/8/2024	Summary for session 75114	(\$21,654.44)	1A,B,C ACH 1 ACH	9/30/24-10/6/24
Actuals	'A000056440'	9/30/2024	Summary for session 75091	(\$290.20)	17A,B ACH 4 ACH	9/09/24-9/15/24 9/16/24-9/22/24 9/23/24-9/29/24
Actuals	'A000056322'	9/20/2024	Summary for session 74873	(\$7,880.70)	4 ACH 4 ACH	9/9/24-9/15/24
Actuals	'A000056317'	9/19/2024	Summary for session 74858	(\$439.90)	16A,B,C ACH 4 ACH	9/16/24-9/22/24
Actuals	'A000056227'	9/13/2024	Summary for session 74772	(\$4,845.30)	3 ACH 4 ACH	9/22/24-9/29/24
Actuals	'A000056127'	8/31/2024	Summary for session 74682	(\$3,543.30)	2 ACH 4 ACH	9/16/24-9/29/24
Actuals	'A000056058'	8/28/2024	Summary for session 74564	(\$3,616.40)	1 ACH 4 ACH	8/5/24-8/18/24
Actuals	'V0842268'	7/30/2024	Buffalo Theatre Ensemble Corp	\$9,466.26	Rev to BTE Check Req	8/19/24-9/1/24
Actuals	'A000055712'	7/25/2024	Summary for session 74095	(\$146.30)	ACH 2	8/26/24-9/1/24
Actuals	'A000055553'	7/17/2024	Summary for session 73983	(\$1,769.00)	1 ACH 3 ACH CASH/CK 6.5-7.7	8/19/24-8/25/24
			Opening Balance	(\$9,446.20)	Balanced FY24	8/12/24-8/18/24
				(\$105,694.56)	Balance as of 11/18/24	
			ACH # 4	\$102,133.67	Rev to BTE Check Req 1/21/25	
				\$2,949.33	CC to MAC Check Req 1/21/25	
			FY25	(\$611.56)	New Balance after ACH #4	

**JUNE 20, 2024**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

---

**SUBJECT**

MAC Touring Artist contracts for 2024- 2025 Season for total amount not to exceed \$803,600.

**REASON FOR CONSIDERATION**

Contracts exceeding the statutory limit of \$25,000, and sole source waiver of performance artists, must be approved by the Board of Trustees.

**BACKGROUND INFORMATION**

The McAninch Arts Center presents an annual touring season of National and International artists each year to fulfill the cultural mission of the College. Booking of artists by MAC administration is approved per College of DuPage Board Policy 10-95 and COD administrative policy 2.24. This approval also recognizes that artists are sole source vendors.

The booking of talent is very competitive in the Chicago market, as there are several performing arts centers in the area such as: Paramount Theatre in Aurora, River's Edge Park, Joliet's Rialto Theater, Elgin Community College, Skokie Center for the Arts, Genesee Theatre, City Winery, and dozens more. These performing arts centers compete and collaborate for available talent.

Curating and negotiating talent at booking conferences and through block booking with other presenters gets us the most competitive pricing possible. The MAC uses Celebrity Access and Pollstar to compare maximum gross potential of artists and to confirm and ensure competitive pricing of talent.

Pricing and negotiations for artists are confidential to facilitate competitive pricing; therefore, individual artist fees remain confidential. However, the total expenditure for the above contracts is not expected to exceed \$813,200.

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part and are exempt from sole source, and bidding under the Illinois Public Community College Act 110 ILCS 805/3-27.1.



Areas of the College such as, but not limited to, the Arts Center, Business Solutions, or Conference & Events may need to authorize contracts for speakers, productions, training, equipment rental, and other professional services.

Within the limitations of the budgets of those areas, Administrative Procedure 10-95 allows for the administration of those areas to initiate those contracts. In accordance with Administrative Procedure 10-60, these contracts must be approved by the Vice President of Administrative Affairs.

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for the services of individuals possessing a high degree of professional skill where the artists ability, star quality, brand of the individual plays an important part in demand for tickets.

\*FY2025

MAC Touring: Performing Arts Services: 05-60-11601-5309004 for \$803,600.

