

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188426

Vendor Name: Village of Glen Ellyn, Illinois

Invoice Number: JUNE '21 HOTEL TAX

Invoice Date: 07/15/21

PO Number:

Check Number: E0085732

Check Amount: \$ 286.50

Check Date: 07/21/2021

Department ID: 00000

Reviewer Name:

Voucher Number: V0692053

Redaction Type: None

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

Document Below

AP VERIFIED

07/19/21 - 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: 7/15/2021
Vendor ID: 1188426

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
June 2021 Village Hotel Taxes		01	00	00000	2900012	Hotel/Motel Tax	\$ 286.50
Grand Total							\$ 286.50

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

Other
Instructions:

OKAY TO PAY VIA ACH

Payee Address: 535 Duane Street
Glen Ellyn, IL 60137

Description on Check:

Payment of June 2021 Village of Glen Ellyn Hotel Taxes

Approvals:

Prepared By: Bobby Marek *BM*

Approved By: David Virgilio Date:

Signature: **APPROVED**
By Bobby Marek at 2:46 pm, Jul 15, 2021

Signature: **APPROVED**
By David P Virgilio at 4:16 pm, Jul 15, 2021

Payment Due:

Approved By: Date:

Board Approved Date:

Signature: Date:

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 June 2021

Name Inn at Water's Edge

Address 425 Fawell Blvd.

City, State, Zip Code Glen Ellyn, IL 60137

Customer ID

Code

Gross Receipts \$5,730

Rate 5%

Amount of Tax \$286.50

Signature Jamie Frederice

Title Hotel Manager

Date 7/1/21

Make checks payable to:

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

<u>GL Account</u>	<u>Description</u>	<u>June 30 Balance</u>
01-00-00000-2900012	General : Hotel/Motel Tax	(710.04)
	2nd Quarter 2021 State Return	413.16
	2nd Quarter 2021 State Discount	10.38
	June 2021 Village Return	286.50
		<hr/> 710.04 <hr/>
	Post-GL Balance	<hr/> - <hr/>

DATE Jun 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		State s/b 6%	State Difference	City s/b 5%	City Difference
6/1/2021	\$ 250.00	\$ 15.00	\$ 12.50	\$ 27.50	Ashley			2 Rooms	\$277.50		15.00	-	12.50	-
6/2/2021	\$ 125.00	\$ 7.50	\$ 6.25	\$ 13.75	Ashley			1 Room	\$138.75		7.50	-	6.25	-
6/3/2021	\$ 125.00	\$ 7.50	\$ 6.25	\$ 13.75	Joe			1 Room	\$138.75		7.50	-	6.25	-
6/4/2021	\$ -	\$ -	\$ -	\$ -	Joe			0 Rooms	\$0.00		-	-	-	-
6/5/2021	\$ -	\$ -	\$ -	\$ -	Closed			0 Rooms	\$0.00		-	-	-	-
6/6/2021	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room	\$160.95		8.70	-	7.25	-
6/7/2021	\$ 300.00	\$ 18.00	\$ 15.00	\$ 33.00	Ashley			2 Rooms	\$333.00		18.00	-	15.00	-
6/8/2021	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Joe			1 Room	\$160.95		8.70	-	7.25	-
6/9/2021	\$ -	\$ -	\$ -	\$ -	Closed			0 Rooms	\$0.00		-	-	-	-
6/10/2021	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Joe			1 Room	\$160.95		8.70	-	7.25	-
6/11/2021	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Joe			2 Rooms	\$321.90		17.40	-	14.50	-
6/12/2021	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Joe			2 Rooms	\$321.90		17.40	-	14.50	-
6/13/2021	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room	\$160.95		8.70	-	7.25	-
6/14/2021	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00		-	-	-	-
6/15/2021	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00		-	-	-	-
6/16/2021	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room	\$160.95		8.70	-	7.25	-
6/17/2021	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Joe			1 Room	\$160.95		8.70	-	7.25	-
6/18/2021	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Joe			2 Rooms	\$321.90		17.40	-	14.50	-
6/19/2021	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Joe			2 Rooms	\$321.90		17.40	-	14.50	-
6/20/2021	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Joe			2 Rooms	\$321.90		17.40	-	14.50	-
6/21/2021	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Jamie			2 Rooms	\$321.90		17.40	-	14.50	-
6/22/2021	\$ 435.00	\$ 26.10	\$ 21.75	\$ 47.85	Jamie			3 Rooms	\$482.85		26.10	-	21.75	-
6/23/2021	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Jamie			2 Rooms	\$321.90		17.40	-	14.50	-
6/24/2021	\$ 435.00	\$ 26.10	\$ 21.75	\$ 47.85	Joe			3 Rooms	\$482.85		26.10	-	21.75	-
6/25/2021	\$ 435.00	\$ 26.10	\$ 21.75	\$ 47.85	Joe			3 Rooms	\$482.85		26.10	-	21.75	-
6/26/2021	\$ 435.00	\$ 26.10	\$ 21.75	\$ 47.85	Joe			3 Rooms	\$482.85		26.10	-	21.75	-
6/27/2021	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room	\$160.95		8.70	-	7.25	-
6/28/2021	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room	\$160.95		8.70	-	7.25	-
6/29/2021	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00		-	-	-	-
6/30/2021	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00		-	-	-	-
									\$6,360.30					
									Total Receipts					
Subtotals	\$ 5,730.00	\$ 343.80	\$ 286.50	\$ 630.30	\$ 6,360.30 :)									

