



OFFICE OF THE CONTROLLER

Mark Pinsley, MBA Thomas Grogan, CPA
COUNTY CONTROLLER DEPUTY CONTROLLER

(MAY 28, 2020)

Christopher Hickey, General Manager
Homewood Suites Allentown Bethlehem Center Valley
3350 Center Valley Parkway
Center Valley, PA 18034

Timothy Reeves, Fiscal Officer
Lehigh County Government Center
17 South Seventh Street
Allentown, PA 18101-2400

To Mr. Hickey and Mr. Reeves:

We have recently completed an agreed-upon procedures engagement of hotel room rental tax remitted by Homewood Suites for the period January 1 to December 31, 2018. Our report number is 20-08 attached.

The corresponding HOTEL TAX "DETERMINATION" from Mr. Reeves requesting payment of \$93.68 is also attached.

A handwritten signature in black ink that reads "Mark Pinsley".

Mark Pinsley
County Controller

Attachment

HOTEL TAX/HOMEWOOD SUITES – CENTER VALLEY



COUNTY OF LEHIGH, PENNSYLVANIA
HOTEL ROOM RENTAL TAX REMITTANCES
HOMEWOOD SUITES ALLENTOWN BETHLEHEM CENTER VALLEY

*Independent Controller's Office Report on
Applying Agreed-Upon Procedures
For the Period January 1 to December 31, 2018*

REPORT NO. 20-08

COUNTY OF LEHIGH, PENNSYLVANIA
HOTEL ROOM RENTAL TAX REMITTANCES
HOMEWOOD SUITES ALLENTOWN BETHLEHEM CENTER VALLEY

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

To Mr. Hickey and Mr. Reeves:

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 Homewood Suites management for the period January 1 to December 31, 2018. 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.

NOTE: We were not able to verify revenue using Form PA-3. As an alternative, we used hotel revenue reports.

- 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.



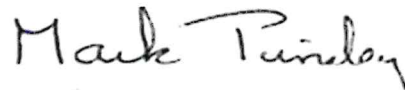
This agreed-upon procedures engagement was conducted in accordance with generally accepted government auditing standards and "Government Auditing Standards" as issued by the United States Government Accountability Office (GAO) and "Statements on Standards for Attestation Engagements" as issued by the 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 \$3,765,626.79 resulted in \$150,625.07 in hotel tax payable to the County of Lehigh during the period under review. Based on our review additional taxes are due for an exemption adjustment of \$93.68 (see Exhibit A).

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.



Mark Pinsley
County Controller

Audited by: Nanton John

(AUGUST 8, 2019)
Allentown, PA

Final Distribution

Phillips Armstrong, County Executive
Board of Commissioners
Edward Hozza, Director of Administration
George Samuelson, Accountant II



COUNTY OF LEHIGH
Office of Fiscal Affairs

Timothy Reeves
Fiscal Officer

May 28, 2020

Christopher Hickey, General Manager
Homewood Suites Allentown Bethlehem Center Valley
3350 Center Valley Parkway
Center Valley, PA 18034

RE: HOTEL TAX "DETERMINATION"
Homewood Suites Allentown Bethlehem Center Valley

Dear Mr. Hickey:

According to the recent agreed-upon procedures performed by the Lehigh County controller's office, hotel tax and interest is due for the period January 1, 2018 to December 31, 2018.

In accordance with Section G of the Hotel Tax Rules and Regulations, you are hereby requested to remit the sum of \$93.68. The calculations of the "determination" (as stated in Section G) were included in the Lehigh County controller's office draft report. Failure to remit the payment within ten (10) days will result in additional penalties, attorney fees, and fines as stated in Section G.

Very truly yours,

Timothy Reeves
Fiscal Officer

xc: Mark Pinsley, County Controller

HOTEL TAX/HOTEL TAX DETERMINATION LETTER

Government Center
17 South Seventh Street
Allentown, Pennsylvania 18101-2401

Accounts Receivable
Phone: 610-782-3112
Fax: 610-820-3121

Fiscal Administration
Phone: 610-782-3115