

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188426

Vendor Name: Village of Glen Ellyn, Illinois

Invoice Number: JUNE '21 SALES TAX

Invoice Date: 07/15/21

PO Number:

Check Number: 0283068

Check Amount: \$ 260.26

Check Date: 07/19/2021

Department ID: 00000

Reviewer Name:

Voucher Number: V0692050

Redaction Type: None

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

Document Below

****PLEASE DO NOT SEND ACH****

****PAPER CHECK NEEDED****

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: 7/15/2021
Vendor ID: 1188426

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
June 2021 Sales Tax		01	00	00000	2900018	General Food & Beverage Tax	\$ 14.35
June 2021 Sales Tax		05	60	11999	2900018	Frida Food & Beverage Tax	\$ 245.91
Grand Total							\$ 260.26

AP VERIFIED

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

Attn: Food and Beverage Tax
535 Duane Street
Glen Ellyn, IL 60137

Payee Address: Glen Ellyn, IL 60137

Other
Instructions:

Please send the following 3 pages (tax forms)
along with check to the address at left.

Description on Check:

Payment of Village Tax for June 2021

Approvals:

Prepared By: Bobby Marek *BM*

Signature: **APPROVED**
By Bobby Marek at 12:14 pm, Jul 15, 2021

Payment Due:

Board Approved Date:

Approved By: David Virgilio Date:

Signature: **APPROVED**
By David P Virgilio at 2:23 pm, Jul 15, 2021

Approved By: Date:

Signature:

Approved By Division VP:

Date:

Signature: *Eileen M. Roberts* 7.18.2021

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@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, Senior Accountant, Financial Affairs

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 20th of the
month after
collected

Tax Collection Period: **MONTH** June **YEAR** 2021

1. Gross Sales of Food & Beverage: 1 \$ 17,525.64
2. Gross Sales of Packaged Alcohol, Spirits, Wine and Beer 2 \$ -
3. TOTAL SALES SUBJECT TO TAX: (Add lines 1 & 2) 3 \$ 17,525.64
4. Food and Beverage Tax: (Multiply Line 3 by 1.5%) 4 \$ 262.89
5. Discount for timely payment: (Multiply Line 4 by 1%) 5 \$ 2.63
6. Late payment penalty: (Multiple Line 4 by 5% per month) 6 \$ -
7. TAX DUE: (Line 4, minus Line 5, plus Line 6) 7 \$ 260.26

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

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

OR: drop box located in rear parking lot

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)

Owner Name: Scott Brady, Interim CFO/Treasurer

(Printed Name)

APPROVED

By Bobby Marek at 10:52 am, Jul 15, 2021

(Signature)

Scott L. Brady

(Signature)

(Date)

07/15/2021

(Date)

Confirmation Number: 0-753-787-664

Date Submitted: 07/19/2021

Date Printed: 07/19/2021



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: 06/01/2021 - 6/30/2021

Due Date: 07/20/2021

REV 08 FORM 002

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

1 Total receipts (include tax.)	1	<u>272,436.00</u>
2 Deductions - Include tax collected (From Schedule A, Line 30.)	2	<u>20,763.00</u>
3 Taxable receipts (Subtract Line 2 from Line 1.)	3	<u>251,673.00</u>

Step 3: Tax on Receipts

Sales from locations within Illinois

General merchandise

4a 251,673.00 x 0.0825 = **4b** 20,763.00

Food, drugs, and medical appliances

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

Sales from locations outside Illinois

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** 20,763.00

Step 4: Retailer's Discount and Net Tax on Receipts

10 Retailer's discount. If qualified,
multiply Line 9 by the applicable rate. **10** 363.00

11 Net tax due on receipts
(Subtract Line 10 from Line 9.) **11** 20,400.00

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** 20,400.00

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** 20,400.00

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** 20,400.00

24 Credit amount **24** 0.00

25 Payment due
(Subtract Line 24 from Line 23.) **25** 20,400.00

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	20,763.00
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 (including cash refunds, newspapers and magazines, etc.) - Identify _____	16	0.00
17	Total Section 1 deductions. Add Lines 1 through 16.	17	20,763.00

