

# Example of Income Statement or Profit & Loss Report

Building Name \_\_\_\_\_

Roll# \_\_\_\_\_

	<u>July 1st, 2021- June 30th, 2022</u>	<u>July 1st, 2022- June 30th, 2023</u>	<u>July 1st, 2023- June 30th, 2024</u>
Revenue			
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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EXAMPLE OF A  
FINANCIAL  
STATEMENT  
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**\*Please provide detailed schedule for each revenue and expense category.**

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

# Example Schedule of Expense

	<u>July 1st, 2021- June 30th, 2022</u>	<u>July 1st, 2022- June 30th, 2023</u>	<u>July 1st, 2023- June 30th, 2024</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 &amp; 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 OF A  
SCHEDULE  
DO NOT FILL OUT

# 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	\$	\$	\$
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# 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 \_\_\_\_\_  
 Fire & Safety \_\_\_\_\_

~~THIS FORM IS AN  
 EXAMPLE OF A  
 SCHEDULE~~

Furniture, Fixtures, Lamps, Mattresses, etc  
 Garbage Disposal  
 Grounds & Plants  
 Kitchen Equipment  
 Locks & Keys  
 Materials & Supplies  
 Mechanical & Plumbing  
 Other Equipment  
 Painting & Decorating  
 Pool  
 Refrigeration  
 Television  
 Training  
 Truck & Travel  
 Uniforms  
 Signage  
 Capital Expenditures  
 Reserve for Replacement  
 Other, please identify:  
 \_\_\_\_\_  
 \_\_\_\_\_

~~DO NOT FILL OUT~~

Other Departments Expenses

Lease Space Expenses \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Cost of Long Distance \_\_\_\_\_  
 Cost of Equipment Rental \_\_\_\_\_  
 Equipment Changes \_\_\_\_\_  
 Printing & Stationary \_\_\_\_\_  
 Contract Services \_\_\_\_\_  
 Garage Parking Expenses \_\_\_\_\_  
 Other Expenses, please identify:  
 \_\_\_\_\_  
 \_\_\_\_\_

Fixed Expenses

Third Party Management Fee \_\_\_\_\_  
 Franchise 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>July 1st, 2021- June 30th, 2022</u>	<u>July 1st, 2022- June 30th, 2023</u>	<u>July 1st, 2023- June 30th, 2024</u>
<u>Revenue</u>	\$	\$	\$
<u>Room Revenue</u>			
Guest Room Rental	_____	_____	_____
Group Room Revenue	_____	_____	_____
Contract Room Revenue	_____	_____	_____
	\$	\$	\$
	_____	_____	_____
<u>Food &amp; 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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