

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188426
Vendor Name: Village of Glen Ellyn, Illinois
Invoice Number: HOTEL TAX-APR 22
Invoice Date: 5/13/2022
PO Number:
Check Number: E0089713
Check Amount: \$ 327.90
Check Date: 05/18/2022
Voucher Number: V0738938
Document Type: AP Invoice

Document Below

Check Request Form

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 Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: 5/13/22 Vendor ID: 1188426 Vendor Name: Village of Glen Ellyn
 Payee Address: see Other Instructions below Payment Due Date: 5/31/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
HOTEL TAX APR 22	01-00-00000-2900012	Hotel/Motel Tax	327.90
Total			\$ 327.90

Check the appropriate box below:

- ☒ 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.

Description on Check:

Village Hotel Tax for April 2022

Other Instructions:

Please remit payment via ACH.

All requests will require the following approvals:

Requester: Bobby Marek Digitally signed by Bobby Marek
Date: 2022.05.13 14:09:20 -05'00' Print Name: Bobby Marek
 Budget Officer: David Virgilio Digitally signed by David P. Virgilio
Date: 2022.05.13 14:57:36 -05'00' Print Name: David Virgilio

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$10,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu.

Monthly Hotel and Motel Tax Return
Due Village of Glen Ellyn



Month and Year April 2022

Name Inn at Water's Edge

Address 425 Fawell Blvd.

City, State, Zip Code Glen Ellyn, IL 60137

Customer ID

Code

Gross Receipts \$6558.00

Rate 5%

Amount of Tax \$327.90

Signature *Dylan Mouci*

Title Hotel Manager Date 05/02/22

Make checks payable to:

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

2Q22

<u>GL Account</u>	<u>Description</u>	<u>Apr 30 Balance</u>
01-00-00000-2900012	General : Hotel/Motel Tax	(721.38)
Aggregate 2nd Quarter 2022 State Return <i>(to submit in July 2022)</i>		383.83
Aggregate 2nd Quarter 2022 State Discount JE <i>(to submit in July 2022)</i>		9.65
April 2022 Village Return		327.90
		<u>721.38</u>
Post-GL Balance		<u>-</u>

Notes:

College of DuPage					Page: 1
General Ledger Summary Trial Balance					
Year-to-Date Summary for Period Ending 04/30/2022					
FUND: 01 - Educational					
Fiscal Year: 2022					
GL Account	opening Balance	Year-to-Date Debits	Year-to-Date Credits	Closing Balance	
01-00-00000-2900012 General : Hotel/Motel Tax	296.88-	3,813.69	4,236.19	721.38-	
Totals for FUND: 01 - Educational	296.88-	3,813.69	4,236.19	721.38-	

