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Agreed-Upon Procedures
Report

**GREATER LEHIGH VALLEY
CHAMBER OF COMMERCE
FOUNDATION - HISTORIC
BETHLEHEM HERITAGE
TRAVELER MARKETING
GRANT**

As of December 31, 2021

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



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**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 Department of Community and Economic Development (DCED), for reviewing the administration and usage of the 2020 Hotel Tax grant awarded to Greater Lehigh Valley Chamber of Commerce Foundation (GLVCCF) for the project titled "Historic Bethlehem Heritage Traveler Marketing Project." DCED's management is responsible for the administration and usage of the 2020 Hotel Tax grant awarded to GLVCCF for this project. 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

1. **Procedure:** Confirm that funds were held in a separate FDIC-insured financial institution and that no bank fees were paid out of this account

Findings: These grant funds were issued on a request for reimbursement basis. Thus, the GLVCCF had to pay the invoices up front from their funds then request for reimbursement. Therefore, funds did not need to be held in a separate FDIC-insured financial institution.

2. **Procedure:** Confirm that all funds were expended by 12/31/21. If funds were not fully expended, confirm that excess funds were returned to the County, or that an extension was requested and granted by County Administration.

Findings: The total amount of the grant was \$85,000. Six RFP's were submitted totaling \$85,000 from January 2021 thru January 2022. The RFP submitted in January 2022 was for Q4-2021.

3. **Procedure:** Inspect documentation maintained for all fund expenditures.
 - a. Confirm that all expenses are for the purposes outlined in the grant and any amendment.
 - b. Confirm that expenses are properly categorized and in line with the agreed-upon budget.
 - c. Ensure that project budgets were not modified without County approval.

Findings:

- a. All expenses submitted were properly categorized and were used for the purpose outlined in the grant and budget. The amounts coincided with the budget as well as the grant and amendments with the exception of a fluctuation of \$ 5,151 in two categories explained in 3b below.
- b. The total Marketing and Advertising expenses were \$5,151 less than the budget and the Ongoing Monthly Services expenses were \$5,151 higher than the budget. Community Economic Development accepted the difference since the amount was not significant and the total amount requested in all categories was within the total approved budget.
- c. Budgets were not modified without County approval

4. **Procedure:** Confirm that all Interim Reports and a Final Report were submitted to the County as outlined in the grant agreement and any amendments. Ensure that all amounts included on the reports are supported.

Findings: The grantee submitted three interim reports and a final report as per the terms of the agreement and the reports included all expenses incurred for that period. Itemized invoices and supporting documentation were submitted quarterly for reimbursement as per the agreement. This project was completed on time and all funds were used as per the agreement.

5. **Procedure:**
Compliance:
 - a. Confirm that the grantee has complied with all contracting requirements outlined in the grant and any amendments.
 - b. Confirm that any travel expenses are in line with the County's Travel, Meal & Mileage Reimbursement Policy.

Findings:

- a. The grantee complied with all contracting requirements in the grants and the amendments.
- b. There were no requests for travel expense reimbursement.

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

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ON APPLYING AGREED-UPON PROCEDURES
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the administration and usage of the 2020 Hotel Tax grant awarded to Greater Lehigh Valley Chamber of Commerce Foundation for the project titled "Historic Bethlehem Heritage Traveler Marketing Project." 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



Gurpreet Kaur, CPA, MBA
Auditor II

June 21, 2022

cc: S. Barron, Director of Fiscal Affairs
T. Smith, Director of DCED