



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

February 9, 2018

Mr. Kyle Bower, General Manager
Holiday Inn Express - Allentown West
5630 West Tilghman Street
Allentown, PA 18104

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

To The Management of Holiday Inn Express – Allentown West and Mr. Reeves:

We have recently completed an agreed-upon procedures engagement of hotel room rental tax remitted by Holiday Inn Express - Allentown West for the period January 1 to December 31, 2016. Our report number 18-7 is attached.

The result of our review is we found one exception as a result of the procedures performed. Hotel management has not been reporting the amount of actual hotel tax collected, as the amount to be remitted to Lehigh County is the greater of 4% room revenue or hotel tax actually collected.

Hotel room rental tax in the amount of \$1,379.53 was assessed and collected.

Glenn Eckhart
County Controller

Attachments

HOTEL TAX/HOLIDAY INN EXPRESS - ALLENTOWN WEST

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COUNTY OF LEHIGH, PENNSYLVANIA
HOTEL ROOM RENTAL TAX REMITTANCES
HOLIDAY INN EXPRESS - ALLENTOWN WEST

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

REPORT NO. 18-7

COUNTY OF LEHIGH, PENNSYLVANIA
HOTEL ROOM RENTAL TAX REMITTANCES
HOLIDAY INN EXPRESS - ALLENTOWN WEST

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. Bower 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 Holiday Inn Express - Allentown West 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 \$2,285,765.92 resulted in \$91,430.64 in hotel tax payable to the County of Lehigh during the period under review. Based on our review, we found one exception as a result of the procedures performed. Hotel management has not been reporting the amount of actual hotel tax collected, as the amount to be remitted to Lehigh County is the greater of 4% room revenue or hotel tax actually collected. Additional tax, interest, and late fee is due for:

| | |
|----------------------|-------------------|
| Exemption Adjustment | \$ 495.81 |
| Late Fee Remittance | <u>883.72</u> |
| Total | <u>\$1,379.53</u> |

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.



Glenn Eckhart
County Controller

Attachment

February 9, 2018
Allentown, PA

Performed by: Daniel Aquilino

Final Distribution

Phillips Armstrong, County Executive
Board of Commissioners
Minu Desai, Owner, Holiday Inn Express – Allentown West
Thomas Muller, Interim County Administrator
Michael Stershic, Discover Lehigh Valley