

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188426
Vendor Name: Village of Glen Ellyn, Illinois
Invoice Number: JULY 21 SALES TAX
Invoice Date: 08/13/21
PO Number:
Check Number: 0283734
Check Amount: \$ 464.81
Check Date: 08/16/2021
Department ID: 00000
Reviewer Name:
Voucher Number: V0694057
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

****PLEASE DO NOT REMIT PAYMENT VIA ACH****

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: 8/13/2021
Vendor ID: 1188426

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
July 2021 Sales Tax		01	00	00000	2900018	General Food & Beverage Tax	\$ 11.63
July 2021 Sales Tax		05	60	11999	2900018	Frida Food & Beverage Tax	\$ 453.18
Grand Total							\$ 464.81

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.

08/16/21 - ISABEL BARRIOS

Payee Name: Village of Glen Ellyn
Attn: Food and Beverage Tax
535 Duane Street
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 July 2021

Approvals:

Prepared By: Bobby Marek *BM*
Signature: **APPROVED**
By Bobby Marek at 4:17 pm, Aug 13, 2021
Payment Due:
Board Approved Date:

Approved By: David Virgilio Date:
Signature: **APPROVED**
By David P Virgilio at 4:45 pm, Aug 15, 2021
Approved By: Date:
Signature:
Approved By Division VP: Date:
Signature: Eileen M. Roberts 8.16.2021

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** July **YEAR** 2021

1. Gross Sales of Food & Beverage: 1 \$ 31,300.34
2. Gross Sales of Packaged Alcohol, Spirits, Wine and Beer 2 \$ -
3. TOTAL SALES SUBJECT TO TAX: (Add lines 1 & 2) 3 \$ 31,300.34
4. Food and Beverage Tax: (Multiply Line 3 by 1.5%) 4 \$ 469.51
5. Discount for timely payment: (Multiply Line 4 by 1%) 5 \$ 4.70
6. Late payment penalty: (Multiple Line 4 by 5% per month) 6 \$ -
7. TAX DUE: (Line 4, minus Line 5, plus Line 6) 7 \$ 464.81

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 5:14 pm, Aug 13, 2021

APPROVED Signature

By Scott Brady at 7:30 am, Aug 16, 2021

(Signature)

(Date)

(Date)

Confirmation Number: 0-385-488-656

Date Submitted: 08/16/2021

Date Printed: 08/16/2021



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: 07/01/2021 - 7/31/2021

Due Date: 08/20/2021

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>300,018.00</u>
2 Deductions - Include tax collected (From Schedule A, Line 30.)	2	<u>22,865.00</u>
3 Taxable receipts (Subtract Line 2 from Line 1.)	3	<u>277,153.00</u>

Step 3: Tax on Receipts

Sales from locations within Illinois

General merchandise

4a 277,153.00 x 0.0825 = **4b** 22,865.00

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** 22,865.00

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

10 Retailer's discount. If qualified, multiply Line 9 by the applicable rate.	10	<u>400.00</u>
11 Net tax due on receipts (Subtract Line 10 from Line 9.)	11	<u>22,465.00</u>

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** 22,465.00

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** 22,465.00

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** 22,465.00

24 Credit amount **24** 0.00

25 Payment due
(Subtract Line 24 from Line 23.) **25** 22,465.00

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	22,865.00
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	22,865.00

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	39.2¢	=	18b 0.00
19	Gasohol and majority blended ethanol	19a	0.00	x	39.2¢	=	19b 0.00
20	Diesel (including biodiesel and biodiesel blends)	20a	0.00	x	46.7¢	=	20b 0.00
21	Dieselhol and other fuels at diesel rate	21a	0.00	x	46.7¢	=	21b 0.00
22	Liquefied natural gas and liquefied petroleum gas	22a	0.00	x	46.7¢	=	22b 0.00
23	Compressed natural gas and other fuels at gasoline rate	23a	0.00	x	39.2¢	=	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	22,865.00
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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 \$1.00 adjustment per
"2021-07 ACCA" workbook
located in July sales tax folder;
accounted for in journal entry

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	783.60	-	7,157.23	-	-	-	-	-	238,695.29	30,516.74	277,152.86	277,153
Per GL Sales Tax Amounts	64.65	-	590.47	-	-	-	-	-	19,692.37	2,517.63	22,865.12	22,865
Per GL Village Tax Amount	11.75	-	-	-	-	-	-	-	457.76	-	469.51	470
Per Tax Rule Sales Tax S/B 8.25%	64.65	-	590.47	-	-	-	-	-	19,692.36	2,517.63	22,865.11	22,865
Sales Tax Difference	-	-	-	-	-	-	-	-	0.01	-	0.01	-
Adj. To Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.12	0.00	0.12	0.00