JUNE**IL Tax Return Info**

Line 1	\$ 6,360.30	Total Receipts
Line 2	286.50	City Tax
Line 3	-	
Line 4	-	
Line 5	-	
Line 6	<u>286.50</u>	
Line 7	6,073.80	
Line 8	342.56	State Tax Rate .0564 (Listed Rate 6%)
Line 9	-	
Line 10	<u>342.56</u>	
Line 11	7.19	Discount
Line 12	<u>335.37</u>	
IL Tax collected	343.80	
Over(Under)	8.43	Total Discount
Line 13	-	
Line 14	<u>335.37</u>	
Line 15	-	
Line 16	<u>335.37</u>	State Tax

COMBINED 2ND QUARTER 2021 (MAY AND JUNE)**IL Tax Return Info**

Line 1	\$ 7,835.49	Total Receipts
Line 2	352.95	City Tax
Line 3	-	
Line 4	-	
Line 5	-	
Line 6	<u>352.95</u>	
Line 7	7,482.54	
Line 8	422.02	State Tax Rate .0564 (Listed Rate 6%)
Line 9	-	
Line 10	<u>422.02</u>	
Line 11	8.86	Discount
Line 12	<u>413.16</u>	
IL Tax collected	423.54	
Over(Under)	10.38	Total Discount
Line 13	-	
Line 14	<u>413.16</u>	
Line 15	-	
Line 16	<u>413.16</u>	State Tax

Jun Deposits

	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method			
1	6/17/2021	6	145.00	870.00	52.20	43.50	965.70	Personal CC			
1	6/22/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC			
					Deposit Amount		\$1,126.65				
					Date		6/24/2021				
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method			
1	6/23/2021	4	145.00	580.00	34.80	29.00	643.80	Personal CC			
1	6/24/2021	3	145.00	435.00	26.10	21.75	482.85	Personal CC			
					Deposit Amount		\$1,126.65				
					Date		6/27/2021				
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method			
1	6/18/2021	11	145.00	1,595.00	95.70	79.75	1,770.45	Personal CC			
					Deposit Amount		\$1,770.45				
					Date		7/1/2021				
					Total of Deposits at Cashier's Office		\$7,674.54				
					Minus Incidental charges		-				
					Plus rooms that were paid with gift certificate		-		Sales	Hotel Tax	
					Plus June rooms under AR charges		-		-	-	
					Minus May AR charges paid in June		(204.24)				
					Plus rooms that will carry over to July deposits		-		-	-	
					Minus May rooms that were in June deposits		(1,110.00)	8 nights at \$138.75			
					Total		\$6,360.30				
					Total from Hotel Taxes spreadsheet		6,360.30				
					OUTSTANDING AR CHARGES:		204.24	5/20/21 - Campbell			

CODE: BANK Thank You for Your Payment

ID	Name	Date	Receipt No	AR Type/ Dep Type/ Non-AR Receipt Code	Session	Amount	GL NOS
	Daily Deposit 06/08/21	06/09/21	001957747	CHCH Inn At Waters Edge	59905	155.00	01_10_18004_4509030
					59905	17.05	01_00_00000_2900012
					Total:	172.05	
	Daily Deposit 06/07/21	06/09/21	001957750	CHCH Inn At Waters Edge	59905	1,125.00	01_10_18004_4509030
					59905	123.75	01_00_00000_2900012
					Total:	1,248.75	
	Daily Deposit 06/03/21	06/09/21	001957753	CHCH Inn At Waters Edge	59905	375.00	01_10_18004_4509030
					59905	41.25	01_00_00000_2900012
					Total:	416.25	
	Inn at Water's Edge	06/16/21	001959217	CHCH Inn At Waters Edge	60000	435.00	01_10_18004_4509030
					60000	47.85	01_00_00000_2900012
					Total:	482.85	
	Daily Deposit	06/16/21	001959225	CHCH Inn At Waters Edge	60000	184.00	01_10_18004_4509030
					60000	20.24	01_00_00000_2900012
					Total:	204.24	
	Daily Deposit 06/17/21	06/23/21	001962747	CHCH Inn At Waters Edge	60075	1,015.00	01_10_18004_4509030
					60075	111.65	01_00_00000_2900012
					Total:	1,126.65	
	Daily Deposit 06/27/21	06/28/21	001963418	CHCH Inn At Waters Edge	60124	1,015.00	01_10_18004_4509030
					60124	111.65	01_00_00000_2900012
					Total:	1,126.65	
	Daily Deposit 06/24/21	06/28/21	001963436	CHCH Inn At Waters Edge	60124	1,015.00	01_10_18004_4509030
					60124	111.65	01_00_00000_2900012
					Total:	1,126.65	
	Daily Deposit 06/30/21	06/30/21	001964630	CHCH Inn At Waters Edge	60200	1,595.00	01_10_18004_4509030
					60200	175.45	01_00_00000_2900012
					Total:	1,770.45	
					Receipt Tender Total:	7,674.54	

From: Marek, Robert <marekr@cod.edu>
Sent: Mon Jul 19 08:59:41 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Hotel Tax Docs for Approval

Good morning,

Please see the attached check request for Village of Glen Ellyn in the amount of \$286.50 to be paid via ACH.

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 4:17 PM
To: Marek, Robert <marekr@cod.edu>
Subject: RE: Hotel Tax Docs for Approval

Here you go!

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 3:36 PM
To: Virgilio, David <virgiliod@cod.edu>
Cc: Vosicky, Judith <vosicky@cod.edu>
Subject: Hotel Tax Docs for Approval

Hi Dave,

Sorry for getting this to you so late in the day. I had to re-work the workbook a bit to account for the now quarterly State return. Can you please address the following?

- Approve the State hotel tax discount entry (first attachment).
- Approve the State hotel tax check request and return to me (second attachment). I will remit payment in MyTax and send to Joyce for AP processing.
- Approve the Village hotel tax check request and return to me (third attachment). I will send to AP to process.

Let me know if you have any questions.

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 Hotel Tax.pdf]