



COUNTY OF LEHIGH
OFFICE OF THE CONTROLLER

LEHIGH COUNTY GOVERNMENT CENTER
17 SOUTH SEVENTH STREET
ALLENTOWN, PA 18101-2400
(610) 782-3082 FAX: (610) 871-2897

GLENN ECKHART
COUNTY CONTROLLER

JOHN A. FALK
DEPUTY CONTROLLER

Mr. Fred Thompson, General Manager
Staybridge Suites -- Allentown Airport
1787-A Airport Road
Allentown, PA 18109

Mr. Timothy Reeves, Fiscal Officer
Lehigh County Government Center
17 South Seventh Street
Allentown, PA 18101-2400

To Messrs. Thompson and Reeves:

We have recently completed an agreed-upon procedures engagement of hotel room rental tax remitted by Staybridge Suites -- Allentown Airport for the period January 1 to December 31, 2016. Our report number 17-18 is attached.

The procedures performed did not reveal any findings. The procedures are included in the Attached Independent Controller's Office report.

A handwritten signature in dark ink, appearing to read "GLENN ECKHART", is written over a horizontal line.

Glenn Eckhart
County Controller

Attachment

COUNTY OF LEHIGH, PENNSYLVANIA
HOTEL ROOM RENTAL TAX REMITTANCES
STAYBRIDGE SUITES -- ALLENTOWN AIRPORT

*Independent Controller's Office Report on
Applying Agreed-Upon Procedures
For the Period January 1 to December 31, 2016*

REPORT NO. 17-18

COUNTY OF LEHIGH, PENNSYLVANIA
HOTEL ROOM RENTAL TAX REMITTANCES
STAYBRIDGE SUITES -- ALLENTOWN AIRPORT

Table of Contents

	Page(s)
INDEPENDENT CONTROLLER'S OFFICE REPORT ON APPLYING AGREED-UPON PROCEDURES GLENN ECKHART, LEHIGH COUNTY CONTROLLER	1-2
Hotel Operator Response	No Response



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To Messrs. Thompson and Reeves:

Pursuant to Act 12 of 2005, section 1770.8 to the County Code, Lehigh County Ordinance #2005-180 and the Lehigh County Hotel Room Rental Tax Rules and Regulations effective September 4, 2005, a four percent hotel room rental tax shall be collected and remitted to the Lehigh County fiscal officer. We have performed certain procedures enumerated below, which were agreed to by the Lehigh County fiscal officer, solely to assist the county fiscal officer in determining the accuracy of hotel room rental tax remittances made by the Staybridge Suites -- Allentown Airport management for the period January 1 to December 31, 2016. The fiscal officer, as the delegate for the County Executive, is responsible for the collection of the hotel room rental tax.

Procedures performed included:

- Verification of reported revenue to Form PA-3 submitted to the Commonwealth of Pennsylvania, Department of Revenue.
- Compliance to the County of Lehigh Rules and Regulations for hotel room rental tax collection.
- Verification of reported revenue and hotel room rental tax collections to hotel operator accounting records.

This agreed-upon procedures engagement was conducted in accordance with generally accepted government auditing standards and "Government Auditing Standards" as issued by the United States Government Accountability Office (GAO) and "Statements on Standards for Attestation Engagements" as issued by the American Institute for Certified Public Accountants (AICPA). The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures performed.

Reported taxable revenues of \$2,681,363.82 resulted in \$107,626.84 in hotel tax payable to the County of Lehigh during the period under review (before adjustments). We found no exceptions as a result of the procedures performed.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on hotel room rental tax collections. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the county fiscal officer and management of the County of Lehigh and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in dark ink, appearing to read 'Glenn Eckhart', written in a cursive style.

Glenn Eckhart
County Controller

Audited by: Daniel Aquilino

October 2, 2017
Allentown, PA

Final Distribution

Board of Commissioners
Thomas Muller, County Executive
Michele Taylor, Accounting Manager, Joshi Hotel Group
Robert Velde, Vice President, Joshi Hotel Group