\*Pending approval of the FY25 Proposed Budget.

Primary Strategic Long Range Plan Goal: Arts, Culture & Community Engagement. To accomplish this, we will: Create an equitable and inclusive community, and improve livability through the arts. Be the region's premier choice for the arts and cultural programming. Deliver responsive programming to support life-long learning. Create opportunities to further partner and engage with external communities.

Secondary Strategic Long Range Plan Goal: Economic Development. To accomplish this, we will: Cultivate equity and inclusion principles and practices into economic development activities. Provide training and education consistent with regional workforce needs. Support regional business through incubator, accelerator, and consultation programs. Collaborate with community and business partners to advance regional economic impact and workforce development.

## RECOMMENDATION

That the Board of Trustees approves the contracts for all artists listed above for a total expenditure not to exceed \$803,600.00 payable to the artists and their respective agents and the release of these payments over \$15,000. This aligns with board policy 2.24 that allows the MAC director to contract for speakers, productions, and other professional service contracts with board approval of fees over 25,000. The approval of this board item also approves and



recognizes that all of the MAC artists are sole source vendors and waived from bidding process.

STAFF CONTACT

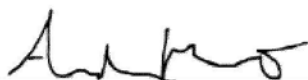
Diana Martinez, Director McAninch Arts Center

Approved and signed this 20th day of June, 2024



CHAIR

---



SECRETARY

---

## 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
<b>Total</b>			<b>\$</b>

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:

**PLEASE PROCESS ASAP**

### 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](mailto:invoicing@cod.edu)**

## Check Request Form (*cont.*)

### Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.  
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

