



A C WHARTON, JR. - Mayor
GEORGE M. LITTLE - Chief Administrative Officer
EXECUTIVE DIVISION
Internal Audit Service Center
LEON PATTMAN, CIA, CISA, CRMA, CMFO
City Auditor

TENNESSEE

December 16, 2014

Embassy Suites
c/o Ms. Jodee Dooley, CMA
Senior Sales Tax Accountant Audit
Hilton Worldwide
755 Crossover Lane
Memphis, TN 38117

Dear Ms. Dooley:

Pursuant to Tennessee Code Annotated Section 67-4-1409, the City's Internal Audit Department conducted an examination of the records supporting the Hotel Motel Occupancy Tax returns for Embassy Suites. The scope of the examination commenced with the startup date of your operations and was limited to the occupancy tax returns and support documentation for December 1, 2013 to September 30, 2014.

The intent of this letter is to communicate examination results to the hotel operator. The results are being provided to you as the official designee for conveying this information to the hotel operator. If you feel this information should not be provided to you, please contact us immediately.

Based upon examination of the specific months tested, we found that compliance with the applicable City ordinance was satisfactory. We found that records reviewed provided reasonable assurance that the Occupancy Tax Returns were valid and no material discrepancies were noted. Our examination may not necessarily disclose all weaknesses related to the Hotel Motel Occupancy Tax returns. The results of our examination will be forwarded to the City Treasurer.

We appreciate the cooperation we received from you and your staff during our examination. If you have any questions or concerns, please feel free to contact Debbie Banks, City Audit Supervisor at (901) 636-6241.

Sincerely,

Leon Pattman, CIA, CISA, CRMA, CMFO
City Auditor

c: Brian Collins, Director, Finance Division, City of Memphis
Marie Kirk Owens, City Treasurer, Finance Division