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	38.7¢	=	18b 0.00
19	Gasohol and majority blended ethanol	19a	0.00	x	38.7¢	=	19b 0.00
20	Diesel (including biodiesel and biodiesel blends)	20a	0.00	x	46.2¢	=	20b 0.00
21	Dieselhol and other fuels at diesel rate	21a	0.00	x	46.2¢	=	21b 0.00
22	Liquefied natural gas and liquefied petroleum gas	22a	0.00	x	46.2¢	=	22b 0.00
23	Compressed natural gas and other fuels at gasoline rate	23a	0.00	x	38.7¢	=	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	Biodiesel blend (more than 10% but no more than 99% biodiesel)	25a	0.00	x	100% (1.00)	=	25b 0.00
26	100 percent biodiesel	26a	0.00	x	100% (1.00)	=	26b 0.00
27	Majority blended ethanol fuel	27a	0.00	x	100% (1.00)	=	27b 0.00
28	Other motor fuel deductions						28 0.00
29	Total Section 2 deductions. Add Lines 18b through 28.						29 0.00

Section 3: Total deductions

30	Add Lines 17 and 29. Enter this amount on Step 2, Line 2 on the front page of this return.	30	20,763.00
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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
Figure your breakdown of retail transactions for Chicago locations			
2	For Chicago locations	2a	0.00
3	For Chicago locations at prior rates	3a	0.00
4	Total for Chicago locations. Add Lines 2b and 3b.	4	0.00
Figure your breakdown of retail transactions for non-Chicago locations			
5	For non-Chicago locations	5a	0.00
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
Figure your net E911 Surcharge and ITAC Assessment			
8	Total E911 Surcharge and ITAC Assessment. Add Lines 4 and 7.	8	0.00
9	Discount - If you qualify, multiply Line 8 by the applicable rate.	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

SALES TAX ALLOCATION SHEET

Step 1:

Run General Ledger Trial

Use Report GLTB to fill out Spreadsheet below. The accounts that usually have activity are as follows:

Sales Account #	Sales Tax Account #
Culinary 01-10-00069-4509030	01-00-00000-2900002
AUX MAC Rental 05-60-11401-4600001	05-60-11401-2900002
Auto Parts 01-10-00017-4509030	01-00-00000-2900011
Concessions Sales 05-60-11301-4509008/4509009	05-60-11301-2900002
Conf & Events 01-90-13290-4509030	01-00-00000-2900013
New Philharmonic 05-60-11701-4509008/4509009	05-60-11701-2900002
Horticulture 05-60-00577-4509030	05-60-00577-2900002

01-00-00000-2900011
includes \$5.51 adjustment per
"2021-06 ACCA" workbook
located in June sales tax folder;
adjustment accounted for in
journal entry
\$3.53 + \$0.99 + \$0.99 = \$5.51

Pre Month End Close

	Culinary Arts (00069)	AUX MAC Rental (11401)	Auto Parts (00017)	Concessions Sales (11301)	Conf & Events (13290)	New Philharmonic (11701)	Horticulture (00577)	Athletics (17100)	Frida Gift Shop (11999)	Frida Concessions (11999)	Total	Rounded Total
Per GL Sales Amount	965.83	-	14,823.62	-	-	-	-	-	219,323.17	16,559.69	251,672.31	251,672
Per GL Sales Tax Amounts	79.69	-	1,223.00	-	-	-	-	-	18,094.16	1,366.17	20,763.02	20,763
Per GL Village Tax Amount	14.48	-	-	-	-	-	-	-	-	248.39	262.87	263
Per Tax Rate Sales Tax S/B 8.25%	79.69	-	1,222.95	-	-	-	-	-	18,094.16	1,366.17	20,762.96	20,763
Sales Tax Difference	0.01	-	0.05	-	-	-	-	-	-	-	0.06	-
Adj. To Sales	0.12	0.00	0.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.73	0.00
	A	B	C	D	E	F	G	H	I	J		

JE for Approval	DR	CR
A 01-10-00069-4509030	-	0.12
A 01-10-00069-4509022	0.12	-
C 01-10-00017-4509030	-	0.61
C 01-10-00017-4509022	0.61	-
Check	0.73	0.73 :)

