

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188426
Vendor Name: Village of Glen Ellyn, Illinois
Invoice Number: HOTEL TAX AUG 21
Invoice Date: 9/7/2021
PO Number:
Check Number: E0086348
Check Amount: \$ 407.25
Check Date: 09/22/2021
Voucher Number: V0699773
Document Type: AP Invoice

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: 9/7/2021
Vendor ID: 1188426

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
August 2021 Village Hotel Taxes		01	00	00000	2900012	Hotel/Motel Tax	\$ 407.25
Grand Total							\$ 407.25

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 REMIT PAYMENT VIA ACH**

Description on Check:

Payment of August 2021 Village of Glen Ellyn Hotel Taxes

Approvals:

Prepared By: Bobby Marek *BM*
Signature: **APPROVED**
By Bobby Marek at 4:42 pm, Sep 07, 2021
Payment Due:
Board Approved Date:

Approved By: David Virgilio
Signature: **APPROVED**
By David P Virgilio at 7:25 pm, Sep 07, 2021
Approved By:
Date:

Approved By Division VP:
Signature:
Date:

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 August 2021

Name Inn at Water's Edge

Address 425 Fawell Blvd.

City, State, Zip Code Glen Ellyn, IL 60137

Customer ID

Code

Gross Receipts \$8,145.00

Rate 5%

Amount of Tax \$407.25

Signature Jamie Tridant

Title Hotel Manager Date 9/4/21

Make checks payable to:

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

Aug Detail

[illegible]

AUGUST		for State of Illinois: August activity to be submitted with 3Q 2022 submission
IL Tax Return Info		
Line 1	\$ 9,040.95	Total Receipts
Line 2	407.25	City Tax
Line 3	-	
Line 4	-	
Line 5	-	
Line 6	407.25	
Line 7	8,633.70	
Line 8	485.94	State Tax Rate .0564 (Listed Rate 6%)
Line 9	-	
Line 10	486.94	
Line 11	10.23	Discount
Line 12	476.71	
IL Tax collected		
	488.70	
Over(Under)		11.99 Total Discount
Line 13	-	
Line 14	476.71	
Line 15	-	
Line 16	476.71	State Tax

U:\FINANCE2\General Ledger\Hotel Taxes\Hotel Taxes FY22.xlsm

Aug Deposits

Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	01-10-18004-4509030
1 8/1/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
				Deposit Amount		\$160.95		
				Date		8/2/2021		
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	
1 8/5/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
2 8/6/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC	
3 8/6/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC	
4 8/6/2021	2	155.00	310.00	18.60	15.50	344.10	Personal CC	
				Deposit Amount		\$1,148.85		
				Date		8/9/2021		
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	
1 8/9/2021	2	155.00	310.00	18.60	15.50	344.10	Personal CC	
				Deposit Amount		\$344.10		
				Date		8/11/2021		
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	
1 8/10/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC	
				Deposit Amount		\$321.90		
				Date		8/12/2021		
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	
1 8/12/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC	
2 8/12/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC	
3 8/10/2021	3	145.00	435.00	26.10	21.75	482.85	Personal CC	
4 8/13/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
5 8/14/2021	3	115.00	345.00	20.70	17.25	382.95	Personal CC	
				Deposit Amount		\$1,670.55		
				Date		8/16/2021		
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	
1 8/16/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
				Deposit Amount		\$160.95		
				Date		8/17/2021		
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	
1 8/16/2021	2	145.00	290.00	17.40	14.50	321.90	Personal CC	
2 8/17/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
				Deposit Amount		\$482.85		
				Date		8/18/2021		
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	
1 8/19/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
				Deposit Amount		\$160.95		
				Date		8/20/2021		
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	
1 8/21/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
2 8/16/2021	7	145.00	1,015.00	60.90	50.75	1,126.65	Personal CC	
3 8/18/2021	4	145.00	580.00	34.80	29.00	643.80	Personal CC	
				Deposit Amount		\$1,931.40		
				Date		8/23/2021		
Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	
1 8/25/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC	
				Deposit Amount		\$160.95		
				Date		8/26/2021		
				Total of Deposits at Cashier's Office		\$6,543.45		
				Minus incidental charges		-		
				Plus rooms that were paid with gift certificate		-	Sales	Hotel Tax
				Plus August rooms under AR charges		-	-	-
				Minus July AR charges paid in August		-	-	-
				Plus rooms that will carry over to Sep deposits		2,497.50	2,250.00	247.50
				Minus July rooms that were in August deposits		-	-	-
				Total		\$9,040.95		
				Total from Hotel Taxes spreadsheet		9,040.95		