BTE REVENUE TRACKING									BTREV012125 CC fees to reimburse						
FY25									BTREV012125 (complete)						
ACH #4	COLLEGE DEPOSIT DATE	COLLEGE DEPOSIT	DATE RANGE OF DEPOSIT - 2024- 2025	BO DEPOSIT	REVENUE				CC CHARGES TO MAC	REVENUE TO BTE	BALANCE	BO DEPOSIT NO.			
Session					CASH/CHECKS	CREDIT	CREDIT LESS FEES	DONATION	3%						
74564	8/23/2024	3,616.40	8/12/24-8/18/24	3,616.40		3,616.40	3,507.91		108.49			1	FY25	ACH	
74682	8/24/2024	3,543.30	8/19/24-8/25/24	3,543.30		3,543.30	3,437.00		106.30			2	FY25	ACH	
74772	9/6/2024	4,845.30	8/26/24-9/1/24	4,845.30		4,845.30	4,699.94		145.36			3	FY25	ACH	
74873	9/13/2024	7,880.70	9/2/24-9/8/24	7,880.70		7,880.70	7,644.28		236.42			4	FY25	ACH	
75230	10/11/2024	5,468.00	9/30/24-10/6/24	5,468.00		5,468.00	5,303.96		164.04			5	FY25	ACH	
75308	10/18/2024	755.80	10/7/24-10/13/24	755.80		755.80	733.13		22.67			6	FY25	ACH	
75468	10/25/2024	4,039.80	10/14/24-10/20/24	4,039.80		4,039.80	3,918.61		121.19			7	FY25	ACH	
75849	11/15/2024	9,398.20	11/4/24-11/10/24	9,398.20		9,398.20	9,116.25		281.95			8	FY25	ACH	
76247	12/20/2024	1,997.60	12/9/24-12/15/24	1,997.60		1,997.60	1,937.67		59.93			9	FY25	ACH	
76069	12/18/2024	17,540.30	11/25/24-12/1/24	10,107.40		10,107.40	9,804.18		303.22			10A	FY25	ACH	
			12/2/24-12/8/24	7,432.90		7,432.90	7,209.91		222.99			10B	FY25	ACH	
76342	1/14/2025	2,305.00	12/16/24-12/22/24	671.00		671.00	650.87		20.13			11A	FY25	ACH	
			12/23/24-12/29/24	1,634.00		1,634.00	1,584.98		49.02			11B	FY25	ACH	
75448	11/4/2024	5,557.60	10/21/24-10/27/24	5,236.40		5,236.40	5,079.31		157.09			12A	FY25	ACH	
				321.20	321.20		-		-			12B	FY25	ACH	
75603	11/14/2024	7,376.20	10/28/24-11/3/24	7,354.20		7,354.20	7,133.57		220.63			13A	FY25	ACH	
			11/4/24-11/10/24	22.00	22.00				-			13B	FY25	ACH	
75814	11/29/2024	12,048.20	11/11/24-11/17/24	12,102.40		12,102.40	11,739.33		363.07			14A	FY25	ACH	
			11/18/24-11/24/24	(54.20)	(54.20)		-		-			14B	FY25	ACH	
75833	11/30/2024	14,075.10	11/18/24-11/24-24	12,227.60		12,227.60	11,860.77		366.83			15A	FY25	ACH	
			11/11/24-11/17/24	1,847.50	1,847.50		-		-			15B	FY25	ACH	
74858	9/19/2024	439.90	8/5/24-8/18/24	84.00	84.00		-		-			16A	FY25	ACH	
			8/19/24-9/1/24	333.90	333.90		-		-			16B	FY25	ACH	
			9/2/24-9/8/24	22.00	22.00		-		-			16C	FY25	ACH	
75091	9/30/2024	290.20	9/9/24-9/15/24	24.20	24.20		-		-			17A	FY25	ACH	
			9/16/24-9/22/24	266.00	266.00		-		-			17B	FY25	ACH	
75182	10/14/2024	526.20	9/30/24-10/6/24	526.20	526.20		-		-			18	FY25	ACH	
75248	10/18/2024	418.00	10/7/24-10/13/24	418.00	418.00		-		-			19	FY25	ACH	
75326	10/24/2024	4.40	10/14/24-10/20/24	4.40	4.40		-		-			20	FY25	ACH	
75410	10/31/2024	816.20	10/21/24-10/27/24	816.20	816.20		-		-			21	FY25	ACH	
76032	12/16/2024	1,137.40	12/2/24-12/8/24	1,137.40	1,137.40		-		-			22	FY25	ACH	
76085	12/19/2024	(66.00)	12/9/24-12/15/24	(66.00)	(66.00)		-		-			23	FY25	ACH	
76154	1/2/2025	316.80	12/16/24-12/22/24	316.80	316.80		-		-			24	FY25	ACH	
76293	1/9/2025	752.40	12/30/24-1/5/25	752.40	752.40		-		-			25	FY25	ACH	
Total Settlement 01/21/25		105,083.00		105,083.00	6,772.00	98,311.00	95,361.67	-	2,949.33	102,133.67	#####	105,083.00			
8/12/2024 - 1/5/25															

