

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188426
Vendor Name: Village of Glen Ellyn, Illinois
Invoice Number: VILLAGETAXFEB23
Invoice Date: 3/10/2023
PO Number:
Check Number: 0310396
Check Amount: \$ 303.45
Check Date: 03/14/2023
Voucher Number: V0777164
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: _____ Vendor ID: _____ Vendor Name: _____

Payee Address: _____ Payment Due Date: _____

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

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:

Other Instructions:

All requests will require the following approvals:

Requester: _____ Print Name: _____

Budget Officer: _____ Print Name: _____

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



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** February **YEAR** 2023

1. Gross Sales of Food & Beverage: 1 \$ 20,434.61
2. Gross Sales of Packaged Alcohol, Spirits, Wine and Beer 2 \$ -
3. TOTAL SALES SUBJECT TO TAX: (Add lines 1 & 2) 3 \$ 20,434.61
4. Food and Beverage Tax: (Multiply Line 3 by 1.5%) 4 \$ 306.52
5. Discount for timely payment: (Multiply Line 4 by 1%) 5 \$ 3.07
6. Late payment penalty: (Multiple Line 4 by 5% per month) 6 \$ -
7. TAX DUE: (Line 4, minus Line 5, plus Line 6) 7 \$ 303.45

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

OR: drop box located in rear parking lot

Contact: Finance Department
Email: finance@glenellyninfo.org
Phone: 630-547-5219

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)

(Signature)

(Date)

Owner Name: David Virgilio, Controller

(Printed Name)

(Signature)

(Date)

Confirmation Number: 1-517-969-616

Date Submitted: 03/09/2023

Date Printed: 03/09/2023



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: 02/01/2023 - 2/28/2023

Due Date: 03/20/2023

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>23,234.00</u>
2 Deductions - Include tax collected (From Schedule A, Line 30.)	2	<u>1,771.00</u>
3 Taxable receipts (Subtract Line 2 from Line 1.)	3	<u>21,463.00</u>

Step 3: Tax on Receipts

Sales from locations within Illinois

General merchandise

4a 21,463.00 x 0.0825 = **4b** 1,771.00

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** 1,771.00

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

10 Retailer's discount. If qualified,
multiply Line 9 by the applicable rate. **10** 31.00

11 Net tax due on receipts
(Subtract Line 10 from Line 9.) **11** 1,740.00

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** 1,740.00

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** 1,740.00

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** 1,740.00

24 Credit amount **24** 0.00

25 Payment due
(Subtract Line 24 from Line 23.) **25** 1,740.00

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	1,771.00
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	1,771.00

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	42.3¢	=	18b 0.00
19	Gasohol and majority blended ethanol	19a	0.00	x	42.3¢	=	19b 0.00
20	Diesel (including biodiesel and biodiesel blends)	20a	0.00	x	49.8¢	=	20b 0.00
21	Dieselhol and other fuels at diesel rate	21a	0.00	x	49.8¢	=	21b 0.00
22	Liquefied natural gas and liquefied petroleum gas	22a	0.00	x	49.8¢	=	22b 0.00
23	Compressed natural gas and other fuels at gasoline rate	23a	0.00	x	42.3¢	=	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	1,771.00
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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

Pre Month End Close

		Culinary Arts (00069)	AUX MAC Rental (11401)	Auto Parts (00017)	Concessions Sales (11301)	Conf & Events (13290)	Gift Shop (11900)	SL Clubs Non-Food (99XXX)	Total	Rounded Total
Per GL	Sales Amount	3,670.16	-	-	16,764.45	-	598.06	430.00	21,462.67	21,463
Per GL	Sales Tax Amounts	302.79	-	-	1,383.07	-	49.34	35.54	1,770.74	1,771
Per GL	Village Tax Amount	55.05	-	-	251.48	-	-	-	306.53	307
Per Tax Rul	Sales Tax S/B 8.25%	302.79	-	-	1,383.07	-	49.34	35.48	1,770.68	1,771
Sales Tax Difference		-	-	-	-	-	-	0.06	0.06	-
Adj. To Sales		0.00	0.00	0.00	0.00	0.00	0.00	0.73	0.73	0.00
		A	B	C	D	E	K	O		