September 7 2021
16:26

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
					60930	191.40	01_00_00000_2900012
					Total :	1,931.40	
	8/26/21 Taxable Sales & Serv	08/26/21	001986699	CHCH Inn At Waters Edge	60967	145.00	01_10_18004_4509030
					60967	15.95	01_00_00000_2900012
					Total :	160.95	
					Receipt Tender Total :	6,543.45	

September 7 2021
16:25

RECEIPT TENDER CODE ANALYSIS

Page 1

CODE: BANK Thank You for Your Payment

ID	Name	Date	Receipt No	AR Type/ Dep Type/ Non-AR Receipt Code	Session	Amount	GL NOS
	8/2/21 Taxable Sales/Hotel Tax	08/03/21	001975536	CHCH Inn At Waters Edge	60576	145.00	01_10_18004_4509030
					60576	15.95	01_00_00000_2900012
					Total :	160.95	
	8/09/21 Taxable Sales & Serv,	08/10/21	001977877	CHCH Inn At Waters Edge	60699	1,035.00	01_10_18004_4509030
					60699	113.85	01_00_00000_2900012
					Total :	1,148.85	
	8/11/21 Taxable Sales & Serv,	08/12/21	001978792	CHCH Inn At Waters Edge	60756	310.00	01_10_18004_4509030
					60756	34.10	01_00_00000_2900012
					Total :	344.10	
	8/11/21 Taxable Sales and Serv	08/17/21	001980964	CHCH Inn At Waters Edge	60828	310.00	01_10_18004_4509030
					60828	34.10	01_00_00000_2900012
					Total :	344.10	
	8/11/21 Taxable Sales and Serv	08/17/21	001980967	CHCH Inn At Waters Edge	60828	310.00	01_10_18004_4509030
					60828	34.10	01_00_00000_2900012
					Total :	344.10	
	8/12/21 Taxable Sales & Serv	08/18/21	001981283	CHCH Inn At Waters Edge	60846	290.00	01_10_18004_4509030
					60846	31.90	01_00_00000_2900012
					Total :	321.90	
	8/16/21 Taxable Sales & Serv	08/18/21	001981290	CHCH Inn At Waters Edge	60846	1,505.00	01_10_18004_4509030
					60846	165.55	01_00_00000_2900012
					Total :	1,670.55	
	8/17/21 Taxable Sales & Serv	08/18/21	001981358	CHCH Inn At Waters Edge	60846	145.00	01_10_18004_4509030
					60846	15.95	01_00_00000_2900012
					Total :	160.95	
	8/18/21 Taxable Sales and Serv	08/19/21	001982024	CHCH Inn At Waters Edge	60864	435.00	01_10_18004_4509030
					60864	47.85	01_00_00000_2900012
					Total :	482.85	
	Daily Deposit 08/20/21	08/23/21	001985293	CHCH Inn At Waters Edge	60887	145.00	01_10_18004_4509030
					60887	15.95	01_00_00000_2900012
					Total :	160.95	
	8/23/21 Taxable Sales & Serv,	08/24/21	001986084	CHCH Inn At Waters Edge	60930	1,740.00	01_10_18004_4509030

"Marek, Robert" <marekr@cod.edu>

FW: August Sales/Hotel Tax Docs for Approval

"Marek, Robert" <marekr@cod.edu>

Wed, Sep 8, 2021 at 09:34 PM GMT

CC:

BCC:

Good afternoon,

Please see the attached check request for Village of Glen Ellyn in the amount of \$407.25. This payment can be processed as ACH.

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

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

Sent: Tuesday, September 7, 2021 7:29 PM

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

Subject: RE: August Sales/Hotel Tax Docs for Approval

Thanks Bobby, here are the check requests,

Thx!

David P. Virgilio, C.P.A.

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: Tuesday, September 7, 2021 5:05 PM
To: Virgilio, David <virgiliod@cod.edu>
Cc: Vosicky, Judith <vosicky@cod.edu>
Subject: August 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 August sales tax entry (fourth attachment).

[Here](#) is the folder with the sales tax backup. [Here](#) is the hotel tax folder. 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

1 attachment

2021-09 Check Req for August 2021 Village Hotel Tax.pdf