



OFFICE OF THE CONTROLLER

Mark Pinsley, MBA
COUNTY CONTROLLER

Nanton John, CFE
DEPUTY CONTROLLER

January 19, 2024

Melanie Ottavio
Homewood Suites by Hilton – Allentown/Bethlehem Airport
2031 Avenue C
Bethlehem, PA 18017

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

RE: Homewood Suites by Hilton – Allentown/Bethlehem Airport

To Ms. Ottavio and Mr. Reeves:

We have recently completed an agreed-upon procedures engagement of hotel room rental tax remitted by the Homewood Suites by Hilton – Allentown/Bethlehem Airport for the period January 1 to December 31, 2022. Our report number 24-03 is attached.

The corresponding Hotel Tax “Determination from Mr. Reeves requesting payment of \$33,080.99 is also attached.


Mark Pinsley
County Controller

Attachment

xc: Ricky Hubbard, Tax Audit Supervisor

HOTEL TAX/HOMEWOOD SUITES – ALLENTOWN/BETHLEHEM AIRPORT



COUNTY OF LEHIGH, PENNSYLVANIA
HOTEL ROOM RENTAL TAX REMITTANCES
HOMEWOOD SUITES – ALLENTOWN/BETHLEHEM AIRPORT

*Independent Controller's Office Report on
Applying Agreed-Upon Procedures
For the Period January 1, 2022 to December 31, 2022*

Report No. 24-03

COUNTY OF LEHIGH, PENNSYLVANIA
HOTEL ROOM RENTAL TAX REMITTANCES
HOMWOOD SUITES – ALLENTOWN/BETHLEHEM AIRPORT

Table of Contents

	Page(s)
INDEPENDENT CONTROLLER’S OFFICE REPORT ON APPLYING AGREED-UPON PROCEDURES MARK, PINSLEY LEHIGH COUNTY CONTROLLER	1-2
Hotel Operator Response	No response



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17 South Seventh Street
Allentown, PA 18101-2400

RE: Homewood Suites by Hilton – Allentown/Bethlehem Airport

To the Management of the Homewood Suites by Hilton – Allentown/Bethlehem Airport
and the Chief Fiscal Officer:

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 Homewood Suites by Hilton – Allentown/Bethlehem Airport management for the period January 1, 2022 to December 31, 2022. The Chief Fiscal Officer, as the delegate for the County Executive, is responsible for the collection of the hotel room rental tax. Hotel operators are responsible for the supporting documentation to which these procedures were applied. The sufficiency of these procedures is solely the responsibility of the parties specified in this report who have acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of the report and, as such, users are responsible for determining whether procedures performed are appropriate for their purposes. An agreed-upon procedures engagement involves the practitioner performing specific procedures that the engaging party has agreed to and acknowledged to be appropriate for the intended purpose of the engagement and reporting on findings based on the procedures performed.

Procedures and Findings:

1. **Procedure:** Verification of reported revenue to Form PA-3 submitted to the Commonwealth of Pennsylvania, Department of Revenue.
Finding: Revenue was not able to be verified using form PA-3. As an alternative, hotel revenue reports were used.

2. **Procedure:** Compliance to the County of Lehigh Rules and Regulations for hotel room rental tax collection. (Per the Chief Fiscal Officer, underpayment of hotel tax less than \$100, as determined during the audit, is considered immaterial and will not be collected from the hotel operator).
Finding: Reported taxable revenues of \$4,006,845.00 resulted in \$160,273.80 in hotel tax payable and remitted to the County of Lehigh during the period under review (before adjustments). Based on our review of exemptions claimed, additional tax and interest is due, for an exemption adjustment in the amount of \$7,054.99.
3. **Procedure:** Verification of reported revenue and hotel room rental tax collections to hotel operator accounting records.
Finding #1: Gross revenue as stated on the hotel's accounting reports was not accurately reported on the County tax returns during the 12-month audit period. This includes failure to submit their July, 2022 tax return and remit payment for tax due. Based on our review of reported revenue, additional tax and interest is due for a revenue adjustment in the amount of \$20,495.01.
Finding #2: The hotel failed to include the amount of actual tax collected on each of their tax returns submitted in 2022. For the month of December, the hotel failed to remit the correct amount of tax. Hotels are to remit the higher of actual tax due or tax collected. Based on our review of room rental tax collections, additional tax and interest is due for a tax adjustment in the amount of \$5,530.94.

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).

We were not engaged to and did not conduct an examination or a review of the subject matter, the objective of which would be the expression of an opinion or a conclusion, respectively, on hotel room rental tax remittances from License #2017-080, Homewood Suites by Hilton – Allentown/Bethlehem Airport for the period January 1, 2022 to December 31, 2022. Accordingly, we do not express such an opinion or a conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. We are required to be independent of the responsible party and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to the agreed-upon procedures engagement.

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.


Mark Pinsley
County Controller

Attachment

Date: October 23, 2023
Allentown, PA
Audited by: Brian O'Donnell

Final Distribution
Phillips Armstrong, County Executive
Board of Commissioners
Ed Hozza, Director of Administration
Stephen Berndt, Lead Accountant



COUNTY OF LEHIGH
Office of Fiscal Affairs

Timothy A. Reeves
Chief Fiscal Officer

January 19, 2024

Melanie Ottavio
Homewood Suites by Hilton – Allentown/Bethlehem Airport
2031 Avenue C
Bethlehem, PA 18017

RE: HOTEL TAX “DETERMINATION”
Homewood Suites by Hilton – Allentown/Bethlehem Airport

Dear Ms. Ottavio:

According to the recent agreed-upon procedures performed by the Lehigh County controller’s office, hotel tax and interest is due for the period January 1, 2022 to December 31, 2022.

In accordance with Section G of the Hotel Tax Rules and Regulations, you are hereby requested to remit the sum of \$33,080.99. The calculations of the “determination” (as stated in Section G) were included in the Lehigh County controller’s office draft report. Failure to remit the payment within **ten (10)** days as requested will result in additional penalties, attorney fees, and fines as stated in Section G.

Very truly yours,

Timothy Reeves
Chief Fiscal Officer

Enclosure

xc: Mark Pinsley, County Controller

HOTEL TAX/HOTEL TAX DETERMINATION LETTER