JE for Approval		DR	CR
O	10-99-99667-2900099	-	0.73
O	01-10-00409-4900099	0.73	-
Check		0.73	0.73

Post Adjustments

		A Culinary Arts (00069)	B AUX MAC Rental (11401)	C Auto Parts (00017)	D Concessions Sales (11301)	E Conf & Events (13290)	K Gift Shop (11900)	O SL Clubs Non-Food (99XXX)	Food & Bev Total	Total	Rounded Total
Adj	Sales after Adj	3,670.16	-	-	16,764.45	-	598.06	430.73	20,434.61	21,463.40	21,463
Per GL	Sales Tax Amounts	302.79	-	-	1,383.07	-	49.34	35.54	-	1,770.74	1,771
Per GL	Village Tax Amount	55.05	-	-	251.48	-	-	-	306.53	-	-
Per Tax Rul	Sales Tax S/B 8.25%	302.79	-	-	1,383.07	-	49.34	35.54	-	1,770.73	1,771
Per Tax Rul	Village Tax S/B 1.5%	55.05	-	-	251.47	-	-	-	306.52	-	-
Village Tax Difference		-	-	-	(0.01)	-	-	-	(0.01)	-	-
Sales Tax Difference		-	-	-	-	-	-	-	(0.01)	(0.01)	0.00
Adj. To Sales		-	-	-	-	-	-	-	(0.12)	(0.12)	0.00
Sales Amount & Tax - Line 1 on tax form:											23,234

Village Tax Adj			
D	05-60-11301-2900018	0.01	-
D	05-60-11301-4509022	-	0.01
Check		0.01	0.01

Marek, Bobby:
cell adjusted by \$0.01
to match calculated
totals on village tax
return (rounding)

Village Tax Amount	55.05	-	-	251.47	-	-	-	306.52	-	Submitting
Less Discount 1%	0.55	-	-	2.52	-	-	-	3.07	-	Discount
Amount on Check Request	54.50	-	-	248.95	-	-	-	303.45	-	Paying

Marek, Bobby:
cell adjusted by \$1.00
to match auto-
calculated ST-1 grand
totals (rounding)

	00000-2900002	11401-2900002	00000-2900011	11301-2900002	00000-2900013	0-2900002	00000-2900002			
Rounded Tax Amount	302.79	-	-	1,383.07	-	49.34	35.54	1,770.74	1,771.00	Submitting
Less Discount 1.75% to Whole Rounded	5.79	-	-	23.07	-	1.34	0.54	30.74	31.00	Discount
Amount After Discount	297.00	-	-	1,360.00	-	48.00	35.00	1,740.00	1,740.00	Amount After Discount
Sales Tax Holiday Reduction	-	-	-	-	-	-	-	-	-	Sales Tax Holiday Reduction
Amount on Check Request	297.00	-	-	1,360.00	-	48.00	35.00	1,740.00	1,740.00	Paying

Discount Entry		DR	CR
Culinary Arts	01-00-00000-2900002	5.79	-
Concessions Sales	05-60-11301-2900002	23.07	-
Gift Shop	05-60-11900-2900002	1.34	-
Student Life Clubs	01-00-00000-2900002	0.54	-
Misc. Revenues	01-10-00409-4900099	-	30.74
Check		30.74	30.74

03/08/23

TAXABLE SALES

College Of DuPage
General Ledger Detail Trial Balance
For Period 02/01/2023 thru 02/28/2023

