



COUNTY OF LEHIGH  
OFFICE OF THE CONTROLLER

LEHIGH COUNTY GOVERNMENT CENTER  
17 SOUTH SEVENTH STREET  
ALLENTOWN, PA 18101-2400  
(610) 782-3082 FAX: (610) 820-3335

THOMAS SLONAKER  
COUNTY CONTROLLER

JOHN A. FALK  
DEPUTY CONTROLLER

June 6, 2011

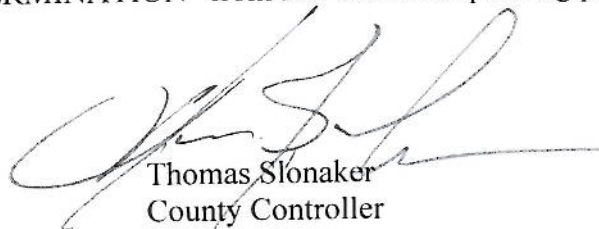
Ms. Gloria Herber, Co-owner  
Staybridge Suites Allentown West  
327 Star Road  
Allentown, PA 18106

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

To Ms. Herber and Mr. Kahler:

We have recently completed an agreed-upon procedures engagement of hotel room rental tax remitted by Staybridge Suites Allentown West for the period January 1 to December 31, 2010. Our report number 11-15 is attached.

The corresponding HOTEL TAX "DETERMINATION" from Mr. Kahler requesting payment of \$10.04 is also attached.



Thomas Slonaker  
County Controller

Attachment

**COUNTY OF LEHIGH, PENNSYLVANIA**  
**HOTEL ROOM RENTAL TAX REMITTANCES**  
**STAYBRIDGE SUITES ALLENTOWN WEST**

*Independent Controller's Office Report on  
Applying Agreed-Upon Procedures  
For the Period January 1 to December 31, 2010*

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

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17 South Seventh Street  
Allentown, PA 18101-2400

To Ms. Herber and Mr. Kahler:

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 West management for the period January 1 to December 31, 2010. 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.

Note: Form PA-3 was not used to verify reported revenue since all information is transmitted by phone to the Commonwealth of Pennsylvania. As an alternative, we used hotel revenue reports to verify amounts.

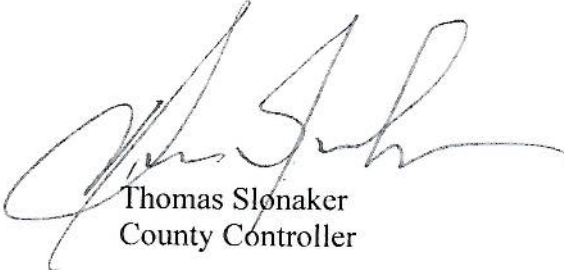
- Compliance to the County of Lehigh Rules and Regulations for hotel room rental tax collection.
- Verification of reported revenue and hotel room rental tax collections to hotel operator accounting records.

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 \$1,612,517.65 resulted in \$64,500.71 in hotel tax payable to the County of Lehigh during the period under review. Based on our review, additional tax and interest is due for an exemption adjustment of \$10.04.

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.



Thomas Slonaker  
County Controller

Attachment

May 12, 2011  
Allentown, PA

Final Distribution  
Board of Commissioners  
Donald T. Cunningham, Jr., County Executive



**COUNTY OF LEHIGH**  
**Office of Fiscal Affairs**

**Brian L. Kahler**  
**Fiscal Officer**

June 6, 2011

Ms. Gloria Herber, Co-owner  
Staybridge Suites Allentown West  
327 Star Road  
Allentown, PA 18106

RE: HOTEL TAX "DETERMINATION"  
Staybridge Suites Allentown West

Dear Ms. Herber:

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 to December 31, 2010.

In accordance with Section G of the Hotel Tax Rules and Regulations, you are hereby requested to remit the sum of \$ 10.04.

Very truly yours,

A handwritten signature in black ink, appearing to read "B. L. Kahler", is written over a horizontal line.

Brian L. Kahler  
Fiscal Officer

xc: Thomas Slonaker, County Controller

HOTEL TAX/HOTEL TAX DETERMINATION LETTER

*Government Center  
17 South Seventh Street  
Allentown, Pennsylvania 18101-2401*

*Accounts Receivable  
Phone: 610-782-3112  
Fax: 610-820-3121*

*Fiscal Administration  
Phone: 610-782-3115  
Fax: 610-820-3690*