

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188426

Vendor Name: Village of Glen Ellyn, Illinois

Invoice Number: MARCH 20 HOTEL TAX

Invoice Date: 04/15/20

PO Number:

Check Number: E0079923

Check Amount: \$ 58.60

Check Date: 04/22/2020

Department ID: 00000

Reviewer Name:

Voucher Number: V0618204

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

AP VERIFIED

04/17/20 - ISABEL BARRIOS

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: 4/15/2020
Vendor ID: 1188426

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
March 2020 Village Hotel Tax		01	00	00000	2900012	Hotel/Motel Tax	\$ 58.60
Grand Total							\$ 58.60

Check the appropriate box below and sign

- ☒ **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: Village of Glen Ellyn

Payee Address: 535 Duane Street
Glen Ellyn, IL 60137

Other Instructions: OKAY TO PAY VIA ACH

Description on Check:

Payment of March 2020 Village of Glen Ellyn Hotel Taxes.

Approvals:

Prepared By: Bobby Marek

Signature: **APPROVED**
By Bobby Marek at 2:32 pm, Apr 15, 2020

Payment Due:

Board Approved Date:

Approved By: David Virgilio Date:

Signature: **APPROVED**
By David P Virgilio at 9:45 am, Apr 17, 2020

Approved By: Date:

Signature:

Approved By Division VP: Date:

Signature:

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

Monthly Hotel and Motel Tax Return
Due Village of Glen Ellyn



Month and Year March 2020

Name Inn at Water's Edge

Address 425 Fawell Blvd

City, State, Zip Code Glen Ellyn, IL 60137

Customer ID

Code

Gross Receipts \$1,172.00

Rate 5%

Amount of Tax \$58.60

Signature

A solid black rectangular box redacting the signature of the hotel manager.

Title

Hotel Manager

Date

4/14/20

Make checks payable to:

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

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	Cashier's Office Deposit
3/10/2020	\$ 767.00	\$ 46.02	\$ 38.35	\$ 84.37					\$851.37
3/11/2020	\$ 135.00	\$ 8.10	\$ 6.75	\$ 14.85					\$149.85
3/16/2020	\$ 270.00	\$ 16.20	\$ 13.50	\$ 29.70					\$299.70

\$1,300.92

Total Receipts

Subtotals \$ 1,172.00 \$ 70.32 \$ 58.60 \$ 128.92 \$ **1,300.92** : ties to RTCA deposits on next page

IL Tax Return Info

Line 1	\$ 1,300.92	Total Receipts
Line 2	58.60	City Tax
Line 3	-	
Line 4	-	
Line 5	-	
Line 6	58.60	
Line 7	1,242.32	
Line 8	70.07	State Tax Rate .0564 (Listed Rate 6%)
Line 9	-	
Line 10	70.07	
Line 11	1.47	Discount
Line 12	68.60	
IL Tax collected	70.32	
Over(Under)	1.72	Total Discount
Line 13	-	
Line 14	68.60	
Line 15	-	
Line 16	68.60	State Tax

CODE: BANK Thank You for Your Payment

ID	Name	Date	Receipt No	AR Type/ Dep Type/ Non-AR Receipt Code	Session	Amount	GL NOS
	3/9/20 - Taxable Sales/Hotel T	03/10/20	001797376	CHCH Inn At Waters Edge			
					55422	767.00	01_10_18004_4509030
					55422	84.37	01_00_00000_2900012
					Total:	851.37	
	Taxable Sales, Hotel/Motel Ta	03/11/20	001797604	CHCH Inn At Waters Edge			
					55442	135.00	01_10_18004_4509030
					55442	14.85	01_00_00000_2900012
					Total:	149.85	
	3/16/20 - Taxable Sales/Hotel	03/16/20	001803193	CHCH Inn At Waters Edge			
					55498	270.00	01_10_18004_4509030
					55498	29.70	01_00_00000_2900012
					55498		01_10_18004_4509022
					Total:	299.70	
					Receipt Tender Total:	1,300.92	

College of DuPage
Payables Reconciliation

Account Title:
Account Number:
Month End:

Hotel Tax Liability
XX-00-00000-2900012
March 2020 (FY2020)

General Ledger (437.19)

recorded next month

Check request for current month activity hotel tax - IL Dept of Revenue	68.60
Check request for current month activity hotel tax - Glen Ellyn	58.60
JE adj for discount	1.72
subtotal	(308.27)
difference	(308.27) Note 1

Notes:

1. The February 2020 State hotel tax check request was not recorded. Will send a copy to Jill, requesting that she voucher and record a "dummy check" for the \$308.27 payment debited from the bank on 3/11/20.

College Of DuPage				
General Ledger Summary Trial Balance				
Year-to-Date Summary for Period Ending 03/31/2020				
04/15/20	Page: 1			
Fiscal Year: 2020	FUND: 01 - Educational			
GL Account	Opening Balance	Year-to-Date Debits	Year-to-Date Credits	Closing Balance
01-00-00000-2900012 General : Hotel/Motel Tax	641.74-	6,425.98	6,221.43	437.19-
Totals for FUND: 01 - Educational	641.74-	6,425.98	6,221.43	437.19-

From: marekr@cod.edu
Sent: Fri Apr 17 14:20:14 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Village of Glen Ellyn Hotel Tax

Bobby Marek
Senior Accountant | Financial Affairs
College of DuPage
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