



**HUNTINGDON COUNTY,
PENNSYLVANIA
OFFICE OF THE COUNTY TREASURER
233 PENN STREET, HUNTINGDON, PA 16652**

Susan M. Harry
County Treasurer

Cathy Bilger
Deputy Treasurer

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December 15, 2023

Dear Owner/Manager:

By Ordinance 2017-02 adopted by the Huntingdon County Board of Commissioners on April 25, 2017, the current local hotel excise tax has been established as 5% effective July 1, 2017. The purpose of the ordinance was to provide funding to the Huntingdon County Visitors Bureau for continued tourism promotion. Pursuant to this ordinance the County or any duly authorized representative may conduct audits and reviews to ensure compliance and the timely submission of taxes due.

Beginning with audit year 2024, the Huntingdon County Auditing department will randomly select several establishments to perform audits to ensure compliance with the proper and timely remittance of funds due the County. Establishments demonstrating a history of reporting or documentation irregularities will be given auditing priority.

Should your establishment be selected we will request to schedule a review of the necessary records and documentation for January 1 thru December 31 of the prior calendar year. If determined to be relevant, prior years may also be subject to review. These records will include but not be limited to monthly statistics relating to rooms rented, revenue reports and any tax exemption documentation if applicable. You may choose to have this audit conducted at your establishment or provide the records and documentation for us to perform the audit at the County Auditor's office located in the courthouse. Please note an audit does not imply any wrongdoing or malfeasance by your business. Routine audits ensure compliance by the many rental properties in our county and the continued funding of the Huntingdon County Visitors Bureau.

Respectfully,

Susan M. Harry
Huntingdon County Treasurer