JE for Approval	DR	CR
I 05-60-11999-4509030	-	0.12
I 05-60-11999-4509019	0.12	-
Check	0.12	0.12 :)

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	783.60	-	7,157.23	-	-	-	-	-	238,695.41	30,516.74	31,300.34	277,152.98	277,153
Per GL Sales Tax Amounts	64.65	-	590.47	-	-	-	-	-	19,692.37	2,517.63	-	22,865.12	22,865
Per GL Village Tax Amount	11.75	-	-	-	-	-	-	-	457.76	-	469.51	-	-
Per Tax Rule Sales Tax S/B 8.25%	64.65	-	590.47	-	-	-	-	-	19,692.37	2,517.63	-	22,865.12	22,865
Per Tax Rule Village Tax S/B 1.5%	11.75	-	-	-	-	-	-	-	457.75	-	469.50	-	-
Village Tax Difference	-	-	-	-	-	-	-	-	-	(0.01)	(0.01)	-	-
Sales Tax Difference	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Adj. To Sales	-	-	-	-	-	-	-	-	-	-	-	-	0.00

Sales Amount & Tax - Line 1 on tax form: 300,018

Village Tax Adj		
05-60-11999-2900018	0.01	-
05-60-11999-4509019	-	0.01
Check	0.01	0.01 :)

Morek, Robert:
adjusted by \$0.01 for
rounding to match
calculated totals on food
& beverage tax form

Village Tax Amount	11.75	-	-	-	-	-	-	-	-	457.76	469.51	Submitting
Less Discount 1%	0.12	-	-	-	-	-	-	-	-	4.58	4.70	Discount
Amount on Check Request	11.63	-	-	-	-	-	-	-	-	453.18	464.81	Paying

	00000-2900002	11401-2900002	00000-2900011	11301-2900002	00000-2900013	11701-2900002	00577-2900002	00000-2900017	11999-2900002	11999-2900002		
Rounded Tax Amount	64.65	-	590.47	-	-	-	-	-	19,692.37	2,517.63	22,865.12	22,865.00 Submitting
Less Discount 1.75% to whole rounded	0.65	-	10.47	-	-	-	-	-	344.37	44.63	400.12	400.00 Discount
Amount on Check Request	64.00	-	580.00	-	-	-	-	-	19,348.00	2,473.00	22,465.00	22,465.00 Paying

Discount Entry	Dr.	Cr.
Culinary Arts 01-00-00000-2900002	0.65	-
Auto Parts 01-00-00000-2900011	10.47	-
Frida Gift Shop 05-60-11999-2900002	344.37	-
Frida Concessions 05-60-11999-2900002	44.63	-
Misc. Revenues 01-10-00409-4900099	-	400.12
Check	400.12	400.12 :)

Morek, Robert:
adjusted by \$1.00 to match
ST-1 auto-calculated totals
on MyTax website

TAXABLE SALESGeneral Ledger Detail Trial Balance
For Period 07/02/2021 thru 08/04/2021

*** Opening Balances are estimated; Previous Fiscal Year is not closed ***

Fiscal Year: 2022

ASSET.CLASS: Unassigned

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

01-10-00017-4509030 Automotive Technology : Taxable Sales and Services							

Prior Activity Total:				0.00	0.00	5,112.05	
Jul 15	IV	0000030433	Auto Lab Taxable Merchandise		0.00	5,303.14	
Jul 20	IV	0000030464	Auto Lab Taxable Merchandise		0.00	867.21	
Jul 21	IV	0000030470	Auto Lab Taxable Merchandise		0.00	986.88	
Jul Totals					0.00	7,157.23	
Totals for 01-10-00017-4509030				0.00	0.00	12,269.28	12,269.28-

01-10-00069-4509030 Culinary : Taxable Sales and Services							

Jul 26	CR	A000044894	Summary for session 60473		0.00	783.60	
Jul Totals					0.00	783.60	
Totals for 01-10-00069-4509030				0.00	0.00	783.60	783.60-
Totals for ASSET.CLASS: Unassigned				0.00	0.00	13,052.88	13,052.88-