## BTE Balance Sheet FY25 01-21-25

FY25	2900005	BTE Deposit Liability				
Transaction Type	Document	Date	Description	Amount		
				\$2,390.14	CC to MAC Check Req 1/21/25	
Actuals	'A000057499'	1/14/2025	Summary for session 76342	(\$2,305.00)	11A,B ACH 4 ACH	12/16/24-12/22/24
Actuals	'A000057464'	1/10/2025	Summary for session 76293	(\$752.40)	25 ACH 4 ACH	12/23/24-12/29/24
Actuals	'A000057426'	1/8/2025	Summary for session 76247	(\$1,997.60)	9 ACH 4 ACH	12/30/24-1/5/25
Actuals	'A000057366'	12/31/2024	Summary for session 76154	(\$316.80)	24 ACH 4 ACH	12/9/24-12/15/24
Actuals	'A000057358'	12/19/2024	Summary for session 76085	\$66.00	23 ACH 4 ACH	12/16/24-12/22/24
Actuals	'A000057356'	12/18/2024	Summary for session 76069	(\$17,540.30)	10A,B ACH 4 ACH	12/9/24-12/15/24
Actuals	'A000057253'	12/16/2024	Summary for session 76032	(\$1,137.40)	22 ACH 4 ACH	11/25/24-12/1/24
Actuals	'A000057105'	12/4/2024	Summary for session 75849	(\$9,398.20)	8 ACH 4 ACH	12/2/24-12/8/24
Actuals	'A000057078'	11/30/2024	Summary for session 75833	(\$14,075.10)	15A,B ACH 4 ACH	12/2/24-12/8/24
Actuals	'A000057077'	11/29/2024	Summary for session 75814	(\$12,048.20)	14A,B ACH 4 ACH	11/4/24-11/10/24
Actuals	'V0862183'	11/25/2024	Buffalo Theatre Ensemble Corp	\$1,769.00	1 ACH 3 ACH CASH/CK 6.5-7.7	11/18/24-11/24-24
Actuals	'V0861958'	11/22/2024	Buffalo Theatre Ensemble Corp	\$81,909.04	Rev to BTE Check Req 11/18/24	11/11/24-11/17/24
Actuals	'A000056918'	11/14/2024	Summary for session 75603	(\$7,376.20)	13A,B ACH 4 ACH	Into the Earth Discrepancy
Actuals	'J032372'	11/7/2024	Mv BTE Rev to MAC Op	\$649.63	CC to MAC ACH 1	
Actuals	'A000056768'	11/4/2024	Summary for session 75448	(\$5,557.60)	12A,B ACH 4 ACH	10/28/24-11/3/24
Actuals	'V0859607'	10/31/2024	Buffalo Theatre Ensemble Corp	\$21,004.81	Rev to BTE Check Req	
Actuals	'JBM110724A'	10/31/2024	8.12-8.18 Credit Redemptions	(\$63.00)		
Actuals	'A000056773'	10/31/2024	Summary for session 75468	(\$4,039.80)	7 ACH 4 ACH	10/21/24-10/27/24
Actuals	'A000056749'	10/31/2024	Summary for session 75410	(\$816.20)	21 ACH 4 ACH	10/14/24-10/20/24
Actuals	'A000056736'	10/24/2024	Summary for session 75326	(\$4.40)	20 ACH 4 ACH	10/21/24-10/27/24
Actuals	'J032306'	10/23/2024	Mv Rev Dep to Dep Liab	(\$84,721.50)	Chargeback to 2900005	10/14/24-10/20/24
Actuals	'A000056733'	10/23/2024	Summary for session 75308	(\$755.80)	6 ACH 4 ACH	
Actuals	'A000056608'	10/18/2024	Summary for session 75248	(\$418.00)	19 ACH 4 ACH	10/7/24-10/13/24
Actuals	'A000056604'	10/17/2024	Summary for session 75230	(\$5,468.00)	5 ACH 4 ACH	10/7/24-10/13/24
Actuals	'A000056547'	10/14/2024	Summary for session 75182	(\$526.20)	18 ACH 4 ACH	9/30/24-10/6/24
Actuals	'A000056492'	10/8/2024	Summary for session 75114	(\$21,654.44)	1A,B,C ACH 1 ACH	9/30/24-10/6/24
Actuals	'A000056440'	9/30/2024	Summary for session 75091	(\$290.20)	17A,B ACH 4 ACH	9/09/24-9/15/24 9/16/24-9/22/24 9/23/24-9/29/24
Actuals	'A000056322'	9/20/2024	Summary for session 74873	(\$7,880.70)	4 ACH 4 ACH	9/9/24-9/15/24
Actuals	'A000056317'	9/19/2024	Summary for session 74858	(\$439.90)	16A,B,C ACH 4 ACH	9/16/24-9/22/24
Actuals	'A000056227'	9/13/2024	Summary for session 74772	(\$4,845.30)	3 ACH 4 ACH	9/22/24-9/29/24
Actuals	'A000056127'	8/31/2024	Summary for session 74682	(\$3,543.30)	2 ACH 4 ACH	9/16/24-9/29/24
Actuals	'A000056058'	8/28/2024	Summary for session 74564	(\$3,616.40)	1 ACH 4 ACH	8/5/24-8/18/24
Actuals	'V0842268'	7/30/2024	Buffalo Theatre Ensemble Corp	\$9,466.26	Rev to BTE Check Req	8/19/24-9/1/24
Actuals	'A000055712'	7/25/2024	Summary for session 74095	(\$146.30)	ACH 2	8/26/24-9/1/24
Actuals	'A000055553'	7/17/2024	Summary for session 73983	(\$1,769.00)	1 ACH 3 ACH CASH/CK 6.5-7.7	8/19/24-8/25/24
			Opening Balance	(\$9,446.20)	Balanced FY24	8/12/24-8/18/24
				(\$105,694.56)	Balance as of 11/18/24	
			ACH # 4	\$102,133.67	Rev to BTE Check Req 1/21/25	
				\$2,949.33	CC to MAC Check Req 1/21/25	
			FY25	(\$611.56)	New Balance after ACH #4	

