

**Econo Lodge  
County of Berks, Pennsylvania**

**Bela Laliwala, General Manager**

**Hotel Room Rental Tax Remittances**

**For the Period March 1, 2018 to June 30, 2019**

## **Contents**

Report Distribution List	1
Internal Auditor's Report	2

## **Report Distribution List**

1. Bela Laliwala, General Manager
2. Christian Y. Leinbach, County Commissioner Chair
3. Kevin S. Barnhardt, County Commissioner
4. Mark C. Scott, County Commissioner
5. Christine Sadler, County Solicitor
6. Ronald Seaman, Chief Administrative Officer
7. A. Dennis Adams, CPA, Treasurer
8. Audit File

# COUNTY OF BERKS, PENNSYLVANIA

## Office of the Controller



Services Center, 12th Floor  
633 Court Street  
Reading, PA 19601-4311

Phone: 610.478.6150  
Fax: 610.478.6890

Christian Y. Leinbach, Chair  
Kevin S. Barnhardt, Commissioner  
Mark C. Scott, Esq., Commissioner

Sandra M. Graffius, Controller  
Tony Distasio, Esq., Solicitor

### Internal Auditor's Report

Bela Laliwala, General Manager  
Econo Lodge  
387 Ben Franklin Highway  
Douglassville, PA 19518

Dear Mrs. Bela Laliwala:

Pursuant to Berks County Hotel Room Rental Tax, a five percent hotel room rental tax shall be collected and remitted to the Berks County Treasurer. We have performed certain procedures enumerated below, which were agreed to by the Berks County Treasurer, solely to assist the County Treasurer in determining the accuracy of hotel room rental tax remittances made by the Econo Lodge management for the period March 1, 2018 to June 30, 2019. The Berks County Treasurer is responsible for the collection of the hotel room rental tax.

Procedures performed include:

- Compliance to the County of Berks Rules and Regulations for hotel room rental tax collection.
- Verification of reported revenue and hotel room rental tax collections to hotel operator accounting records.

We noted during our testing the following findings:

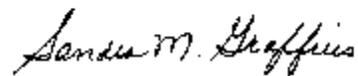
- Remittance of reports and payment of taxes collected to county submitted after the 25<sup>th</sup> of the following month. County of Berks Rules and Regulations for hotel room rental tax collection require the hotel submit timely reports and payments to the County Treasurer no later than the 25<sup>th</sup> of the following month of the reporting period.
- No details for claimed exemptions details or inaccurate priced charged. County of Berks Rules and Regulations for hotel room rental tax collection requires the hotel to submit detailed information on exemptions claimed for the period reported. The hotel utilizes a computer system which allows for a tax-exempt report to be printed and provided in lieu of completing a separate form.

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 Agreements” as issued by the American Institute for Certified Public Accountants (AIPCA). The sufficiency of these procedures is solely the responsibility of the parties specified in the report. Consequently, we make no representation regarding the sufficiency 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 Berks 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.

A handwritten signature in black ink that reads "Sandra M. Graffius". The signature is written in a cursive style with a large initial 'S'.

Sandra M. Graffius, Controller  
August 6, 2019