



STEPHEN J. BARRON, JR., CFE

CONTROLLER OF NORTHAMPTON COUNTY

NORTHAMPTON COUNTY COURTHOUSE
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**INDEPENDENT INTERNAL AUDITORS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Members of the Northampton County Council
John A. Brown, County Executive
County of Northampton, Pennsylvania

We have performed the procedures enumerated below, which were agreed to by the County of Northampton's Administration solely to assist you with evaluating the Hotel Room Rental Tax Remittances from License #104 Best Western from 1/1/15 to 12/31/16. County management is responsible for ensuring that Operators within Northampton County are collecting this tax from their guests and that Operators remit the tax they collect to the County. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Procedures and Findings

1. Procedure: Determine if proper remittance forms are being used and completed correctly.

Findings: The Operator used an outdated version of remittance form for the first 10 months in 2015.

2. Procedure: Determine that late payment penalties are assessed for delinquent payments and are collected in a timely fashion by the Revenue Division.

Findings: All 24 months of remittances were filed on time.

3. Procedure: Determine if taxable revenues, exempt revenues and taxes due as reported are accurate.

- Where the population of exemptions claimed by a hotel is 200 or more in the period being reviewed, a sample of exemptions not to exceed 50 will be tested.
- Underpayment or overpayment of hotel tax by operators of \$5 or less determined during the audit will be considered immaterial and will not be collected from or paid to the hotel operators.

Findings:

- In two months, revenue per the Operator's financial records was greater than taxable revenue reported to the County due to invalid and undocumented exemptions.
- In one month, taxable revenue per the Operator's financial records matched taxable revenue reported to the County, but actual taxes collected exceeded taxes remitted.
- In one month, taxable revenue per the hotel's financial records was less than taxable revenue reported to the County, and actual taxes collected were less than taxes remitted resulting in an overpayment by the Operator.
- The operator made a clerical error on the September 2015 remittance that resulted in an overpayment of tax of \$5,332.36. Revenue Division instructed the operator to deduct the overpayment from their October 2015 remittance.
- Review of the 50 exemptions sampled also revealed the following findings:
 - ❖ Two exemptions had incomplete documentation.
 - ❖ One exemption taken for a permanent resident was overstated.
 - ❖ Two exemptions taken were for guests that worked for non-exempt organizations.

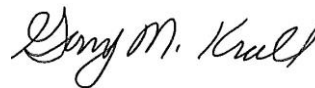
Based on the findings above, we calculated that the amount owed to the County by the Best Western would be \$1.49 as shown in Exhibit 1 below. ***Since this amount is immaterial no payment is due to the County by the Best Western.***

This Agreed-Upon Procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the Hotel Room Rental Tax Remittances from License #104 Best Western for the period 1/1/15 to 12/31/16. 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 management of the County of Northampton, Pennsylvania and is not intended to be and should not be used by anyone other than these specified parties.



Stephen J. Barron, Jr., CFE
County Controller



Gary Krall, CMA
Staff Auditor

October 31, 2017

cc: J. Hunter, Director of Fiscal Affairs
N. Poplawski, Revenue Manager
T. Herrlinger, Director of Department of Community and Economic Development
K. Collis, Community and Economic Development Specialist

COUNTY OF NORTHAMPTON
 Hotel Room Rental Tax Remittances
 License #104 Best Western
 January 1, 2015 – December 31, 2016

Exhibit 1

<u>Month</u>	<u>Tax Remitted</u>	<u>Tax Calculated</u>	<u>Over/Under Payment</u>	<u>Interest</u>	<u>Amount Due to Northampton County</u>
May 2015	\$14,456.47	\$14,472.67	(\$16.20)	(\$7.05)	(\$23.25)
July 2015	16,905.37	16,914.85	(9.48)	(3.84)	(13.32)
September 2015	18,758.78	13,426.42	5,332.36	0.00	5,332.36
October 2015	9,511.32	14,814.83	(5,303.51)	0.00	(5,303.51)
November 2015	9,787.78	9,741.94	45.84	0.00	45.84
January 2016	9,022.55	9,052.67	(30.12)	(9.49)	(39.61)
Subtotal	\$78,442.27	\$78,423.38	\$18.89	(\$20.38)	(\$1.49)
Total Due					(\$1.49)

No payment to the County of Northampton is required due to the immaterial amount of the findings.

Hotel License #104

Best Western – Bethlehem
 Lehigh Valley Hotels
 300 Gateway Dr.
 Bethlehem, PA 18017

Contact: Bruce Collier