*** Opening Balances are estimated; Previous Fiscal Year is not closed ***

Fiscal Year: 2022

ASSET.CLASS: Unassigned

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

05-60-11999-4509008 Frida Kahlo Exhibition : Concession Sales - Other							

Jul 07	CR	A000044733	Summary for session 60242		0.00	1,819.13	
Jul 19	CR	A000044827	Summary for session 60372		0.00	3,744.87	
Jul 21	CR	A000044861	Summary for session 60417		0.00	3,730.64	
Jul 28	CR	A000044926	Summary for session 60517		0.00	3,266.74	
Aug 04	CR	A000044991	Summary for session 60610		0.00	3,420.50	
Aug Totals					0.00	3,420.50	
Totals for 05-60-11999-4509008				0.00	0.00	15,981.88	15,981.88-

05-60-11999-4509009 Frida Kahlo Exhibition : Concession Sales Beer & Wine							

Jul 07	CR	A000044733	Summary for session 60242		0.00	1,750.34	
Jul 19	CR	A000044827	Summary for session 60372		0.00	2,791.80	
Jul 21	CR	A000044861	Summary for session 60417		0.00	3,363.10	
Jul 28	CR	A000044926	Summary for session 60517		0.00	3,158.09	
Aug 04	CR	A000044991	Summary for session 60610		0.00	3,471.53	
Aug Totals					0.00	3,471.53	
Totals for 05-60-11999-4509009				0.00	0.00	14,534.86	14,534.86-

05-60-11999-4509030 Frida Kahlo Exhibition : Taxable Sales and Services							

Jul 07	CR	A000044733	Summary for session 60242		0.00	23,362.01	
Jul 19	CR	A000044827	Summary for session 60372		0.00	55,926.91	
Jul 21	CR	A000044861	Summary for session 60417		0.00	57,942.85	
Jul 28	CR	A000044926	Summary for session 60517		0.00	52,395.27	
Aug 04	CR	A000044991	Summary for session 60610		0.00	49,068.25	
Aug Totals					0.00	49,068.25	
Totals for 05-60-11999-4509030				0.00	0.00	238,695.29	238,695.29-
Totals for ASSET.CLASS: Unassigned				0.00	0.00	269,212.03	269,212.03-

SALES TAX

General Ledger Detail Trial Balance
For Period 07/02/2021 thru 08/04/2021

*** Opening Balances are estimated; Previous Fiscal Year is not closed ***

Fiscal Year: 2022

ASSET.CLASS: Unassigned

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

01-00-00000-2900002 General : Sales Tax							

			Estimated Opening Balance	1.69-			
Jul 26	CR	A000044894	Summary for session 60473		0.00	64.65	
			Jul Totals	1.69-	0.00	64.65	
			Totals for 01-00-00000-2900002	1.69-	0.00	64.65	66.34-

01-00-00000-2900011 General : Auto Lab Sales Tax							

			Estimated Opening Balance	15.49-			
			Prior Activity Total:	15.49-	0.00	417.23	
Jul 15	IV	0000030433	Auto Lab Sales Tax		0.00	436.51	
Jul 20	IV	0000030464	Auto Lab Sales Tax		0.00	71.55	
Jul 21	IV	0000030470	Auto Lab Sales Tax		0.00	81.41	
			Jul Totals		0.00	589.47	
			Totals for 01-00-00000-2900011	15.49-	0.00	1,006.70	1,022.19-

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

			Estimated Opening Balance	14.48-			
Jul 26	CR	A000044894	Summary for session 60473		0.00	11.75	
			Jul Totals	14.48-	0.00	11.75	
			Totals for 01-00-00000-2900018	14.48-	0.00	11.75	26.23-

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

			Estimated Opening Balance	340.33-			
Jul 07	CR	A000044733	Summary for session 60242		0.00	2,221.85	
Jul 19	CR	A000044827	Summary for session 60372		0.00	5,153.24	
Jul 21	CR	A000044861	Summary for session 60417		0.00	5,365.53	
Jul 28	CR	A000044926	Summary for session 60517		0.00	4,852.66	
Aug 04	CR	A000044991	Summary for session 60610		0.00	4,616.72	
			Aug Totals		0.00	4,616.72	

08/13/21

College Of DuPage
General Ledger Detail Trial Balance
For Period 07/02/2021 thru 08/04/2021

