



**RICHARD J. SZULBORSKI**

**CONTROLLER OF NORTHAMPTON COUNTY**

NORTHAMPTON COUNTY COURTHOUSE  
669 WASHINGTON STREET  
EASTON, PENNSYLVANIA 18042

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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 #138 TownePlace Suites Marriott Bethlehem Easton/Lehigh Valley for the period January 1, 2016 to December 31, 2017. 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 taxable revenues, exempt revenues and taxes due as reported are accurate.

**Findings:** We reviewed all 24 remittance forms submitted during the period and found:

- The hotel underreported revenue by \$69,716.10 in 2016 and 2017 by failing to include no-show revenue, pet charges, pet cleaning fees, cancellation fees and charges relating to smoking fees.
- In 2016, exemptions were overstated by \$2,269.00. Religious, Charitable Scientific Organizations including churches are non-exempt organizations.
- In 2017, exemptions were overstated by \$1,644.00. The hotel did not have two exemption certificates and one exemption certification was incomplete.

- 2. Procedure:** Determine if the Operator is using the latest version of the remittance form and that the form was fully completed in a proper and accurate manner.

**Findings:**

- The Operator is using the correct remittance form.

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Hotel Room Rental Tax Remittances – License #138 TownePlace Suites Marriott Bethlehem Easton/Lehigh Valley

January 1, 2016 – December 31, 2017

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- The Operator is submitting the higher of the tax between what is collected and what is due.
- All remittance forms were submitted on a timely basis.
- In February 2016, the hotel operator made a minor calculation error on the remittance form. This did not have any effect on the amount remitted or due.
- In October 2017, the hotel operator transposed the tax rate and actual tax collected on their remittance form. This did not have any effect on the amount remitted or due.

Based on the findings above, we determined that the TownePlace Suites Marriott Bethlehem Easton/Lehigh Valley owes Northampton County \$3,333.96 in hotel room taxes. See Exhibit 1 for 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 #138 TownePlace Suites Marriott Bethlehem Easton/Lehigh Valley. 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.



Richard J. Szulborski  
County Controller



Kathy M. Nesfeder, CRMA, CFE  
Auditor II

December 19, 2018

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

COUNTY OF NORTHAMPTON  
Hotel Room Rental Tax Remittances  
License #138 TownePlace Suites Marriott Bethlehem Easton/Lehigh Valley  
January 1, 2016 – December 31, 2017

Exhibit 1

<u>Date</u>	<u>Tax Remitted</u>	<u>Tax Calculated</u>	<u>Over/Under Payment</u>	<u>Interest</u>	<u>Amount Due to County</u>
January 2016	\$ 8,307.04	\$ 8,435.66	\$ (128.62)	\$ (63.67)	\$ (192.29)
February 2016	7,198.15	7,276.15	(78.00)	(37.44)	(115.44)
March 2016	7,887.72	7,977.53	(89.81)	(41.76)	(131.57)
April 2016	8,162.02	8,331.71	(169.69)	(76.36)	(246.05)
May 2016	9,073.71	9,224.93	(151.22)	(65.78)	(217.00)
June 2016	9,266.94	9,348.51	(81.57)	(34.26)	(115.83)
July 2016	10,161.46	10,377.47	(216.01)	(87.48)	(303.49)
August 2016	9,215.02	9,301.91	(86.89)	(33.89)	(120.78)
September 2016	8,268.73	8,334.61	(65.88)	(24.71)	(90.59)
October 2016	8,989.37	9,033.89	(44.52)	(16.03)	(60.55)
November 2016	8,709.50	8,791.39	(81.89)	(28.25)	(110.14)
December 2016	7,282.96	7,403.07	(120.11)	(39.64)	(159.75)
<b>Subtotal 2016</b>	<b>\$ 102,522.62</b>	<b>\$ 103,836.83</b>	<b>\$ (1,314.21)</b>	<b>\$ (549.26)</b>	<b>\$ (1,863.47)</b>
January 2017	\$ 7,227.77	\$ 7,262.19	\$ (34.42)	\$ (10.84)	\$ (45.26)
February 2017	7,103.64	7,178.51	(74.87)	(22.46)	(97.33)
March 2017	8,906.69	8,953.66	(46.97)	(13.39)	(60.36)
April 2017	7,712.08	7,779.98	(67.90)	(18.33)	(86.23)
May 2017	8,349.65	8,461.80	(112.15)	(28.60)	(140.75)
June 2017	9,479.39	9,575.15	(95.76)	(22.98)	(118.74)
July 2017	9,667.21	9,771.65	(104.44)	(23.50)	(127.94)
August 2017	8,294.29	8,436.65	(142.36)	(29.89)	(172.25)
September 2017	9,373.04	9,532.04	(159.00)	(31.00)	(190.00)
October 2017	9,956.43	10,063.23	(106.80)	(19.22)	(126.02)
November 2017	9,466.04	9,618.59	(152.55)	(25.17)	(177.72)
December 2017	7,541.86	7,653.06	(111.20)	(16.68)	(127.88)
<b>Subtotal 2017</b>	<b>\$ 103,078.09</b>	<b>\$ 104,286.51</b>	<b>\$ (1,208.42)</b>	<b>\$ (262.07)</b>	<b>\$ (1,470.49)</b>
<b>Grand Total Due</b>	<b>\$ 205,600.71</b>	<b>\$ 208,123.34</b>	<b>\$ (2,522.63)</b>	<b>\$ (811.33)</b>	<b>\$ (3,333.96)</b>
<b>Total Due</b>					<b><u>\$ (3,333.96)</u></b>

COUNTY OF NORTHAMPTON  
Hotel Room Rental Tax Remittances  
License #138 TownePlace Suites Marriott Bethlehem Easton/Lehigh Valley  
January 1, 2016 – December 31, 2017

Exhibit 1

Please send a check payable to the County of Northampton in the amount of \$3,333.96 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.

Hotel License #138      TownePlace Suites Marriott  
Bethlehem Easton/Lehigh Valley  
3800 Easton Nazareth Highway  
Easton, PA 18045

Contact: Ms. Sasha Devine, General Manager