**JUNE 20, 2024**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

---

**SUBJECT**

MAC Touring Artist contracts for 2024- 2025 Season for total amount not to exceed \$803,600.

**REASON FOR CONSIDERATION**

Contracts exceeding the statutory limit of \$25,000, and sole source waiver of performance artists, must be approved by the Board of Trustees.

**BACKGROUND INFORMATION**

The McAninch Arts Center presents an annual touring season of National and International artists each year to fulfill the cultural mission of the College. Booking of artists by MAC administration is approved per College of DuPage Board Policy 10-95 and COD administrative policy 2.24. This approval also recognizes that artists are sole source vendors.

The booking of talent is very competitive in the Chicago market, as there are several performing arts centers in the area such as: Paramount Theatre in Aurora, River's Edge Park, Joliet's Rialto Theater, Elgin Community College, Skokie Center for the Arts, Genesee Theatre, City Winery, and dozens more. These performing arts centers compete and collaborate for available talent.

Curating and negotiating talent at booking conferences and through block booking with other presenters gets us the most competitive pricing possible. The MAC uses Celebrity Access and Pollstar to compare maximum gross potential of artists and to confirm and ensure competitive pricing of talent.

Pricing and negotiations for artists are confidential to facilitate competitive pricing; therefore, individual artist fees remain confidential. However, the total expenditure for the above contracts is not expected to exceed \$813,200.

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part and are exempt from sole source, and bidding under the Illinois Public Community College Act 110 ILCS 805/3-27.1.



Areas of the College such as, but not limited to, the Arts Center, Business Solutions, or Conference & Events may need to authorize contracts for speakers, productions, training, equipment rental, and other professional services.

Within the limitations of the budgets of those areas, Administrative Procedure 10-95 allows for the administration of those areas to initiate those contracts. In accordance with Administrative Procedure 10-60, these contracts must be approved by the Vice President of Administrative Affairs.

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for the services of individuals possessing a high degree of professional skill where the artists ability, star quality, brand of the individual plays an important part in demand for tickets.

\*FY2025

MAC Touring: Performing Arts Services: 05-60-11601-5309004 for \$803,600.

\*Pending approval of the FY25 Proposed Budget.

Primary Strategic Long Range Plan Goal: Arts, Culture & Community Engagement. To accomplish this, we will: Create an equitable and inclusive community, and improve livability through the arts. Be the region's premier choice for the arts and cultural programming. Deliver responsive programming to support life-long learning. Create opportunities to further partner and engage with external communities.

Secondary Strategic Long Range Plan Goal: Economic Development. To accomplish this, we will: Cultivate equity and inclusion principles and practices into economic development activities. Provide training and education consistent with regional workforce needs. Support regional business through incubator, accelerator, and consultation programs. Collaborate with community and business partners to advance regional economic impact and workforce development.

## RECOMMENDATION

That the Board of Trustees approves the contracts for all artists listed above for a total expenditure not to exceed \$803,600.00 payable to the artists and their respective agents and the release of these payments over \$15,000. This aligns with board policy 2.24 that allows the MAC director to contract for speakers, productions, and other professional service contracts with board approval of fees over 25,000. The approval of this board item also approves and



recognizes that all of the MAC artists are sole source vendors and waived from bidding process.

STAFF CONTACT

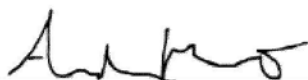
Diana Martinez, Director McAninch Arts Center

Approved and signed this 20th day of June, 2024



CHAIR

---



SECRETARY

---