

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188426

Vendor Name: Village of Glen Ellyn, Illinois

Invoice Number: JULY 21 HOTEL TAX

Invoice Date: 08/13/21

PO Number:

Check Number: E0085989

Check Amount: \$ 247.50

Check Date: 08/17/2021

Department ID: 00000

Reviewer Name:

Voucher Number: V0694091

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: 8/13/2021
Vendor ID: 1188426

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
July 2021 Village Hotel Taxes		01	00	00000	2900012	Hotel/Motel Tax	\$ 247.50
Grand Total							\$ 247.50

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 REMIT PAYMENT VIA ACH

Payee Address: 535 Duane Street
Glen Ellyn, IL 60137

Description on Check:

Payment of July 2021 Village of Glen Ellyn Hotel Taxes

AP VERIFIED
08/16/21 - ISABEL BARRIOS

Approvals:

Prepared By: Bobby Marek *BM*

Approved By: David Virgilio Date:

Signature: **APPROVED**
By Bobby Marek at 6:49 pm, Aug 13, 2021

Signature: **APPROVED**
By David P Virgilio at 4:44 pm, Aug 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

From: Marek, Robert <marekr@cod.edu>
Sent: Mon Aug 16 07:56:35 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: July Sales/Hotel Tax Docs for Approval

Good morning,

Please process the attached for Village of Glen Ellyn for \$247.50 at your earliest convenience. This check request is okay to pay 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: 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 Hotel Tax.pdf]

Monthly Hotel and Motel Tax Return
Due Village of Glen Ellyn



Month and Year July 2021

Name Inn at Water's Edge

Address 425 Fawell Blvd.

City, State, Zip Code Glen Ellyn, IL 60137

Customer ID

Code

Gross Receipts \$4,950.00

Rate 5%

Amount of Tax \$247.50

Signature Janie Inders

Title Hotel Manager Date 8/2/21

Make checks payable to:

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

DATE Jul 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
7/1/2021	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Joe			2 Rooms	\$321.90		17.40	-	14.50	-
7/2/2021	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Joe			2 Rooms	\$321.90		17.40	-	14.50	-
7/3/2021	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Joe			2 Rooms	\$321.90		17.40	-	14.50	-
7/4/2021	\$ -	\$ -	\$ -	\$ -	Closed			0 Rooms	\$0.00		-	-	-	-
7/5/2021	\$ -	\$ -	\$ -	\$ -	Closed			0 Rooms	\$0.00		-	-	-	-
7/6/2021	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00		-	-	-	-
7/7/2021	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room	\$160.95		8.70	-	7.25	-
7/8/2021	\$ 435.00	\$ 26.10	\$ 21.75	\$ 47.85	Joe			3 Rooms	\$482.85		26.10	-	21.75	-
7/9/2021	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Joe			1 Room	\$160.95		8.70	-	7.25	-
7/10/2021	\$ 435.00	\$ 26.10	\$ 21.75	\$ 47.85	Joe			3 Rooms	\$482.85		26.10	-	21.75	-
7/11/2021	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Ashley			2 Rooms	\$321.90		17.40	-	14.50	-
7/12/2021	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00		-	-	-	-
7/13/2021	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00		-	-	-	-
7/14/2021	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00		-	-	-	-
7/15/2021	\$ -	\$ -	\$ -	\$ -	Closed			0 Rooms	\$0.00		-	-	-	-
7/16/2021	\$ 300.00	\$ 18.00	\$ 15.00	\$ 33.00	Joe			2 Rooms	\$333.00		18.00	-	15.00	-
7/17/2021	\$ 300.00	\$ 18.00	\$ 15.00	\$ 33.00	Joe			2 Rooms	\$333.00		18.00	-	15.00	-
7/18/2021	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00		-	-	-	-
7/19/2021	\$ 425.00	\$ 25.50	\$ 21.25	\$ 46.75	Ashley			3 Rooms	\$471.75		25.50	-	21.25	-
7/20/2021	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room	\$160.95		8.70	-	7.25	-
7/21/2021	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00		-	-	-	-
7/22/2021	\$ -	\$ -	\$ -	\$ -	Closed			0 Rooms	\$0.00		-	-	-	-
7/23/2021	\$ 290.00	\$ 17.40	\$ 14.50	\$ 31.90	Joe			2 Rooms	\$321.90		17.40	-	14.50	-
7/24/2021	\$ 435.00	\$ 26.10	\$ 21.75	\$ 47.85	Joe			3 Rooms	\$482.85		26.10	-	21.75	-
7/25/2021	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00		-	-	-	-
7/26/2021	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room	\$160.95		8.70	-	7.25	-
7/27/2021	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Joe			1 Room	\$160.95		8.70	-	7.25	-
7/28/2021				\$ -					\$0.00		-	-	-	-
7/29/2021				\$ -					\$0.00		-	-	-	-
7/30/2021	\$ 145.00	\$ 8.70	\$ 7.25	\$ 15.95	Ashley			1 Room	\$160.95		8.70	-	7.25	-
7/31/2021	\$ 300.00	\$ 18.00	\$ 15.00	\$ 33.00	Ashley			2 Rooms	\$333.00		18.00	-	15.00	-
										\$5,494.50				
										Total Receipts				
Subtotals	\$ 4,950.00	\$ 297.00	\$ 247.50	\$ 544.50	\$ 5,494.50 :)									

