



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 28, 2008

Ms. Shelley Frey, General Manager  
Egyptian Sands Motel  
2423 Crest Street  
Coplay, PA 18037

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

To Ms. Frey and Mr. Kahler:

We have recently completed an agreed-upon procedures engagement of hotel room rental tax remitted by Egyptian Sands Motel for the period January 1 to December 31, 2007. Our report number 08-24 is attached.

The procedures performed did not reveal any findings. The procedures are included in the attached Independent Controller's Office report.

A handwritten signature in black ink, appearing to read "Thomas Slonaker", is written over a faint, larger version of the same signature.

Thomas Slonaker  
County Controller

Attachment

**COUNTY OF LEHIGH, PENNSYLVANIA**  
**HOTEL ROOM RENTAL TAX REMITTANCES**  
**EGYPTIAN SANDS MOTEL**

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

REPORT NO. 08-24

COUNTY OF LEHIGH, PENNSYLVANIA  
HOTEL ROOM RENTAL TAX REMITTANCES  
EGYPTIAN SANDS MOTEL

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To Ms. Frey 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 Egyptian Sands Motel 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:

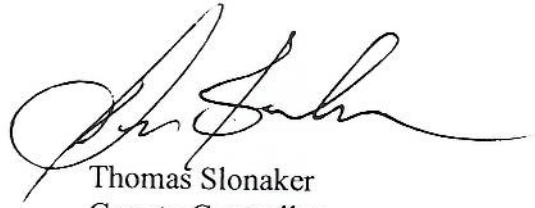
- Verification of reported revenue to Form PA-3 submitted to the Commonwealth of Pennsylvania, Department of Revenue.
- Compliance to the County of Lehigh Rules and Regulations for hotel room rental tax collection.
- Verification of reported revenue and hotel room rental tax collections to hotel operator 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 taxable revenues of \$ 1,275.00 resulted in \$51.00 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

May 7, 2008  
Allentown, PA

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

COUNTY OF LEHIGH, PENNSYLVANIA  
HOTEL ROOM RENTAL TAX REMITTANCES  
EGYPTIAN SANDS MOTEL

*Prior Year Issue*  
*Operational Efficiencies*

**Condition:** Documentation for permanent resident (30 consecutive days or more) exemption is maintained in manual, daily cash receipt records. However, not all transactions are recorded nor are receipts issued consistently.

**Recommendations:**

1. Issue receipts for all transactions.
2. 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-the-month "rent roll" reports to document tenants as of each month end.
3. Use actual monthly taxable revenue (actual bank deposits) to calculate hotel room rental tax due.

**Operator Response:** The operator, Shelley Frey, responded via e-mail on August 14, 2007. Her response was: *"I have received your report. I have reviewed your recommendations and started to use the recommended procedures. I will also try to get everything on the computer, so it would be easier for everyone to read. Thank you, Shelley Frey."*

**Current Status:** Operator has implemented recommendations.