



COUNTY OF LEHIGH
OFFICE OF THE CONTROLLER

LEHIGH COUNTY GOVERNMENT CENTER
17 SOUTH SEVENTH STREET
ALLENTOWN, PA 18101-2400
(610) 782-3082 FAX: (610) 820-3335

May 12, 2008

Mr. Balden R. Sharma
Sharma Equity LLC
1975 Mack Boulevard
Allentown, PA 18103

Brian L. Kahler, Fiscal Officer
Lehigh County Government Center
17 South Seventh Street
Allentown, PA 18101-2400

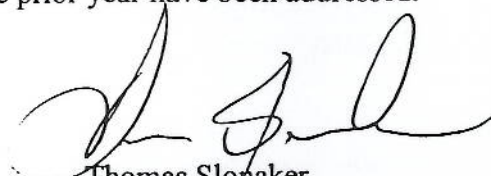
RE: Hamilton Tower
406 West Hamilton Street
Allentown, PA 18101

To Mr. Sharma and Mr. Kahler:

We have recently completed an agreed-upon procedures engagement of hotel room rental tax remitted by the Hamilton Tower for the period January 1 to December 31, 2007. Our report number 08-15 is attached.

The results of our engagement are:

- No additional tax is due for January 1 to December 31, 2007.
- Operational efficiencies reported in the prior year have been addressed.



Thomas Slonaker
County Controller

Attachment

COUNTY OF LEHIGH, PENNSYLVANIA
HOTEL ROOM RENTAL TAX REMITTANCES
HAMILTON TOWER

*Independent Controller's Office Report on
Applying Agreed-Upon Procedures
For the Period January 1 to December 31, 2007*

REPORT NO. 08-15

COUNTY OF LEHIGH, PENNSYLVANIA
HOTEL ROOM RENTAL TAX REMITTANCES
HAMILTON TOWER

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Allentown, PA 18103

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Lehigh County Government Center
17 South Seventh Street
Allentown, PA 18101-2400

RE: Hamilton Tower
406 West Hamilton Street
Allentown, PA 18101

To Mr. Sharma and Mr. Kahler:

Pursuant to Act 12 of 2005, section 1770.8 to the County Code, Lehigh County Ordinance #2005-180 and the Lehigh County Hotel Room Rental Tax Rules and Regulations effective September 4, 2005, a four percent hotel room rental tax shall be collected and remitted to the Lehigh County fiscal officer. We have performed certain procedures enumerated below, which were agreed to by the Lehigh County fiscal officer, solely to assist the county fiscal officer in determining the accuracy of hotel room rental tax remittances made by the Hamilton Tower's management for the period January 1 to December 31, 2007. The fiscal officer, as the delegate for the County Executive, is responsible for the collection of the hotel room rental tax.

Procedures performed included:

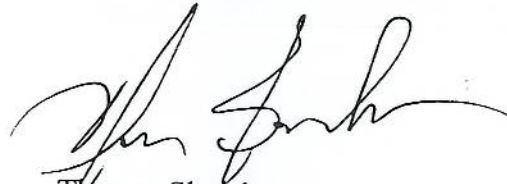
- Verification of reported revenue to Form PA-3 submitted to the Commonwealth of Pennsylvania, Department of Revenue.
- Compliance to the County of Lehigh Rules and Regulations for hotel room rental tax collection.
- Verification of reported revenue and hotel room rental tax collections to hotel operator accounting records.

This agreed-upon procedures engagement was conducted in accordance with generally accepted government auditing standards and "Government Auditing Standards" as issued by the United States Government Accountability Office (GAO) and "Statements on Standards for Attestation Engagements" as issued by the American Institute for Certified Public Accountants (AICPA). The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures performed.

~~Reported~~ Reported taxable revenues of \$147,427.62 resulted in \$5,897.10 in hotel tax payable to the County of Lehigh during the period under review. We found no exceptions as a result of the procedures performed.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on hotel room rental tax collections. 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 county fiscal officer and management of the County of Lehigh and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.



Thomas Slonaker
County Controller

Attachment

April 16, 2008
Allentown, PA

Final Distribution

Board of Commissioners
Donald T. Cunningham, Jr., County Executive

COUNTY OF LEHIGH, PENNSYLVANIA
HOTEL ROOM RENTAL TAX REMITTANCES
HAMILTON TOWER

Prior Year Issue

1. Operational Efficiencies

Condition: Documentation for permanent resident (30 consecutive days or more) exemption is maintained in manual, daily cash receipt records without reference to specific tenant names. Also, monthly hotel tax remittance amounts were not based on actual monthly bank deposits.

Recommendations:

- A. Record daily cash receipts in an electronic format noting tenant name, room number, move-in date, security deposit collected, and taxable and non-taxable hotel tax revenue. Maintain copies of end-of-month "rent roll" reports to document tenants as of each month end.
- B. Use actual monthly taxable revenue (actual bank deposits) to calculate hotel room rental tax due.

Current Status: Recommendations have been implemented.