Post Adjustments

	Culinary Arts (00069)	AUX MAC Rental (11401)	Auto Parts (00017)	Concessions Sales (11301)	Conf & Events (13290)	New Philharmonic (11701)	Horticulture (00577)	Athletics (17100)	Frida Gift Shop (11999)	Frida Concessions (11999)	Food & Bev Total	Total	Rounded Total
Adj Sales after Adj	965.95	-	14,824.23	-	-	-	-	-	219,323.17	16,559.69	17,525.64	251,673.04	251,673
Per GL Sales Tax Amounts	79.69	-	1,223.00	-	-	-	-	-	18,094.16	1,366.17	-	20,763.02	20,763
Per GL Village Tax Amount	14.48	-	-	-	-	-	-	-	-	248.39	262.87	-	-
Per Tax Rate Sales Tax S/B 8.25%	79.69	-	1,223.00	-	-	-	-	-	18,094.16	1,366.17	-	20,763.03	20,763
Per Tax Rate Village Tax S/B 1.5%	14.49	-	-	-	-	-	-	-	-	248.40	262.89	-	-
Village Tax Difference	0.01	-	-	-	-	-	-	-	-	0.01	0.02	-	-
Sales Tax Difference	-	-	-	-	-	-	-	-	-	-	-	0.00	0.00
Adj. To Sales	-	-	-	-	-	-	-	-	-	-	-	-	-

Sales Amount & Tax - Line 1 on tax form: 272,436

Village Tax Adj		
01-00-00000-2900018	-	0.01
01-10-00069-4509022	0.01	-
05-60-11999-2900018	-	0.01
05-60-11999-4509019	0.01	-
Check	0.02	0.02 :)

Marek, Robert:
adjusted by \$0.01 to
match calculated totals
on food & beverage tax
form; due to rounding

Village Tax Amount	14.49	-	-	-	-	-	-	-	-	248.40	262.89	-	Submitting
Less Discount 1%	0.14	-	-	-	-	-	-	-	-	2.49	2.63	-	Discount
Amount on Check Request	14.35	-	-	-	-	-	-	-	-	245.91	260.26	-	Paying

	00000-2900002	11401-2900002	00000-2900011	11301-2900002	00000-2900013	11701-2900002	00577-2900002	00000-2900017	11999-2900002	11999-2900002		
Rounded Tax Amount	79.69	-	1,223.00	-	-	-	-	-	18,094.16	1,366.17	20,763.02	20,763.00 Submitting
Less Discount 1.75% to whole rounded	1.69	-	21.00	-	-	-	-	-	316.16	24.17	363.02	363.00 Discount
Amount on Check Request	78.00	-	1,202.00	-	-	-	-	-	17,778.00	1,342.00	20,400.00	20,400.00 Paying

Discount Entry	Dr.	Cr.
Culinary Arts 01-00-00000-2900002	-	1.69
Auto Parts 01-00-00000-2900011	-	21.00
Frida Gift Shop 05-60-11999-2900002	-	316.16
Frida Concessions 05-60-11999-2900002	-	24.17
Misc. Revenues 01-10-00409-4900099	-	363.02
Check	363.02	363.02 :)

