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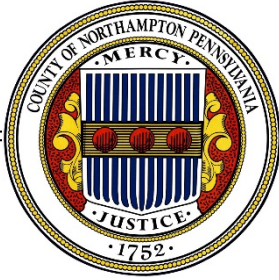
Agreed-Upon Procedures
Report

**HOTEL ROOM
RENTAL TAX**

WOODSPRINGS SUITES

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

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



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**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 #142 Woodsprings Suites 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.
- All remittances were completed in a proper and accurate manner.

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 20 months. The Operator failed to include taxable revenue for room damage charges and pet fees totaling \$6,112 during 2018 and 2019.
- The hotel included \$7,406 of non-taxable revenue from charges to guests for linen service and telephone use in their reported room revenue during the final four months of 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 a sample of 50 exemptions taken by the hotel and found:

- In September 2018, the hotel claimed a group of exemptions totaling \$7,800 that lacked any documentation supporting the basis of exemption. The hotel omitted \$2,991 of valid exemptions in November 2018 to make up for part of the undocumented exemptions taken in September.
- In 2019, WoodSprings understated four valid exemptions that were discovered during detail review and testing. The hotel was given credit against additional tax owed for these omitted exemptions.

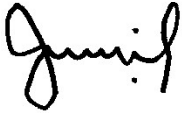
- 5. Procedure:** Calculate any additional tax owed or refund due to the Operator. (Underpayment or overpayment of hotel tax by operators of \$5 or less determined during the audits are considered immaterial and will not be collected from nor paid to hotel Operators.)

Findings: Nationwide Hotel Management Company WoodSprings Suites managed by WoodSprings Suites until August 31, 2019. Beginning September 1, 2019, the hotel was managed by Hotel Management and Consulting. Despite the dual management company participation, the hotel's ownership did not change during 2018 and 2019 and the owner ultimately paid the monthly hotel tax. The current management group will pay the additional tax due to the County on behalf of the owner. See Exhibit 1 for a detailed breakdown of these additional tax amounts due.

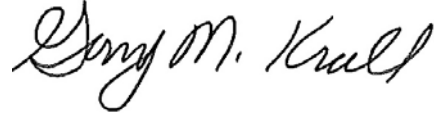
We conducted this agreed-upon procedures engagement in accordance with generally accepted government auditing standards. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on Hotel Room Rental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

INDEPENDENT INTERNAL AUDITOR'S REPORT
ON APPLYING AGREED-UPON PROCEDURES
Hotel Room Rental Tax Remittances – License #142 WoodSprings Suites
January 1, 2018 – December 31, 2019
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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

August 28, 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. Beltran, Accounting Manager, Hotel Management & Consulting Inc.

