

County Controller

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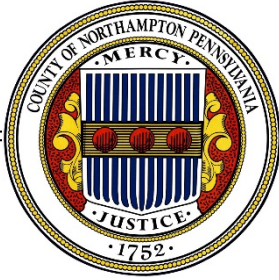
Agreed-Upon Procedures
Report

**HOTEL ROOM
RENTAL TAX**

**COURTYARD MARRIOTT
BETHLEHEM**

For the Period January 1, 2018 to
December 31, 2019

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



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CONTROLLER OF NORTHAMPTON COUNTY

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Solicitor

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

Members of the Northampton County Council
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 #133 Courtyard Marriott for the period January 1, 2018 to December 31, 2019. 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:

- Obtain two years of tax remittances from the County's Revenue Division. Inspect to determine whether the operator is using 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:

- The Operator is using the latest version of the remittance form.
- On five occasions, the hotel did not submit a list of exemptions supporting the amounts reported on the remittance form.

2. 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.

- 3. 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:

- Computations of tax due were accurate on all 24 remittance forms submitted, but errors were noted in the calculation of taxable room revenue and valid exemptions (see below).
- The Operator paid and submitted remittances on time in all 24 months.
- The hotel underreported taxable room revenue in all 24 months. The Operator failed to include revenue from no-show charges and pet fees totaling \$31,300 during 2018 and 2019.

- 4. Procedure:** Investigate the validity of claimed permanent and non-permanent exemptions by testing a sample not to exceed 50.

Findings: We looked at all 25 exemptions taken by the hotel and found:

- Two exemptions lacked documentation and were disallowed.
- The hotel omitted three valid exemptions.

- 5. 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.)

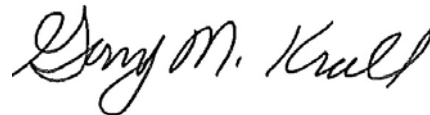
Findings: We determined that License #133 Courtyard Marriott owes Northampton County \$1,501.56 in hotel room taxes. See Exhibit 1 for a detailed breakdown of the additional tax due from the hotel.

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 #133 Courtyard Marriott for the period January 1, 2018 to December 31, 2019. 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.

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.



Tony E. Bassil
County of Northampton Controller
Easton, Pennsylvania



Gary M. Krall, CMA
Lead Auditor

INDEPENDENT INTERNAL AUDITOR'S REPORT
ON APPLYING AGREED-UPON PROCEDURES
Hotel Room Rental Tax Remittances – License #133 Courtyard Marriott
January 1, 2018 – December 31, 2019
Page 3

August 17, 2020

cc: S. Barron, Director of Fiscal Affairs
N. Poplawski, Revenue Manager
T. Smith, Director of Department of Community and Economic Development
K. Collis, Community and Economic Development Specialist
K. O'Brien, Manager, Courtyard Marriott - Bethlehem

COUNTY OF NORTHAMPTON
Hotel Room Rental Tax Remittances
License #133 Courtyard Marriott - Bethlehem
January 1, 2018 – December 31, 2019

Exhibit 1

	<u>Tax Remitted</u>	<u>Tax Calculated</u>	<u>Over/(Under) Payment</u>	<u>Interest</u>	<u>Amount Due to County</u>
January 2018	12,679.52	12,753.44	(73.92)	(32.16)	(106.08)
February 2018	12,539.16	12,590.32	(51.16)	(21.49)	(72.65)
March 2018	14,769.44	14,881.12	(111.68)	(45.23)	(156.91)
April 2018	14,485.00	14,521.20	(36.20)	(14.12)	(50.32)
May 2018	16,262.00	16,327.36	(65.36)	(24.51)	(89.87)
June 2018	15,045.72	15,026.00	19.72	0.00	19.72
July 2018	15,698.28	15,722.92	(24.64)	(8.50)	(33.14)
September 2018	15,629.13	15,719.96	(90.83)	(28.61)	(119.44)
October 2018	18,355.00	18,413.00	(58.00)	(17.40)	(75.40)
November 2018	16,818.96	16,839.76	(20.80)	(5.93)	(26.73)
Subtotal 2018	\$152,282.21	\$152,795.08	(\$512.87)	(\$197.95)	(\$710.82)
January 2019	11,345.22	11,401.08	(55.86)	(14.24)	(70.10)
February 2019	11,320.82	11,342.68	(21.86)	(5.25)	(27.11)
March 2019	14,287.24	14,307.64	(20.40)	(4.59)	(24.99)
April 2019	13,265.98	13,304.64	(38.66)	(8.12)	(46.78)
May 2019	16,740.06	16,804.56	(64.50)	(12.58)	(77.08)
June 2019	16,451.74	16,557.60	(105.86)	(19.05)	(124.91)
July 2019	17,072.28	17,123.12	(50.84)	(8.39)	(59.23)
August 2019	18,621.35	18,701.84	(80.49)	(12.07)	(92.56)
September 2019	16,525.68	16,541.80	(16.12)	(2.18)	(18.30)
October 2019	19,768.75	19,815.44	(46.69)	(5.60)	(52.29)
November 2019	14,980.64	15,048.68	(68.04)	(7.14)	(75.18)
December 2019	13,197.04	13,309.16	(112.12)	(10.09)	(122.21)
Subtotal 2019	\$183,576.80	\$184,258.24	(\$681.44)	(\$109.30)	(\$790.74)
Grand Total	\$335,859.01	\$337,053.32	(\$1,194.31)	(\$307.25)	(\$1,501.56)
Total Due					<u>(\$1,501.56)</u>

Please send a check payable to the County of Northampton in the amount of \$1,501.56 and a copy of this statement to:

County of Northampton
Revenue Division, Attn. Nancy Poplawski
669 Washington Street
Easton, PA 18042

If you have any questions, call Nancy Poplawski at 610-829-6187.

COUNTY OF NORTHAMPTON
Hotel Room Rental Tax Remittances
License #133 Courtyard Marriott - Bethlehem
January 1, 2018 – December 31, 2019

Exhibit 1

Hotel License #133

Courtyard Marriott
2220 Emrick Blvd.
Bethlehem, Pa 18020

Contact:

Keith O'Brien, Hotel Manager