Page: 1

Fiscal Year: 2023

ASSET.CLASS: Unassigned

Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance
<hr/>							
<hr/>							
01-10-00069-4509030			Culinary : Taxable Sales and Services				
<hr/>							
			Prior Activity Total:	0.00	0.00	29,359.37	
Feb 28	CR	A000050501	Summary for session 67745		0.00	3,670.16	
			Feb Totals		0.00	3,670.16	
			Totals for 01-10-00069-4509030	0.00	0.00	33,029.53	33,029.53-
<hr/>							
05-60-11301-4509008			AUX MAC Operations : Concession Sales - Other				
<hr/>							
			Prior Activity Total:	0.00	0.12	29,985.46	
Feb 06	CR	A000050265	Summary for session 67431		0.00	772.20	
Feb 09	CR	A000050303	Summary for session 67494		0.00	1,016.86	
Feb 16	CR	A000050378	Summary for session 67588		0.00	2,110.25	
Feb 24	CR	A000050470	Summary for session 67695		0.00	864.24	
			Feb Totals		0.00	4,763.55	
			Totals for 05-60-11301-4509008	0.00	0.12	34,749.01	34,748.89-
<hr/>							
05-60-11301-4509009			AUX MAC Operations : Concession Sales Beer & Wine				
<hr/>							
			Prior Activity Total:	0.00	0.12	60,086.70	
Feb 06	CR	A000050265	Summary for session 67431		0.00	2,355.35	
Feb 09	CR	A000050303	Summary for session 67494		0.00	1,806.83	
Feb 16	CR	A000050378	Summary for session 67588		0.00	6,420.50	
Feb 24	CR	A000050470	Summary for session 67695		0.00	1,418.22	
			Feb Totals		0.00	12,000.90	
			Totals for 05-60-11301-4509009	0.00	0.12	72,087.60	72,087.48-

03/09/23

SALES TAX

College Of DuPage
General Ledger Detail Trial Balance
For Period 02/01/2023 thru 02/28/2023

Page: 1

Fiscal Year: 2023

ASSET.CLASS: Unassigned

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

01-00-00000-2900002 General : Sales Tax							

Prior Activity Total:				0.00	0.00	2,474.55	
Feb 16	CR	A000050378	Summary for session 67588		0.00	35.54	
Feb 28	CR	A000050501	Summary for session 67745		0.00	302.79	
Feb Totals					0.00	338.33	
Totals for 01-00-00000-2900002				0.00	0.00	2,812.88	2,812.88-

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

Prior Activity Total:				0.00	0.00	440.37	
Feb 28	CR	A000050501	Summary for session 67745		0.00	55.05	
Feb Totals					0.00	55.05	
Totals for 01-00-00000-2900018				0.00	0.00	495.42	495.42-

05-60-11301-2900002 AUX MAC Operations : Sales Tax							

Prior Activity Total:				0.00	0.00	7,430.93	
Feb 06	CR	A000050265	Summary for session 67431		0.00	258.03	
Feb 09	CR	A000050303	Summary for session 67494		0.00	232.95	
Feb 16	CR	A000050378	Summary for session 67588		0.00	703.79	
Feb 24	CR	A000050470	Summary for session 67695		0.00	188.30	
Feb Totals					0.00	1,383.07	
Totals for 05-60-11301-2900002				0.00	0.00	8,814.00	8,814.00-

05-60-11301-2900018 AUX MAC Operations : Glen Ellyn Food/Beverage Tax							

Prior Activity Total:				0.00	0.00	1,351.05	

03/09/23

College Of DuPage
General Ledger Detail Trial Balance
For Period 02/01/2023 thru 02/28/2023

Page: 2

Fiscal Year: 2023

ASSET.CLASS: Unassigned

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

05-60-11301-2900018 AUX MAC Operations : Glen Ellyn Food/Beverage Tax							

Feb 06	CR	A000050265	Summary for session 67431		0.00	46.92	
Feb 09	CR	A000050303	Summary for session 67494		0.00	42.36	
Feb 16	CR	A000050378	Summary for session 67588		0.00	127.96	
Feb 24	CR	A000050470	Summary for session 67695		0.00	34.24	
Feb Totals					0.00	251.48	
Totals for 05-60-11301-2900018				0.00	0.00	1,602.53	1,602.53-

05-60-11900-2900002 MAC Gift Shop : Sales Tax							

Prior Activity Total:				0.00	0.00	315.18	
Feb 06	CR	A000050265	Summary for session 67431		0.00	8.84	
Feb 09	CR	A000050303	Summary for session 67494		0.00	15.01	
Feb 16	CR	A000050378	Summary for session 67588		0.00	15.58	
Feb 24	CR	A000050470	Summary for session 67695		0.00	9.91	
Feb Totals					0.00	49.34	
Totals for 05-60-11900-2900002				0.00	0.00	364.52	364.52-
Totals for ASSET.CLASS: Unassigned				0.00	0.00	14,089.35	14,089.35-

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

Check Request - February 2023 Village Sales Tax.pdf

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

Mon, Mar 13, 2023 at 01:31 PM UTC

CC:

BCC:

1 attachment

Check Request - February 2023 Village Sales Tax.pdf