

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188426

Vendor Name: Village of Glen Ellyn, Illinois

Check Details:

Check Number: E0109531

Check Amount: \$ 449.85

Check Date: 9/10/2025

Invoice Details:

Invoice Number: HOTELTAXAUG25

Invoice Date: 9/9/2025

PO Number: NULL

Voucher Number: V0899716

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 2.21, Vendor Payment.

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 \$10,000 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 \$10,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$25,000 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 August 2025

Name Inn at Water's Edge

Address 425 Fawell Blvd.

City, State, Zip Code Glen Ellyn, IL 60137

Customer ID

Code

Gross Receipts \$8997.00

Rate 5%

Amount of Tax \$449.85

Signature 

Title Hotel Manager

Date 09/02/25

Make checks payable to:

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

GL Account	Description	Aug 31 Balance
01-00-00000-2900012	General : Hotel/Motel Tax	(979.55)
	August 2025 State return	526.58
	August 2025 State discount	13.24
	August 2025 Village return	449.85
		<u>989.67</u>
	Post-GL Balance	<u>10.12</u> Note 1

Notes:

College Of DuPage				
General Ledger Summary Trial Balance				
Year-to-Date Summary for Period Ending 08/31/2025				
*** Opening Balances are estimated; Previous Fiscal Year is not closed ***				
Fiscal Year: 2026		FUND: 01 - Educational		
GL Account	Opening Balance	Year-to-Date Debits	Year-to-Date Credits	Closing Balance
01-00-00000-2900012 General : Hotel/Motel Tax	867.79-	1,527.90	1,639.66	979.55-
Totals for FUND: 01 - Educational	867.79-	1,527.90	1,639.66	979.55-

- Internal chargeback for George Makiya's stay will be processed in September.
 $\$102.12 / 1.11 = \92.00
 $\$92.00 \times 0.11 = \10.12

DATE Aug 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
8/1/2025	\$ 630.00	\$ 37.80	\$ 31.50	\$ 69.30	Nazy			4 Rooms	
8/2/2025	\$ 475.00	\$ 28.50	\$ 23.75	\$ 52.25	Nazy			3 Rooms	
8/3/2025	\$ 750.00	\$ 45.00	\$ 37.50	\$ 82.50	Ashley			6 Rooms	
8/4/2025	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	
8/5/2025	\$ -	\$ -	\$ -	\$ -	Ashley			0 Rooms	
8/6/2025	\$ 165.00	\$ 9.90	\$ 8.25	\$ 18.15	Ashley			1 Room	
8/7/2025	\$ 155.00	\$ 9.30	\$ 7.75	\$ 17.05	Nazy			1 Room	
8/8/2025	\$ 280.00	\$ 16.80	\$ 14.00	\$ 30.80	Nazy			2 Rooms	
8/9/2025	\$ 280.00	\$ 16.80	\$ 14.00	\$ 30.80	Nazy			2 rooms	
8/10/2025	\$ 125.00	\$ 7.50	\$ 6.25	\$ 13.75	Nazy			1 Room	
8/11/2025	\$ 125.00	\$ 7.50	\$ 6.25	\$ 13.75	Ashley			1 Room	
8/12/2025	\$ 125.00	\$ 7.50	\$ 6.25	\$ 13.75	Ashley			1 Room	
8/13/2025	\$ 310.00	\$ 18.60	\$ 15.50	\$ 34.10	Ashley			2 Rooms	
8/14/2025	\$ 785.00	\$ 47.10	\$ 39.25	\$ 86.35	Nazy			5 Rooms	
8/15/2025	\$ 785.00	\$ 47.10	\$ 39.25	\$ 86.35	Nazy			5 Rooms	
8/16/2025	\$ 712.00	\$ 42.72	\$ 35.60	\$ 78.32	Nazy			5 Rooms	
8/17/2025	\$ 247.00	\$ 14.82	\$ 12.35	\$ 27.17	Ashley			2 Rooms	
8/18/2025	\$ 247.00	\$ 14.82	\$ 12.35	\$ 27.17	Ashley			2 Rooms	
8/19/2025	\$ 92.00	\$ 5.52	\$ 4.60	\$ 10.12	Ashley			1 Room	
8/20/2025	\$ 92.00	\$ 5.52	\$ 4.60	\$ 10.12	Ashley			1 Room	
8/21/2025	\$ 247.00	\$ 14.82	\$ 12.35	\$ 27.17	Nazy			2 Rooms	
8/22/2025	\$ 247.00	\$ 14.82	\$ 12.35	\$ 27.17	Nazy			2 Rooms	
8/23/2025	\$ 247.00	\$ 14.82	\$ 12.35	\$ 27.17	Nazy			2 Rooms	
8/24/2025	\$ 247.00	\$ 14.82	\$ 12.35	\$ 27.17	Ashley			2 Rooms	
8/25/2025	\$ 92.00	\$ 5.52	\$ 4.60	\$ 10.12	Ashley			1 Room	
8/26/2025	\$ 247.00	\$ 14.82	\$ 12.35	\$ 27.17	Ashley			2 Rooms	
8/27/2025	\$ 402.00	\$ 24.12	\$ 20.10	\$ 44.22	Ashley			3 Rooms	
8/28/2025	\$ 155.00	\$ 9.30	\$ 7.75	\$ 17.05	Nazy			1 Room	
8/29/2025	\$ 310.00	\$ 18.60	\$ 15.50	\$ 34.10	Nazy			2 rooms	
8/30/2025	\$ 423.00	\$ 25.38	\$ 21.15	\$ 46.53	Nazy			3 Rooms	
8/31/2025	\$ -	\$ -	\$ -	\$ -	CLOSED			0 Rooms	

