



STEPHEN J. BARRON, JR., CFE

CONTROLLER OF NORTHAMPTON COUNTY

NORTHAMPTON COUNTY COURTHOUSE
669 WASHINGTON STREET
EASTON, PENNSYLVANIA 18042

FRANK S. KEDL, CIA
Audit Manager

PHONE (610) 829-6615
FAX (610) 559-3137

TIMOTHY P. BRENNAN, ESQ.
Solicitor

**INDEPENDENT INTERNAL AUDITORS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Members of the Northampton County Council
John A. Brown, 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 #144 Woodstone Golf Club – January 1, 2014 to December 31, 2015. 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. This Agreed-Upon Procedures engagement was conducted in accordance with standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. 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 proper remittance forms are being used and completed correctly.

Findings:

- The operator was using the proper remittance forms in all 24 months.
- The January 2014 remittance was not filed by the 20th of the month. A late penalty in the amount of \$18.67 was paid in February 2014.
- The September and December 2014 forms had differences between the gross revenue and taxable revenue amounts reported.

2. **Procedure:** Determine if taxable revenues, exempt revenues and taxes due as reported are accurate.

Findings:

- There were discrepancies between amounts remitted to the County and the actual operator files:

INDEPENDENT INTERNAL AUDITORS' REPORT
ON APPLYING AGREED-UPON PROCEDURES
Hotel Room Rental Tax Remittances – License#144 Woodstone Golf Club
January 1, 2014 to December 31, 2015
Page 2 of 3

In 2014, nine months the operator overstated their revenue resulting in overpayment of their occupancy tax. Three months, the operator understated their revenue, resulting in underpayment of their occupancy tax.

In 2015, one month the operator understated their revenue resulting in underpayment of their occupancy tax. One month the operator overstated their revenue resulting in an overpayment of their occupancy tax and the remaining ten months the correct revenue was reported and the correct amount of occupancy tax was remitted.

Based on the findings above, we determined that the Woodstone Golf Club owes the County \$287.09 in unpaid hotel room rental taxes and interest. See Exhibit 1 for additional tax due the County including the calculation of interest.

3. **Procedures:** Determine if interest is calculated accurately and assessed for delinquent payments.

Findings:

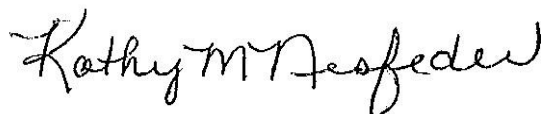
- Interest was properly calculated and assessed for the delinquent payment in Procedure 1 and was remitted by the Operator in the following month.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the Hotel Room Rental Tax Remittances from License#144 Woodstone Golf Club for the period January 1, 2014 to December 31, 2015. Accordingly, we do not express such an opinion. 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.



Stephen J. Barron, Jr., CFE
County Controller



Kathy M. Nesfeder, CFE, CRMA
Staff Auditor

November 1, 2016

cc: J. Hunter, Director of Fiscal Affairs
N. Poplawski, Revenue Manager
K. Collis, Community and Economic Development Specialist

COUNTY OF NORTHAMPTON
Hotel Room Rental Tax Remittances
License#144 Woodstone Golf Club
January 1, 2014 to December 31, 2015

Exhibit 1

Date	Tax Remitted	Tax Calculated	Over/(Under) Payment	Interest	Amount Due to NorCo
January 2014	\$1,244.72	\$1,237.21	\$7.51	\$0.00	\$7.51
February 2014	1,618.00	1,677.23	-59.23	-28.43	-87.66
March 2014	821.44	834.80	-13.36	-6.21	-19.57
April 2014	371.00	365.54	5.46	0.00	5.46
May 2014	600.36	587.75	12.61	0.00	12.61
June 2014	511.00	707.61	-196.61	-82.58	-279.19
July 2014	1,104.55	1,064.64	39.91	0.00	39.91
August 2014	941.64	935.29	6.35	0.00	6.35
September 2014	909.45	906.73	2.72	0.00	2.72
October 2014	1,074.28	1,066.53	7.75	0.00	7.75
November 2014	595.46	582.72	12.74	0.00	12.74
December 2014	854.51	848.18	6.33	0.00	6.33
January 2015	1,486.29	1,492.65	-6.36	-2.00	-8.36
February 2015	1,673.02	1,666.66	6.36	0.00	6.36
May 2015	1,034.40	1,034.41	-0.01	0.00	-0.01
October 2015	1,004.56	1,004.58	-0.02	0.00	-0.02
November 2015	349.48	349.50	-0.02	0.00	-0.02
Totals	\$16,194.16	\$16,362.03	-\$167.87	-\$119.22	-\$287.09
Total Due					<u>-\$287.09</u>

Please send a check payable to the County of Northampton in the amount of \$287.09 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 #144

Woodstone Golf Club
3777 Dogwood Road
Danielsville, PA 18038
610-760-2777

Contact: Annette Keller, Controller