Fiscal Year: 2021 **TAXABLE SALES**

ASSET.CLASS: Unassigned

Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance
<hr/>							
01-10-00017-4509030 Automotive Technology : Taxable Sales and Services							
<hr/>							
Prior Activity Total:				0.00	0.12	35,950.43	
Jun 01	IV	0000030016	Auto Lab Taxable Merchandise		0.00	4,186.59	
Jun 07	IV	0000030077	Auto Lab Taxable Merchandise		0.00	1,350.73	
Jun 07	IV	0000030078	Auto Lab Taxable Merchandise		0.00	34.10	
Jun 14	JE	J025042	Sales Tax for May 2021		0.24		
Jun 17	IV	0000030205	Auto Lab Taxable Merchandise		0.00	434.80	
Jun 17	IV	0000030206	Auto Lab Taxable Merchandise		0.00	3,705.35	
Jun 30	JE	J025163	Accr FY21 Auto Lab Invoices			5,112.05	
Jun Totals					0.24	14,823.62	
Totals for 01-10-00017-4509030				0.00	0.36	50,774.05	50,773.69-
<hr/>							
01-10-00069-4509030 Culinary : Taxable Sales and Services							
<hr/>							
Prior Activity Total:				0.00	0.00	3,715.73	
Jun 29	CR	A000044677	Summary for session 60150		0.00	564.92	
Jun 30	CR	A000044696	Summary for session 60200		0.00	400.91	
Jun Totals					0.00	965.83	
Totals for 01-10-00069-4509030				0.00	0.00	4,681.56	4,681.56-
<hr/>							
01-10-18004-4509030 Inn at Water's Edge : Taxable Sales and Services							
<hr/>							
Prior Activity Total:				0.00	0.00	145.00	
Jun 09	CR	A000044519	Summary for session 59905		0.00	1,655.00	
Jun 16	CR	A000044577	Summary for session 60000		0.00	619.00	
Jun 23	CR	A000044624	Summary for session 60075		0.00	1,015.00	
Jun 28	CR	A000044659	Summary for session 60124		0.00	2,030.00	
Jun 30	CR	A000044696	Summary for session 60200		0.00	1,595.00	
Jun Totals					0.00	6,914.00	
Totals for 01-10-18004-4509030				0.00	0.00	7,059.00	7,059.00-

07/14/21

College Of DuPage
General Ledger Detail Trial Balance
For Period 06/01/2021 thru 06/30/2021

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Fiscal Year: 2021

ASSET.CLASS: Unassigned

Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance
<hr/>							
01-10-18004-4509030			Inn at Water's Edge : Taxable Sales and Services				
<hr/>							
05-60-11601-4509009			MAC Touring : Concession Sales Beer & Wine				
<hr/>							
Totals for 05-60-11601-4509009				0.00	144.00	144.00	0.00
<hr/>							
05-60-11999-4509008			Frida Kahlo Exhibition : Concession Sales - Other				
<hr/>							
Prior Activity Total:				0.00	0.00	0.00	
Jun 16	CR	A000044586	Summary for session 60010		0.00	2,056.49	
Jun 23	CR	A000044628	Summary for session 60081		0.00	1,415.95	
Jun 30	CR	A000044686	Summary for session 60172		0.00	2,006.83	
Jun 30	CR	A000044722	Summary for session 60238		0.00	939.18	
Jun Totals					0.00	6,418.45	
Totals for 05-60-11999-4509008				0.00	0.00	6,418.45	6,418.45-
<hr/>							
05-60-11999-4509009			Frida Kahlo Exhibition : Concession Sales Beer & Wine				
<hr/>							
Jun 16	CR	A000044586	Summary for session 60010		0.00	3,025.06	
Jun 23	CR	A000044628	Summary for session 60081		0.00	3,235.54	
Jun 30	CR	A000044686	Summary for session 60172		0.00	3,087.93	
Jun 30	CR	A000044722	Summary for session 60238		0.00	792.71	
Jun Totals					0.00	10,141.24	
Totals for 05-60-11999-4509009				0.00	0.00	10,141.24	10,141.24-
<hr/>							
05-60-11999-4509030			Frida Kahlo Exhibition : Taxable Sales and Services				
<hr/>							
Jun 16	CR	A000044586	Summary for session 60010		0.00	93,385.17	
Jun 23	CR	A000044628	Summary for session 60081		0.00	54,431.18	
Jun 30	CR	A000044686	Summary for session 60172		0.00	54,665.36	
Jun 30	CR	A000044722	Summary for session 60238		0.00	16,841.46	
Jun Totals					0.00	219,323.17	

