

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082009  
Vendor Name: Academy of Dance Arts  
Invoice Number: MAC2018041  
Invoice Date: 07/03/18  
PO Number:  
Check Number: E0068369  
Check Amount: \$ 17,278.66  
Check Date: 07/23/2018  
Department ID: 11401  
Reviewer Name:  
Voucher Number: V0519284  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

## College of DuPage - Accounts Payable

## Check Request Form

revised 3/27/17

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 Vendor Payment - Check Request Procedure No. 10-65

Date: 7/3/2018

Vendor ID: 1082009

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
MAC2018041		05	60	11401	2900005	Art Center Deposit Liability	\$ 17,278.66

Grand Total

\$ 17,278.66

**AP VERIFIED**

--- \$7,000 and Greater Approval of Division Vice President Required ---

Check the appropriate box below and sign.

**07/12/18 - BETHANY CRUISE**

☒ 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.

Payee Name: Sherry Moray Academy  
of Dance Arts

Other Instructions: ACH on 7/19/18

Payee Address: 1524 Centre Circle  
Downers Grove, IL 60515

## Description on Check:

Revenue return Academy of Dance Arts School Performances 06/23/18 Invoice # MAC2018041

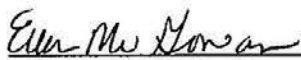
## Approvals:

Prepared By: Ellen McGowan

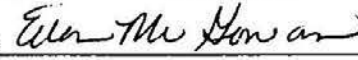
Approved By: Ellen McGowan

Date:

Signature:



Signature:



7/3/18

Payment Due:

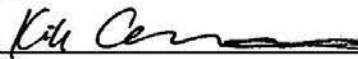
7/19/2018

Approved By:

Date:

Board Approved Date:

Signature:



7/11/18

Approved By Division VP:

Date:

Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)

<b>Academy of Dance</b>									
<b>Saturday, June 23, 2018</b>									
<b>Revenue Settlement</b>									
					<b>Action</b>				
Show 1		11,867.50							
Show 2		6,691.00							
Show 3		10,968.00							
Revenue Earned	29,526.50								
Deposit	1,000.00								
Total Revenue	30,526.50				30,526.50				
Total Expenses	13,247.84								
MAC Expenses inc custodial without discount & cc fees			13,249.00						
Less Deposit				1,000.00		Deposited into 05-60-11401-4600001 February, 2018		Expenses	
Less Discount			(848.75)						
Total MAC Expenses			12,400.25	(1,000.00)	11,400.25	Move to 05-60-11401-4600001		Expenses	
Show 1		343.26							
Show 2		186.51							
Show 3		317.82							
Credit Card Fees			847.59		847.59	Move to 05-60-11301-4509033		Handling	
Due to Academy of Dance	17,278.66				17,278.66	Due to Academy of Dance (from 05-60-11401-2900005)		Renters Revenue	
Balance Check	30,526.50				30,526.50				

# McAninch Arts Center

At College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

Phone 630.942.3009

Fax 630.790.3002

# INVOICE

INVOICE NO: MAC2018041

DATE: June 27, 2018

PAGE 1 of 2

To: Sherry Moray

**Academy of Dance Arts**

1524 Centre Circle

Downers Grove, IL 60515

630.495.4940

C 630.667.3704 [info@theacademyofdanceartshome.com](mailto:info@theacademyofdanceartshome.com)

