

Example of Annual Financial Statement

12 Months Fiscal Period Ending _____

Building Name _____

Roll# _____

Revenue	<u>2020</u>	<u>2021</u>	<u>2022</u>
Rooms	\$ _____	\$ _____	\$ _____
Food & Beverage	_____	_____	_____
Other Operated Departments	_____	_____	_____
Rentals and Other Income	_____	_____	_____
Total Revenue	\$ _____	\$ _____	\$ _____

Expenses			
Rooms	\$ _____	\$ _____	\$ _____
Food & Beverage	_____	_____	_____
Other Operated Departments	_____	_____	_____
Administrative and General	_____	_____	_____
Sales and Marketing	_____	_____	_____
Repairs and Maintenance	_____	_____	_____
Utilities	_____	_____	_____
Managements Fees	_____	_____	_____
Rent	_____	_____	_____
Property Taxes	_____	_____	_____
Insurance	_____	_____	_____
Depreciation and Amortization	_____	_____	_____
Loss or (Gain) on the Disposition of Assets	_____	_____	_____
Total Expenses	\$ _____	\$ _____	\$ _____

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FINANCIAL
STATEMENT
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*Please provide detailed schedule for each revenue and expense category.

Initial: _____

Date: _____

Name: _____

Example Schedule of Expense

	<u>2020</u> \$	<u>2021</u> \$	<u>2022</u> \$
<u>Operating Expenses</u>			
<u>Room Expenses</u>			
Room Employee Salaries & Wages	_____	_____	_____
CEWS (Wage Subsidy)	_____	_____	_____
Room Employee Benefits	_____	_____	_____
Room Supplies	_____	_____	_____
Cable/TV	_____	_____	_____
Decorations	_____	_____	_____
Entertainment and Promotions	_____	_____	_____
Guest Amenities	_____	_____	_____
Guest Relocations	_____	_____	_____
Guest Transportation	_____	_____	_____
Internal Services	_____	_____	_____
Janitorial	_____	_____	_____
Laundry	_____	_____	_____
Printing and Stationary	_____	_____	_____
Reservations	_____	_____	_____
Telecommunications	_____	_____	_____
Travel & Entertainment	_____	_____	_____
Travel Agent Commissions	_____	_____	_____
China, Glassware & Silverware	_____	_____	_____
Linen	_____	_____	_____
Contract Services	_____	_____	_____
Licenses	_____	_____	_____
Uniforms, Laundry, Drycleaning	_____	_____	_____
Other Expenses, please identify:	_____	_____	_____
_____	_____	_____	_____
_____	\$	\$	\$
<u>Food & Beverage Expenses</u>			
Food & Beverage Employee Salaries & Wages	_____	_____	_____
CEWS (Wage Subsidy)	_____	_____	_____
Food & Beverage Employee Benefits	_____	_____	_____
Food cost	_____	_____	_____
Liquor cost	_____	_____	_____
Wine cost	_____	_____	_____
Beer cost	_____	_____	_____
Draught cost	_____	_____	_____
Mix & Minerals cost	_____	_____	_____
Complimentary services	_____	_____	_____
Decorations	_____	_____	_____
Entertainment and promotions	_____	_____	_____
Internal services	_____	_____	_____
Other expenses	_____	_____	_____
Printing & stationary	_____	_____	_____
Reservations	_____	_____	_____
Supplies	_____	_____	_____
Telecommunications	_____	_____	_____
Janitorial	_____	_____	_____
Laundry	_____	_____	_____
Cable/TV	_____	_____	_____
China, Glassware, & Silverware	_____	_____	_____
Licenses	_____	_____	_____
Linen	_____	_____	_____
Staff training	_____	_____	_____
Uniforms, Laundry, Dry cleaning	_____	_____	_____
Other Expenses, please identify: _____	\$	\$	\$
_____	_____	_____	_____

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Example Schedule of Expense

Administrative & General Expenses

Admin Employees Salaries & Wages			
(CEWS) Wage Subsidy			
Admin Employees Benefits			
Cash Over & Short			
Credit Card discount Entertainment and Promotion			
Head office charges			
Human Resources			
Internal services			
Losses & Damages			
Postage & Courier			
Printing & Office Supplies			
Telecommunications			
Bad Debts			
Bank Charges			
Contract Services			
Credit & Collection			
Donations			
Dues & Subscriptions			
Legal fees			
Payroll Service Charge			
Security			
Staff Training			

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Uniforms, Laundry, & Dry cleaning			
Other Expenses, please identify:			
	\$	\$	\$

Marketing & Promotions

Marketing Employees Salaries & Wages			
CEWS (Wage Subsidy)			
Marketing Employees Benefits			
Dues & Subscription			
Entertainment & Promotion			
Marketing fees			
Media advertising			
Outdoor advertising			
Points awards expense			
Promotions			
Trade Shows			
Travel & Entertainment			
Contract Services			
GM and Sales Meeting			
Internal services			
Printing and Stationary			
Postage & Courier			
Staff Training			
Supplies - Office & Equipment			
Telecommunications			
Uniforms, Laundry & Dry cleaning			
Other Expenses, please identify:			
	\$	\$	\$

Utilities

Water			
Gas			
Electricity			
	\$	\$	\$

Insurance

Property Insurance			
	\$	\$	\$

Example Schedule of Revenue

<u>Revenue</u>	<u>2020</u> \$	<u>2021</u> \$	<u>2022</u> \$
<u>Room Revenue</u>			
Guest Room Rental	_____	_____	_____
Group Room Revenue	_____	_____	_____
Contract Room Revenue	_____	_____	_____
	\$ _____	\$ _____	\$ _____
<u>Food & Beverage Revenue</u>			
Breakfast	_____	_____	_____
Lunch	_____	_____	_____
Dinner	_____	_____	_____
Other Food	_____	_____	_____
Liquor	_____	_____	_____
Wine	_____	_____	_____
Beer	_____	_____	_____
Draught	_____	_____	_____
Mix & Minerals	_____	_____	_____
	\$ _____	\$ _____	\$ _____
<u>Other Operated Departments Revenue</u>			
Lease Space Income	_____	_____	_____
Service charge	_____	_____	_____
Cover charge	_____	_____	_____
Room rentals	_____	_____	_____
Other rentals	_____	_____	_____
Corkage	_____	_____	_____
Banquet Revenue	_____	_____	_____
Banquet Room Rental	_____	_____	_____
Total Telephone Revenue	_____	_____	_____
Business services	_____	_____	_____
Deposit claimed	_____	_____	_____
Foreign exchange	_____	_____	_____
Guaranteed No Show	_____	_____	_____
Guest Laundry Services	_____	_____	_____
Interest Income	_____	_____	_____
Movie commission	_____	_____	_____
Vending Machine	_____	_____	_____
Parking Income	_____	_____	_____
Telephone	_____	_____	_____
Laundry	_____	_____	_____
Parking & Valet	_____	_____	_____
Internet Revenue	_____	_____	_____
Spa/Health Club Revenue	_____	_____	_____
Taxi Cabs	_____	_____	_____
Vending Machines	_____	_____	_____
Foreign Exchange	_____	_____	_____
Cancellation/Forfeited Deposits	_____	_____	_____
Foreign Exchange Gain	_____	_____	_____
Finance Charges	_____	_____	_____
Attrition Fees	_____	_____	_____
No-Show Room Revenue	_____	_____	_____
Early Departure Fees	_____	_____	_____
Late Check-Out Fees	_____	_____	_____
Rental of Rollaway Bed & Cribs	_____	_____	_____
Other Revenue, please identify:	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____

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