Total ReceiptsSubtotals \$ 8,997.00 \$ 539.82 \$ 449.85 \$ 989.67 \$ **9,986.67** :)**AUGUST 2025****IL Tax Return Info**

Line 1	\$ 9,986.67	Total Receipts
Line 2	449.85	City Tax
Line 3	-	
Line 4	-	
Line 5	-	
Line 6	449.85	
Line 7	9,536.82	
Line 8	537.88	State Tax Rate .0564 (Listed Rate 6%)
Line 9	-	
Line 10	537.88	
Line 11	11.30	Discount
Line 12	526.58	
IL Tax collected	539.82	
Over(Under)	13.24	Total Discount
Line 13	-	
Line 14	526.58	
Line 15	-	
Line 16	526.58	State Tax

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	7/31/2025	3	165.00	495.00	29.70	24.75	549.45	Personal CC			
2	7/31/2025	2	155.00	310.00	18.60	15.50	344.10	Personal CC			
3	8/1/2025	1	155.00	155.00	9.30	7.75	172.05	Personal CC			
4	8/1/2025	2	155.00	310.00	18.60	15.50	344.10	Personal CC			
5	8/2/2025	1	155.00	155.00	9.30	7.75	172.05	Personal CC			
6	8/3/2025	6	125.00	750.00	45.00	37.50	832.50	Personal CC			
					Deposit Amount		\$2,414.25				
					Date		8/7/2025				
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method			
1	8/6/2025	1	165.00	165.00	9.90	8.25	183.15	Personal CC			
2	8/7/2025	3	155.00	465.00	27.90	23.25	516.15	Personal CC			
3	8/8/2025	5	125.00	625.00	37.50	31.25	693.75	Personal CC			
					Deposit Amount		\$1,393.05				
					Date		8/14/2025				
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method			
1	8/13/2025	4	155.00	620.00	37.20	31.00	688.20	Personal CC			
2	8/13/2025	3	155.00	465.00	27.90	23.25	516.15	Personal CC			
3	8/14/2025	3	155.00	465.00	27.90	23.25	516.15	Personal CC			
4	8/14/2025	2	165.00	330.00	19.80	16.50	366.30	Personal CC			
5	8/14/2025	2	155.00	310.00	18.60	15.50	344.10	Personal CC			
6	8/16/2025	1	155.00	155.00	9.30	7.75	172.05	Personal CC			
7	8/16/2025	1	155.00	155.00	9.30	7.75	172.05	Personal CC			
8	8/16/2025	1	92.00	92.00	5.52	4.60	102.12	Personal CC			
9	8/17/2025	1	155.00	155.00	9.30	7.75	172.05	Personal CC			
10	8/17/2025	2	92.00	184.00	11.04	9.20	204.24	Personal CC			
11	8/18/2025	1	155.00	155.00	9.30	7.75	172.05	Personal CC			
					Deposit Amount		\$3,425.46				
					Date		8/20/2025				
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method			
1	8/19/2025	5	92.00	460.00	27.60	23.00	510.60	Personal CC			
2	8/21/2025	2	155.00	310.00	18.60	15.50	344.10	Personal CC			
3	8/23/2025	1	155.00	155.00	9.30	7.75	172.05	Personal CC			
4	8/24/2025	4	92.00	368.00	22.08	18.40	408.48	Personal CC			
5	8/24/2025	1	155.00	155.00	9.30	7.75	172.05	Personal CC			
6	8/27/2025	1	155.00	155.00	9.30	7.75	172.05	Personal CC			
					Deposit Amount		\$1,779.33				
					Date		8/28/2025				
	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method			
1	8/26/2025	5	155.00	775.00	46.50	38.75	860.25	Personal CC			
2	8/29/2025	1	155.00	155.00	9.30	7.75	172.05	Personal CC			
3	8/30/2025	1	155.00	155.00	9.30	7.75	172.05	Personal CC			
4	8/30/2025	1	113.00	113.00	6.78	5.65	125.43	Personal CC			
					Deposit Amount		\$1,329.78				
					Date		9/2/2025				
					Total of Deposits at Cashier's Office			\$10,341.87			
					Minus Incidental Charges/Adjustments			-			
					Plus Rooms 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 September			-	-	-	
					Minus July Rooms That Were In August Deposits			(355.20)			
					Total			\$9,986.67			
					Total from Hotel Taxes spreadsheet			9,986.67			

September 9 2025
17:11

RECEIPT DISTRIBUTION CODE ANALYSIS

Page 1

CODE: BANK Thank You for Your Payment

[illegible]

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

Check Request - August 2025 Village Hotel Tax.pdf

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

Wed, Sep 10, 2025 at 01:33 PM UTC

CC:

BCC:

1 attachment

Check Request - August 2025 Village Hotel Tax.pdf