Apr Detail

DATE	Apr Deposits					Room Count			Room Count			Room Count		
	Gross Sales	State Tax	City Tax	Total Taxes	Notes	COD A/R Acct	COD CC	General Public	Cashier's Office Deposit		State s/b 8%	State Difference	City s/b 3%	City Difference
4/1/2022	\$ 750.00	\$ 45.00	\$ 37.50	\$ 82.50	Marie			5 Rooms	\$832.50		45.00	-	37.50	-
4/2/2022	\$ 750.00	\$ 45.00	\$ 37.50	\$ 82.50	Marie			5 Rooms	\$832.50		45.00	-	37.50	-
4/3/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00		-	-	-	-
4/4/2022	\$ 405.00	\$ 24.30	\$ 20.25	\$ 44.55	Ashley			3 Rooms	\$449.55		24.30	-	20.25	-
4/5/2022	\$ 405.00	\$ 24.30	\$ 20.25	\$ 44.55	Ashley			3 Rooms	\$449.55		24.30	-	20.25	-
4/6/2022	\$ 405.00	\$ 24.30	\$ 20.25	\$ 44.55	Ashley			3 Rooms	\$449.55		24.30	-	20.25	-
4/7/2022	\$ -	\$ -	\$ -	\$ -	Marie			0 Rooms	\$0.00		-	-	-	-
4/8/2022	\$ 490.00	\$ 29.40	\$ 24.50	\$ 53.90	Marie			4 Rooms	\$543.90		29.40	-	24.50	-
4/9/2022	\$ 615.00	\$ 36.90	\$ 30.75	\$ 67.65	Marie			5 Rooms	\$682.65		36.90	-	30.75	-
4/10/2022	\$ 385.00	\$ 23.10	\$ 19.25	\$ 42.35	Ashley			3 Rooms	\$427.35		23.10	-	19.25	-
4/11/2022	\$ 125.00	\$ 7.50	\$ 6.25	\$ 13.75	Ashley			1 Room	\$138.75		7.50	-	6.25	-
4/12/2022	\$ 125.00	\$ 7.50	\$ 6.25	\$ 13.75	Ashley			1 Room	\$138.75		7.50	-	6.25	-
4/13/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00		-	-	-	-
4/14/2022	\$ -	\$ -	\$ -	\$ -	Marie			0 Rooms	\$0.00		-	-	-	-
4/15/2022	\$ 415.00	\$ 24.90	\$ 20.75	\$ 45.65	Marie			3 Rooms	\$449.55		24.90	-	20.75	-
4/16/2022	\$ 405.00	\$ 24.30	\$ 20.25	\$ 44.55	Marie			3 Rooms	\$449.55		24.30	-	20.25	-
4/17/2022	\$ -	\$ -	\$ -	\$ -	Closed			0 Rooms	\$0.00		-	-	-	-
4/18/2022	\$ 115.00	\$ 6.90	\$ 5.75	\$ 12.65	Ashley			1 Room	\$127.65		6.90	-	5.75	-
4/19/2022	\$ 135.00	\$ 8.10	\$ 6.75	\$ 14.85	Ashley			1 Room	\$149.85		8.10	-	6.75	-
4/20/2022	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	\$0.00		-	-	-	-
4/21/2022	\$ 270.00	\$ 16.20	\$ 13.50	\$ 29.70	Marie			2 Rooms	\$299.70		16.20	-	13.50	-
4/22/2022	\$ 135.00	\$ 8.10	\$ 6.75	\$ 14.85	Marie			1 Room	\$149.85		8.10	-	6.75	-
4/23/2022	\$ 135.00	\$ 8.10	\$ 6.75	\$ 14.85	Marie			1 Room	\$149.85		8.10	-	6.75	-
4/24/2022	\$ 135.00	\$ 8.10	\$ 6.75	\$ 14.85	Ashley			1 Room	\$149.85		8.10	-	6.75	-
4/25/2022	\$ 92.00	\$ 5.52	\$ 4.60	\$ 10.12	Ashley			1 Room	\$102.12		5.52	-	4.60	-
4/26/2022	\$ 92.00	\$ 5.52	\$ 4.60	\$ 10.12	Ashley			1 Room	\$102.12		5.52	-	4.60	-
4/27/2022	\$ 92.00	\$ 5.52	\$ 4.60	\$ 10.12	Ashley			1 Room	\$102.12		5.52	-	4.60	-
4/28/2022	\$ 92.00	\$ 5.52	\$ 4.60	\$ 10.12	Marie			1 Room	\$102.12		5.52	-	4.60	-
4/29/2022	\$ -	\$ -	\$ -	\$ -					\$0.00		-	-	-	-
4/30/2022	\$ -	\$ -	\$ -	\$ -					\$0.00		-	-	-	-
									\$7,279.38					
Total Receipts														
Sustotals	\$ 6,558.00	\$ 393.48	\$ 327.90	\$ 721.38	\$ 7,279.38									

APRIL			
IL Tax Return Info			
Line 1	\$ 7,279.38	Total Receipts	
Line 2	327.90	City Tax	
Line 3	-		
Line 4	-		
Line 5	-		
Line 6	327.90		
Line 7	6,951.48		
Line 8	392.06	State Tax Rate .0564 (Listed Rate 6%)	
Line 9	-		
Line 10	392.06		
Line 11	8.23	Discount	
Line 12	383.83		
IL Tax collected	393.48		
Over(Under)	0.65	Total Discount	
Line 13	-		
Line 14	383.83		
Line 15	-		
Line 16	383.83	State Tax	

COMBINED 3RD QUARTER 2022 (APRIL, MAY, JUNE)			
IL Tax Return Info			
Line 1	\$ 7,279.38	Total Receipts	
Line 2	327.90	City Tax	
Line 3	-		
Line 4	-		
Line 5	-		
Line 6	327.90		
Line 7	6,951.48		
Line 8	392.06	State Tax Rate .0564 (Listed Rate 6%)	
Line 9	-		
Line 10	392.06		
Line 11	8.23	Discount	
Line 12	383.83		
IL Tax collected	393.48		
Over(Under)	0.65	Total Discount	
Line 13	-		
Line 14	383.83		
Line 15	-		
Line 16	383.83	State Tax	