For: Dance School Performances - Saturday, June 24, 2018, 11am/3pm/7pm

DATE	DESCRIPTION	AMOUNT
6/20/2018	<b>Load-In/Rehearsal - Wednesday, June 21, 2018</b>	
	Facility Rental - Belushi Performance Hall Non-Profit Rehearsal Rate	
	8:00 am to 10:45 pm = 14.75 hrs @ \$ 400.00 per 4 hrs	\$ 400.00
	Additional Time = 9.75 hrs @ \$ 25.00 per hr	\$ 243.75
	(minus 1 hr for lunch)	
	Labor	
	Production Manager 1 X \$ 35.00 per hr X 14.75 hrs	\$ 516.25
	Technicians 3 X \$ 30.00 per hr X 13.25 hrs	\$ 1,192.50
	Technicians (Spot Ops) 2 X \$ 30.00 per hr X 7.75 hrs	\$ 465.00
6/23/2018	<b>Performance/Load-Out - Saturday, June 23, 2018</b>	
	Facility Rental - Belushi Performance Hall Non-Profit Performance Rate	
	9:30 am to 12:00 am = 14.5 hrs @ \$ 1,800.00 per 8 hrs	\$ 1,800.00
	Additional Time = 6.5 hrs @ \$ 200.00 per hr	\$ 1,300.00
	Additional Performances = \$ 500.00	\$ 500.00
	Labor	
	Production Manager 1 X \$ 35.00 per hr X 14.5 hrs	\$ 507.50
	Technicians 3 X \$ 30.00 per hr X 12.5 hrs	\$ 1,125.00
	Technicians (Spot Ops) 2 X \$ 30.00 per hr X 9 hrs	\$ 540.00
	Front of House Support	
	Includes One House Manager & Security Attendants \$ 800.00 per 4 hrs	\$ 800.00
	Additional time 4.0 hrs X \$ 200.00	\$ 800.00
	Custodial Services 2 X \$ 35.00 per hr x 8 hrs	\$ 560.00
	Equipment	
	Followspots 2 X \$ 40.00	\$ 80.00
<b>Sub-Total of Page 1</b>		<b>\$10,830.00</b>

Your remaining revenue will be electronically sent on July 19, 2018. If you have any questions concerning this invoice, please contact Ellen McGowan at 630.942.3009 or [mcgowan@cod.edu](mailto:mcgowan@cod.edu). Thank you!

# McAninch Arts Center

At College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

Phone 630.942.3009

Fax 630.790.3002

# INVOICE

INVOICE NO: MAC2018041

DATE: June 27, 2018

PAGE 2 of 2

To: Sherry Moray

**Academy of Dance Arts**

1524 Centre Circle

Downers Grove, IL 60515

630.495.4940

C 630.667.3704 [info@theacademyofdanceartshome.com](mailto:info@theacademyofdanceartshome.com)

**PAYMENT DUE: NONE DUE**

**For: Dance School Performances - Saturday, June 24, 2018, 11am/3pm/7pm**

DATE	DESCRIPTION	AMOUNT
	Ticket Office Charges Complete Ticketing Services 3 X \$ 600.00 per performance	\$ 1,800.00
	Advance and Day of Sales Tickets (unprinted) One Ticket Office Clerk per performance Additional Ticket Office Clerk 1 X \$ 20.00 per hr X 8.00	\$ 160.00
	Box Office Report Ticket Printing 1836 X 0.25 per ticket 719 Tickets 6/23/18 11:00am Performance 445 Tickets 6/23/18 3:00pm Performance 672 Tickets 6/23/18 7:00pm Performance	\$ 459.00
	Discount \$ 4,243.75 20% \$848.75	\$ (848.75)
	Long-term Discount Off Facility Fees Only	
	Credit Card Fees 11:00am Performance \$ 343.26	\$ 343.26
	Credit Card Fees 3:00pm Performance \$ 186.51	\$ 186.51
	Credit Card Fees 7:00pm Performance \$ 317.82	\$ 317.82
	<b>Total Expenses less discount plus Credit Card Fees \$13,247.84</b>	
2/20/2018	Deposit Check #2706 \$ 1,000.00	\$ (1,000.00)
	Ticket Revenue 11:00am Performance \$11,867.50	\$ (11,867.50)
	Ticket Revenue 3:00pm Performance \$ 6,691.00	\$ (6,691.00)
	Ticket Revenue 7:00pm Performance \$10,968.00	\$ (10,968.00)
	College of DuPage FEIN is 36-2594972.	
<b>Sub-Total of Page 2</b>		<b>\$ (28,108.66)</b>
<b>Total Due to Academy</b>		<b>\$ (17,278.66)</b>

Your remaining revenue will be electronically sent on July 19, 2019. If you have any questions concerning this invoice, please contact Ellen McGowan at 630.942.3009 or [mcgowan@cod.edu](mailto:mcgowan@cod.edu). Thank you!