Fiscal Year: 2021

SALES TAX

ASSET.CLASS: Unassigned

Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance
<hr/>							
01-00-00000-2900002 General : Sales Tax							
<hr/>							
Prior Activity Total:				0.00	266.47	306.91	
Jun 14	JE	J025042	Sales Tax for May 2021		0.44		
Jun 14	PJ	V0686255	IL Dept of Revenue		40.00		
Jun 29	CR	A000044677	Summary for session 60150		0.00	46.61	
Jun 30	CR	A000044696	Summary for session 60200		0.00	33.08	
Jun Totals					40.44	79.69	
Totals for 01-00-00000-2900002				0.00	306.91	386.60	79.69-
<hr/>							
01-00-00000-2900011 General : Auto Lab Sales Tax							
<hr/>							
Prior Activity Total:				0.00	2,604.24	2,982.16	
Jun 01	IV	0000030016	Auto Lab Sales Tax		0.00	345.42	
Jun 07	IV	0000030077	Auto Lab Sales Tax		0.00	111.45	
Jun 07	IV	0000030078	Auto Lab Sales Tax		0.00	2.81	
Jun 14	JE	J025042	Sales Tax for May 2021		6.92		
Jun 14	PJ	V0686255	IL Dept of Revenue		371.00		
Jun 17	IV	0000030205	Auto Lab Sales Tax		0.00	35.87	
Jun 17	IV	0000030206	Auto Lab Sales Tax		0.00	304.71	
Jun 30	JE	J025163	Accr FY21 Auto Lab Invoices			417.23	
Jun Totals					377.92	1,217.49	
Totals for 01-00-00000-2900011				0.00	2,982.16	4,199.65	1,217.49-
<hr/>							
01-00-00000-2900018 General : Glen Ellyn Food/Beverage Tax							
<hr/>							
Prior Activity Total:				0.00	48.39	55.74	
Jun 14	JE	J025042	Sales Tax for May 2021		0.07		
Jun 14	PJ	V0686747	Village of Glen Ellyn, Illin		7.28		
Jun 29	CR	A000044677	Summary for session 60150		0.00	8.47	
Jun 30	CR	A000044696	Summary for session 60200		0.00	6.01	
Jun Totals					7.35	14.48	

07/14/21

College Of DuPage
General Ledger Detail Trial Balance
For Period 06/01/2021 thru 06/30/2021

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Fiscal Year: 2021

ASSET.CLASS: Unassigned

Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance

01-00-00000-2900018			General : Glen Ellyn Food/Beverage Tax				

			Totals for 01-00-00000-2900018	0.00	55.74	70.22	14.48-

05-60-11301-2900002			AUX MAC Operations : Sales Tax				

			Totals for 05-60-11301-2900002	1,223.00-	1,223.00	0.00	0.00

05-60-11301-2900018			AUX MAC Operations : Glen Ellyn Food/Beverage Tax				

			Totals for 05-60-11301-2900018	224.13-	224.13	0.00	0.00

05-60-11999-2900002			Frida Kahlo Exhibition : Sales Tax				

			Prior Activity Total:	3.00-	3.00	0.00	
Jun 16	CR	A000044586	Summary for session 60010		0.00	8,123.51	
Jun 23	CR	A000044628	Summary for session 60081		0.00	4,874.32	
Jun 30	CR	A000044686	Summary for session 60172		0.00	4,930.20	
Jun 30	CR	A000044722	Summary for session 60238		0.00	1,532.30	
			Jun Totals		0.00	19,460.33	

			Totals for 05-60-11999-2900002	3.00-	3.00	19,460.33	19,460.33-

05-60-11999-2900018			Frida Kahlo Exhibition : Glen Ellyn Food/Beverage Tax				

Jun 16	CR	A000044586	Summary for session 60010		0.00	76.22	
Jun 23	CR	A000044628	Summary for session 60081		0.00	69.76	
Jun 30	CR	A000044686	Summary for session 60172		0.00	76.43	
Jun 30	CR	A000044722	Summary for session 60238		0.00	25.98	
			Jun Totals		0.00	248.39	

			Totals for 05-60-11999-2900018	0.00	0.00	248.39	248.39-

			Totals for ASSET.CLASS: Unassigned	1,450.13-	4,794.94	24,365.19	21,020.38-

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Mon Jul 19 08:47:33 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Request for Ellen's Approval on 2 Check Requests

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Monday, July 19, 2021 8:45 AM
To: Barrios, Isabel <barriosi142@cod.edu>
Subject: FW: Request for Ellen's Approval on 2 Check Requests

Hi Isabel,

Can you please process this check and have it released this week? It can just go out regular mail. Since Ellen approved it, we can release it this week.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

From: Marek, Robert <marekr@cod.edu>
Sent: Monday, July 19, 2021 8:37 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: FW: Request for Ellen's Approval on 2 Check Requests

Hi Joyce,

Please see the attached for a request for a manual check, approved by Ellen.