Page: 2

*** Opening Balances are estimated; Previous Fiscal Year is not closed ***

Fiscal Year: 2022

ASSET.CLASS: Unassigned

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

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

Totals for 05-60-11999-2900002				340.33-	0.00	22,210.00	22,550.33-

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

Estimated Opening Balance				248.39-			
Jul 07	CR	A000044733	Summary for session 60242		0.00	53.55	
Jul 19	CR	A000044827	Summary for session 60372		0.00	98.06	
Jul 21	CR	A000044861	Summary for session 60417		0.00	106.40	
Jul 28	CR	A000044926	Summary for session 60517		0.00	96.37	
Aug 04	CR	A000044991	Summary for session 60610		0.00	103.38	
Aug Totals					0.00	103.38	
Totals for 05-60-11999-2900018				248.39-	0.00	457.76	706.15-

Totals for ASSET.CLASS: Unassigned				620.38-	0.00	23,750.86	24,371.24-

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Mon Aug 16 10:25:29 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Check Requests for Ellen's Approval - Approved

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Monday, August 16, 2021 10:24 AM
To: Barrios, Isabel <barriosi142@cod.edu>
Subject: FW: Check Requests for Ellen's Approval - Approved
Importance: High

Good Morning Isabel,

Can you please process and add this for Wednesday's check run? It needs to be postmarked 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, August 16, 2021 10:16 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: FW: Check Requests for Ellen's Approval - Approved

Hi Joyce,

Please see the attached request for manual check, approved by Ellen. Can you please have your staff send this out this week? It can go out in the regular mail but needs to be postmarked by this Friday.

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: Humphrey, Vera <humphreyv@cod.edu>
Sent: Monday, August 16, 2021 8:52 AM
To: Marek, Robert <marekr@cod.edu>
Subject: FW: Check Requests for Ellen's Approval - Approved

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: Monday, August 16, 2021 8:12 AM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: Check Requests for Ellen's Approval

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: Monday, August 16, 2021 8:10 AM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Check Requests for Ellen's Approval

Good morning, Ellen –

For your approval.

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)



From: Marek, Robert <marekr@cod.edu>
Sent: Monday, August 16, 2021 7:51 AM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: Check Requests for Ellen's Approval

Hi Vera,

When you get a chance, can you please ask Ellen to sign the attached and return to me? I will send them to Accounts Payable, as I will need to attach additional documentation once I receive Ellen's approval.

July 2021 State Sales Tax – Requests over \$1,000 require VP approval. Frida Kahlo gift shop and concessions sales totaled approximately \$269,000 for the month of July, and Culinary and the Auto Lab also had sales, so our State sales tax liability is over \$22,000. Dave reviewed and approved the check request. Upon Ellen's approval, I will submit this payment electronically through the State's MyTax portal.

July 2021 Village Food & Beverage Tax – Request for manual check. Frida Kahlo concessions sales totaled approximated \$30,500, and Culinary had sales of approximately \$800. As such, we owe the Village 1.5% of gross sales, less discount. Dave reviewed and approved the check request, and Scott has signed the return on the second page.

Let me know if you have any questions, and thank you for your help.

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: Sunday, August 15, 2021 4:50 PM
To: Marek, Robert <marekr@cod.edu>
Subject: RE: July Sales/Hotel Tax Docs for Approval

Thanks Bobby, here are the signed check requests,

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: Friday, August 13, 2021 7:29 PM

To: Virgilio, David <virgiliod@cod.edu>
Cc: Vosicky, Judith <vosicky@cod.edu>
Subject: July Sales/Hotel Tax Docs for Approval

Hi Dave,

Please see the attached items for approval. Can you please address the following?

- Approve the Village hotel tax check request and return to me (first attachment). I will then send to AP to process.
- Approve the Village food and beverage tax check request and return to me (second attachment). I'll have Scott sign the return and then send the check request to AP for processing.
- Approve the State sales tax check request and return to me (third attachment). I'll ask Vera to have Ellen sign off on it, will pay it in MyTax, and then send to Joyce for vouchering.
- Approve the July sales tax entry (fourth attachment).

Here is the folder with the sales tax backup. Here is the hotel tax folder.

Please note that for sales tax, I included in with July a Frida NARD that was processed on August 4, for 7/26-8/1 activity. The total tax liability for that NARD was over \$4,500, so I thought it best to get that in with the July submissions.

Let me know if you have any questions.

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: 2021-08 Check Req for July 2021 Village Sales Tax.pdf]