Apr Deposits

	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	3/30/2022	1	135.00	135.00	8.10	6.75	149.85	Personal CC
		1	115.00	115.00	6.90	5.75	127.65	Personal CC
		2	125.00	250.00	15.00	12.50	277.50	Personal CC
2	4/1/2022	2	125.00	250.00	15.00	12.50	277.50	Personal CC
3	4/1/2022	2	125.00	250.00	15.00	12.50	277.50	Personal CC
4	4/1/2022	2	125.00	250.00	15.00	12.50	277.50	Personal CC
5	4/1/2022	2	125.00	250.00	15.00	12.50	277.50	Personal CC
6	4/1/2022	2	125.00	250.00	15.00	12.50	277.50	Personal CC
					Deposit Amount		\$1,942.50	
					Date		4/4/2022	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	4/4/2022	1	135.00	135.00	8.10	6.75	149.85	Personal CC
2	4/4/2022	3	135.00	405.00	24.30	20.25	449.55	Personal CC
3	4/4/2022	3	135.00	405.00	24.30	20.25	449.55	Personal CC
4	4/5/2022	2	135.00	270.00	16.20	13.50	299.70	Personal CC
					Deposit Amount		\$1,348.65	
					Date		4/8/2022	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	4/8/2022	1	135.00	135.00	8.10	6.75	149.85	Personal CC
2	4/8/2022	2	115.00	230.00	13.80	11.50	255.30	Personal CC
3	4/8/2022	2	115.00	230.00	13.80	11.50	255.30	Personal CC
4	4/8/2022	3	125.00	375.00	22.50	18.75	416.25	Personal CC
5	4/9/2022	1	135.00	135.00	8.10	6.75	149.85	Personal CC
6	4/10/2022	1	135.00	135.00	8.10	6.75	149.85	Personal CC
					Deposit Amount		\$1,376.40	
					Date		4/11/2022	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	4/9/2022	4	125.00	500.00	30.00	25.00	555.00	Personal CC
					Deposit Amount		\$555.00	
					Date		4/14/2022	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	4/15/2022	1	135.00	135.00	8.10	6.75	149.85	Personal CC
2	4/15/2022	1	135.00	135.00	8.10	6.75	149.85	Personal CC
3	4/15/2022	2	135.00	270.00	16.20	13.50	299.70	Personal CC
4	4/16/2022	1	135.00	135.00	8.10	6.75	149.85	Personal CC
5	4/16/2022	1	135.00	135.00	8.10	6.75	149.85	Personal CC
					Deposit Amount		\$899.10	
					Date		4/18/2022	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	4/18/2022	1	115.00	115.00	6.90	5.75	127.65	Personal CC
2	4/19/2022	1	135.00	135.00	8.10	6.75	149.85	Personal CC
3	4/21/2022	1	135.00	135.00	8.10	6.75	149.85	Personal CC
					Deposit Amount		\$427.35	
					Date		4/22/2022	
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method
1	4/21/2022	4	135.00	540.00	32.40	27.00	599.40	Personal CC
2	4/25/2022	4	92.00	368.00	22.08	18.40	408.48	Personal CC
					Deposit Amount		\$1,007.88	
					Date		4/25/2022	
					Total of Deposits at Cashier's Office		\$7,556.88	
					Minus Incidentals Charges/Adjustments		-	
					Plus Rooms Paid with Gift Certificate		-	
					Plus April Rooms Under AR Charges		-	
					Minus March AR Charges Paid in March		-	
					Plus Rooms That Will Carry Over to May Deposit		-	
					Minus March Rooms That Were In April Deposits		(277.50)	
					Total		\$7,279.38	
					Total from Hotel Taxes spreadsheet		7,279.38	
					OUTSTANDING AR CHARGES:			

May 13 2022
13:25

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
	4/4/22 Taxable Sales & Serv	04/05/22	002039541	CHCH Inn At Waters Edge	63660	1,750.00	01_10_18004_4509030
					63660	192.50	01_00_00000_2900012
					Total :	1,942.50	
	4/8/22 Taxable Sales & Serv	04/08/22	002040081	CHCH Inn At Waters Edge	63710	1,215.00	01_10_18004_4509030
					63710	133.65	01_00_00000_2900012
					Total :	1,348.65	
	Taxable Sales & Serv, Hotel Mo	04/11/22	002040457	CHCH Inn At Waters Edge	63733	1,240.00	01_10_18004_4509030
					63733	136.40	01_00_00000_2900012
					Total :	1,376.40	
	4/14/22 Taxable Sales & Serv	04/14/22	002041031	CHCH Inn At Waters Edge	63795	500.00	01_10_18004_4509030
					63795	55.00	01_00_00000_2900012
					Total :	555.00	
	04/18/22 Taxable Sales and Ser	04/18/22	002045998	CHCH Inn At Waters Edge	63834	810.00	01_10_18004_4509030
					63834	89.10	01_00_00000_2900012
					Total :	899.10	
	04/22/22 Taxable Sales & Serv	04/22/22	002047071	CHCH Inn At Waters Edge	63904	385.00	01_10_18004_4509030
					63904	42.35	01_00_00000_2900012
					Total :	427.35	
	Daily Deposit 4.29.22	04/30/22	002049985	CHCH Inn At Waters Edge	64002	908.00	01_10_18004_4509030
					64002	99.88	01_00_00000_2900012
					Total :	1,007.88	
					Receipt Tender Total :	7,556.88	

"Barrios, Isabel" <barriosi142@cod.edu>

Check Request - Apr 2022 Village Hotel Tax.pdf

"Barrios, Isabel" <barriosi142@cod.edu>

Fri, May 13, 2022 at 08:40 PM GMT

CC:

BCC:

1 attachment

Check Request - Apr 2022 Village Hotel Tax.pdf