Appreciate your help with getting this taken care of!

Bobby Marek
Senior Accountant | Financial Affairs
College of DuPage
425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599
phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Sunday, July 18, 2021 4:51 PM
To: Marek, Robert <marekr@cod.edu>
Subject: FW: Request for Ellen's Approval on 2 Check Requests

Hi Bobby,

Ellen has approved. Thank you.

Vera Humphrey
Administrative Assistant to the
Vice President of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)

x

From: Roberts, Ellen <roberts@cod.edu>
Sent: Sunday, July 18, 2021 12:11 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: Request for Ellen's Approval on 2 Check Requests

Good morning, Vera –

Attached please find the signed forms.

Thank you,

Ellen

Ellen M. Roberts
Vice President, Administrative Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu
630-942-2218

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Thursday, July 15, 2021 10:44 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: Fwd: Request for Ellen's Approval on 2 Check Requests

Hi Ellen,

For your approval. Thank you.

----- Forwarded message -----

From: "Marek, Robert" <marekr@cod.edu>
Date: Jul 15, 2021 5:29 PM
Subject: Request for Ellen's Approval on 2 Check Requests
To: "Humphrey, Vera" <humphreyv@cod.edu>
Cc:

Hi Vera,

When you get a chance, can you please have Ellen sign the attached check requests and email them back to me? I will send

them to AP for processing afterwards, as I will need to attach additional support to both after Ellen approves payment. Dave has reviewed and approved both check requests.

- Request for Payment of June Sales Tax to the State of Illinois (first attachment). Requires VP approval since the request is greater than \$1,000. In June, the Frida Kahlo gift shop sold almost \$220,000 of merchandise, and concessions sold more than \$16,000 of food and beverages. In addition, the College had Culinary and Auto Lab sales. Due to Frida, our sales tax liability to the State is more than \$20,000, which is much higher than usual. I pay this electronically online via the State's MyTax portal but want to make sure I have the necessary approvals in place before doing so.
- Request for Manual Check for Village Food & Beverage Tax (second attachment). We pay a tax of 1.5% to Glen Ellyn on all food and beverage sales. Because of significant Frida and some Culinary sales, we owe the Village for the month of June. The Village unfortunately will not accept electronic payment for this, and with the tight turnaround, it is generally not possible for me to get this check processed in the normal AP cycle.

Let me know if you or Ellen need more info or have any questions. Have a good weekend!

Thank you!

Bobby Marek

Senior Accountant | Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599

phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

From: Virgilio, David <virgiliod@cod.edu>

Sent: Thursday, July 15, 2021 2:24 PM

To: Marek, Robert <marekr@cod.edu>

Subject: RE: Sales Tax Docs for Approval

Here are the two check requests, both approved.

Thx!

David P. Virgilio, C.P.A.

Interim Controller / Assistant Financial Controller – Financial Affairs

College of DuPage – Glen Ellyn, IL

phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: Marek, Robert <marekr@cod.edu>

Sent: Thursday, July 15, 2021 12:58 PM

To: Virgilio, David <virgiliod@cod.edu>

Cc: Vosicky, Judith <vosicky@cod.edu>

Subject: Sales Tax Docs for Approval

Hi Dave,

I'll be sending you two emails if that's okay, one for sales tax and one for hotel. Attached are the sales tax items for June for your approval. I still have to do hotel but wanted to give you some time to look at sales tax first because of the Frida activity. Can you please address the following?

- Approve the June sales tax entry (first attachment).
- Approve the State sales tax check request and send it back to me (second attachment). I'll ask Vera to have Ellen sign

off on it, will pay it in MyTax, and will send to Joyce to take care of the AP side of things.

- Approve the Village food & beverage tax check request (third attachment). I'll ask Scott to sign the return, then I'll send the check request to AP for processing.

Let me know if you have any questions on anything.

Thanks,

Bobby Marek

Senior Accountant | Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599

phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

[attachment: 2021-07 Check Req for June 2021 Village Sales Tax.pdf]