JULY → for State of Illinois: July activity to be submitted with 3Q 2021 submission

IL Tax Return Info

Line 1	\$ 5,494.50	Total Receipts
Line 2	247.50	City Tax
Line 3	-	
Line 4	-	
Line 5	-	
Line 6	247.50	
Line 7	5,247.00	
Line 8	295.93	State Tax Rate .0564 (Listed Rate 6%)
Line 9	-	
Line 10	295.93	
Line 11	6.21	Discount
Line 12	289.72	
IL Tax collected		
Over(Under)		7.28 Total Discount
Line 13	-	
Line 14	289.72	
Line 15	-	
Line 16	289.72	State Tax

Jul Deposits

	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/1/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC
2	7/1/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC
					Deposit Amount		\$321.90	
					Date		7/2/2021	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/2/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC
2	7/2/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC
					Deposit Amount		\$643.80	
					Date		7/7/2021	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/7/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC
2	7/8/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC
3	7/8/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC
					Deposit Amount		\$643.80	
					Date		7/9/2021	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/9/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC
2	7/10/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC
					Deposit Amount		\$482.85	
					Date		7/11/2021	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/10/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC
2	7/11/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC
					Deposit Amount		\$482.85	
					Date		7/14/2021	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/16/2021	2	155.00	310.00	18.60	15.50	344.10	Personal CC
2	7/16/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC
					Deposit Amount		\$666.00	
					Date		7/19/2021	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/19/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC
2	7/19/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC
3	7/19/2021	1	135.00	135.00	8.10	6.75	149.85	Gift Certificate
					Deposit Amount		\$482.85	
					Date		7/21/2021	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/23/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC
2	7/23/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC
3	7/24/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC
					Deposit Amount		\$804.75	
					Date		7/27/2021	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/26/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC
					Deposit Amount		\$321.90	
					Date		7/28/2021	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	7/30/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC
2	7/31/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC
3	7/31/2021	1	155.00	155.00	9.30	7.75	172.05	Personal CC
					Deposit Amount		\$493.95	
					Date		7/31/2021	
					Total of Deposits at Cashier's Office		\$5,344.65	
					Minus incidental charges		-	
					Plus rooms that were paid with gift certificate		149.85	
					Plus July rooms under AR charges		-	
					Minus June AR charges paid in July		-	
					Plus rooms that will carry over to Aug deposits		-	
					Minus June rooms that were in July deposits		-	
					Total		\$5,494.50	
					Total from Hotel Taxes spreadsheet		5,494.50	

SEE RTCA

CODE: BANK Thank You for Your Payment

ID	Name	Date	Receipt No	AR Type/ Dep Type/ Non-AR Receipt Code	Session	Amount	GL NOS
	7/2/21 Taxable Sales & Serv	07/12/21	001966272	CHCH Inn At Waters Edge	60297	290.00	01_10_18004_4509030
					60297	31.90	01_00_00000_2900012
					Total:	321.90	
	7/7/21 Taxable Sales & Serv	07/12/21	001966294	CHCH Inn At Waters Edge	60297	580.00	01_10_18004_4509030
					60297	63.80	01_00_00000_2900012
					Total:	643.80	
	7/11/21 Taxable Sales & Serv	07/12/21	001966303	CHCH Inn At Waters Edge	60297	435.00	01_10_18004_4509030
					60297	47.85	01_00_00000_2900012
					Total:	482.85	
	7/9/21 Taxable Sales & Serv	07/12/21	001966319	CHCH Inn At Waters Edge	60297	580.00	01_10_18004_4509030
					60297	63.80	01_00_00000_2900012
					Total:	643.80	
	07/14/21 Taxable Sales & Serv,	07/20/21	001971696	CHCH Inn At Waters Edge	60402	435.00	01_10_18004_4509030
					60402	47.85	01_00_00000_2900012
					Total:	482.85	
	7/19/21 Taxable Sales/Tax	07/21/21	001972089	CHCH Inn At Waters Edge	60425	600.00	01_10_18004_4509030
					60425	66.00	01_00_00000_2900012
					Total:	666.00	
	Daily Deposit 07/21/21	07/26/21	001972766	CHCH Inn At Waters Edge	60473	570.00	01_10_18004_4509030
					60473	62.70	01_00_00000_2900012
					Total:	632.70	
	Daily Deposit 07/21/21	07/26/21	001972766	CHCH Inn At Waters Edge	60473	149.85-	01_00_00000_2709003
					Total:	149.85-	
	Daily Deposit 07/27/21	07/27/21	001973281	CHCH Inn At Waters Edge	60496	725.00	01_10_18004_4509030
					60496	79.75	01_00_00000_2900012
					Total:	804.75	
		07/29/21	001974047	CHCH Inn At Waters Edge	60541	290.00	01_10_18004_4509030
					60541	31.90	01_00_00000_2900012
					Total:	321.90	
	Daily Deposit 07/31/21	07/30/21	001975062	CHCH Inn At Waters Edge	60563	445.00	01_10_18004_4509030
					60563	48.95	01_00_00000_2900012

August 13 2021
18:23

RECEIPT TENDER CODE ANALYSIS

Page 2

CODE: BANK Thank You for Your Payment

ID	Name	Date	Receipt No	AR Type/ Dep Type/ Non-AR Receipt Code	Session	Amount	GL NOS
Total:						493.95	
Receipt Tender Total:						5,344.65	