



**County Controller**

Richard J. Szulborski

**Audit Manager**

Anthony Sabino, CIA

**Solicitor**

Robert A. Nitchkey, Jr., Esq.

**County Executive**

Lamont G. McClure, Jr.

**County Council**

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Kerry L. Myers, Vice-President  
John A. Brown  
John Cusick  
Thomas A. Giovanni  
John P. Goffredo  
Ronald R. Heckman  
Kevin Lott  
Tara M. Zrinski

Agreed-Upon Procedures  
Report

**HOTEL ROOM  
RENTAL TAX**

**WOODSPRINGS SUITES  
LICENSE #142**

For the Period January 1, 2020 to  
December 31, 2021

**Office of the Controller  
County of Northampton  
Pennsylvania**



**RICHARD J. SZULBORSKI**

**CONTROLLER OF NORTHAMPTON COUNTY**

NORTHAMPTON COUNTY COURTHOUSE  
669 WASHINGTON STREET  
EASTON, PENNSYLVANIA 18042

**ANTHONY SABINO, CIA**  
Audit Manager

**PHONE (610) 829-6617**  
**FAX (610) 559-3137**

**ROBERT A. NITCHKEY, JR., ESQ.**  
Solicitor

**INDEPENDENT INTERNAL AUDITOR'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

Northampton County Commissioners  
Lamont G. McClure, Jr., 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 #142 Woodsprings Suites for the period January 1, 2020 to December 31, 2021. 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 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 the 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**

• **Procedure:**

- Obtain two years of tax remittances from the County's Revenue Division. Inspect to determine whether the operator used the latest version of the remittance form and that the form was fully completed in a proper and accurate manner.
- As necessary, provide hotel management with a copy of the current Hotel Tax Rules and Regulations.

**Findings:**

- We inspected all remittance forms submitted during the audit period and found

that the Operator used the latest version of the remittance report and they were completed in an accurate manner; however the required exemption form was not included for the month of June 2020. Also, permanent and non-permanent resident exemptions were incorrectly reported on the same form for July 2020, and August and December 2021.

- The Operator remitted the higher of the tax collected verses tax due, and all calculations were accurate.
  - All remittances were received in a timely manner.
- **Procedure:** Interview hotel management to gain an understanding of the Operator's accounting process.

**Findings:** We obtained an understanding of the Operator's accounting process sufficient to evaluate the accuracy of remittances to the County.

- **Procedure:** Inspect the Operator's financial reports to verify the accuracy of Remittance Reports and compliance with Rules and Regulations.

**Findings:** We recalculated all remittance forms submitted during the period, inspected exemption documentation, and found:

- The Operator over reported revenue in 2020 and 2021 due to inclusion of revenue not taxable per County hotel tax.
- **Procedure:** Investigate the validity of claimed permanent and non-permanent exemptions by testing a sample not to exceed 50.

**Findings:** We sampled 41 exemptions and found:

- Six that were calculated incorrectly by the operator, and three that were disallowed for permanent residents where the operator did not properly refund the tax to the guest.
  - When granting exemptions to guests, the hotel does not refund/credit the first 30 days of tax charged to permanent residents.
- **Procedure:** Calculate any additional tax owed or refund due to the Operator.  
(Underpayment or overpayment of hotel tax by operators of \$5 or less determined during the audits are considered immaterial and will not be collected from nor paid to hotel Operators.)

**Findings:** We determined that License #142 Woodsprings Suites does not owe Northampton County any additional money for hotel room rental tax or interest nor is any refund due to the Operator for the period January 1, 2020 to December 31, 2021.

We conducted this agreed-upon procedures engagement in accordance with generally accepted government auditing standards. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on Hotel Room Rental Tax Remittances from License #142 Woodsprings Suites for the period January 1, 2020 to December 31, 2021. Accordingly, we do not express such an opinion or 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.



Richard J. Szulborski  
County of Northampton Controller  
Easton, Pennsylvania



Altynay Kanatbekoff  
Auditor II

October 17, 2022

cc: S. Barron, Director of Fiscal Affairs  
W. Nicklas, Revenue Manager  
T. Smith, Director of Department of Community and Economic Development  
K. Collis, Community and Economic Development Specialist  
K. Beltran, Accounting Manager