Example of Annual Financial Statement

12 Months	s Fiscal Period Ending					
Building Na	ame					
Roll#						
Revenue		<u>202</u>	<u>20</u>	<u>202</u>	<u>1</u>	<u>2022</u>
	Rooms Food & Beverage Other Operated Departments Rentals and Other Income Total Revenue	\$	_ <u>D</u> R	\$ RM \$	\$ S AI	<u> </u>
Expenses	E	XAV	1P	LE C	FA	
	Rooms	\$		\$	\$	
	Food & Beverage Other Operated Departments Administrative and General	FIN.	<u>A</u> r	N <u>CIA</u>	<u>L</u>	
	Sales and Marketing Repairs and Maintenance Utilities Managements Fees	STAT	E	MEI	VT_	
	Rent Property Taxes Insurance Depreciation and Amortization	NO	T	F <u>ILL</u>	OU	<u>T</u>
	Loss or (Gain) on the Disposition of Assets		_			
	Total Expenses	\$		\$	\$	
*Please pr	ovide detailed schedule for each revenue and e	expense category.				
Initial:			Date:			

Name:

Example Schedule of Expense

			<u>2020</u>	<u>2021</u>	<u>2022</u>
	Operating Expenses		\$	\$	\$
Room Expe					
	Room Employee Salaries & Wages CEWS (Wage Subsidy)	-			
	Room Employee Benefits	-			
	Room Supplies Cable/TV				
				0-0-1-0	0-0-1
	Entertainment and Promotions	HIS		RM IS	
	Guest Amenities			7141 13	$\overline{\Box}$
	Guest Relocations Guest Transportation	-			
			N-0-0-F	I FOR	· A
	Janitorial	$\vdash X A$		LE OF	· 🛆
			71411		
	Printing and Stationary Reservations	-			
	Telecommunications				
	Travel & Entertainment		(HE	1)	
	Travel Agent Commissions				
	China, Glassware & Silverware Linen	-			
	Contract Services				
	Licenses	U ľ	NO I	FILL (JUI
	Uniforms, Laundry, Drycleaning			·	
		-			
		-			
	Other Expenses, please identify:	•			
	Office Expenses, please identity.	•			
			\$	\$	\$
				<u> </u>	·
Food & Be	verage Expenses	\/\/a===			
	Food & Beverage Employee Salaries & CEWS (Wage Subsidy)	vvages			
	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	e	 \$		
	Other Expenses, please identify:	\$	Ф	\$	

Example Schedule of Expense

Administra	ative & 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			A - N - I
	Internal services Losses & Damages			ΔH —
		19 101	7141 12 1	
	Postage & Courier Printing & Office Supplies			
	Telecommunications	/ A-R-A-P		
	Bad Debts	X V T V T F		Δ
	Bank Charges	47.41111		
	Contract Services			
	Credit & Collection Donations	COLLE		
	Dues & Subscriptions			
	Legal fees	JUIL	DEF	
	Payroll Service Charge	<u> </u>		
	Security			
	Staff Training	NOT		
		IVOT		UT
-	Uniforms, Laundry, & Dry cleaning			
-	Other Expenses, please identify:			
	Other Expenses, please identity.	\$	\$	\$
		=	<u> </u>	
Marketing	<u>& Promotions</u>			
	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:	_ Ψ	Ψ	Ψ
<u>Utilities</u>	, , , , , , , , , , , , , , , , , , , ,			
Junuos	Water			
	Gas			
	Electricity			Φ.
	· ,	\$	\$	\$
Insurance				
cararioc	Property Insurance			
	,,	\$	\$	\$

Example Schedule of Expense Property Taxes Municipal Property Taxes \$ Repairs & Maintenance Maintenance Employee Salaries & Wages CEWS (Wage Subsidy) Maintenance Employee Benefits Building Carpets & Drapes Cleaning Supplies Computer Equipment Contract Services Electrical Elevator **Equipment Repairs**

THIS FORM IS AN

Fire & Safety	
	EXAMPLE A
Furniture, Fixtures, Lamps, Mattre	sses, etc
Garbage Disposal	CCLIEDILLE
Grounds & Plants	\{-+++ }++++
Kitchen Equipment	
Locks & Keys	
Materials & Supplies	
Mechanical & Plumbing	
Other Equipment	

Other Equipment		-		
Painting & Decorating	NIOT			
Pool				-
Refrigeration	N Q ∓		HU.	
Television				_
Training				
Truck & Travel				
Jniforms				

Reserve for Replacement Other, please identify:	-	_		
Other Departments Expenses		_		
Lease Space Expenses	\$	<u>\$</u>	<u>\$</u>	
Cost of Long Distance	*	<u> </u>		
Cost of Equipment Rental				

Signage

Capital Expenditures

Equipment Changes Printing & Stationary **Contract Services** Garage Parking Expenses Other Expenses, please identify:

Fixed Exp nses
Third Party Management Fee Financial Expenses

Replacement Reserves Other Expenses, please identify:

Depreciation and Amortization Depreciation & Amortization \$ \$ \$

Loss (or Gain) on the Disposition of Assets Loss (or Gain) on the Disposition of Assets \$ \$

Example Schedule of Revenue

			<u>2020</u>		<u>2021</u>	<u>2022</u>
	Revenue		\$		\$	\$
Room Rev	/onuo					
Nooiii Ne	Guest Room Rental					
	Group Room Revenue	_				
	Contract Room Revenue	_				
		_				
		9	5	\$		\$
		-				
Food & Be	everage Revenue					
	Breakfast					
	Lunch	_				
	Dinner	_				
	Other Food	T	11 C T		DNA	
	Liquor	II	<u> </u>		VIAI	13 AIV
	vvine					
	Beer		->/ -			
	Draught	- F	XAI	VIT	7TF	
	Mix & Minerals			AII		OI A
		\$		\$		\$
		-				
Other One	erated Departments Revenue		SC	, LJ E	DU	II E
Other Ope	Lease Space Income		30		.DU	
	Service charge	_				
	Cover charge			-		
	Room rentals) N(-11	
	Other rentals					L 001
	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	- 3				
	Foreign Exchange Gain	_				<u></u>
	Finance Charges					
	Attrition Fees					
	No-Show Room Revenue	_				
	Early Departure Fees					
	Late Check-Out Fees	_				
	Rental of Rollaway Bed & Cribs					
	Other Revenue, please identify	:				
		<u> </u>		\$		\$
	·					