

INCOME AND EXPENSES INFORMATION

Property Address: _____

Map # _____

REVENUES

Rooms	\$	_____
Food	\$	_____
Beverages	\$	_____
Telephone	\$	_____
Rental	\$	_____
Parking	\$	_____
Other	\$	_____
(Explain).....		_____

TOTAL REVENUES.....

\$ _____

DEPARTMENTAL COSTS AND EXPENSES

Rooms

Salaries & Wages	\$	_____
Payroll Taxes & Benefits	\$	_____
Laundry, Linen & Guest Supplies	\$	_____
Commissions	\$	_____
Reservation Expense	\$	_____
Contract Cleaning	\$	_____
Equipment Leases	\$	_____
Other Room Expenses	\$	_____
(Explain).....		_____

TOTAL ROOM EXPENSES.....

\$ _____

Food & Beverages

Salaries & Wages	\$	_____
Payroll Taxes & Benefits	\$	_____
Laundry, Linen & Guest Supplies	\$	_____
China, Glassware, Silver & Linen	\$	_____
Contract Cleaning	\$	_____
Cost of Goods (Food & Bev)	\$	_____
Equipment Leases	\$	_____
Other Operating Costs	\$	_____
(Explain).....		

TOTAL FOOD & BEVERAGES EXPENSES.....

\$

Telephone

Telephone Expenses	\$	_____
Telephones Leases	\$	_____

TOTAL TELEPHONE EXPENSES.....

\$

Other Departmental Expenses

(Explain).....	\$	_____
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TOTAL DEPARTMENTAL EXPENSES.....

\$

UNDISTRIBUTED OPERATING EXPENSES

Administrative and General

Payroll & Administration	\$	_____
Legal & Accounting Fees	\$	_____
Other Administrative Expenses	\$	_____
(Explain).....		

TOTAL ADMINISTRATIVE AND GENERAL EXPENSES.....

\$

Management

Base Fee \$ _____
Incentive Fee \$ _____
Other..... \$ _____
(Explain).....

TOTAL MANAGEMENT.....

\$

Marketing

Salaries, Wages & Benefits \$ _____
Advertising \$ _____
Franchise Fee \$ _____
Other..... \$ _____
(Explain).....

TOTAL MARKETING.....

\$

Property Operations & Maintenance

Payroll \$ _____
Supplies \$ _____
HVAC Repairs \$ _____
Electric Repairs \$ _____
Plumbing Repairs \$ _____
Elevator Repairs/Maintenance \$ _____
Exterior Repairs \$ _____
Roof Repairs \$ _____
Miscellaneous Repairs \$ _____
(Explain).....

TOTAL PROPERTY OPERATIONS AND MAINTENANCE.....

\$

Energy Costs

Electricity \$ _____
Gas \$ _____
Fuel Oil \$ _____
Water & Sewer \$ _____

TOTAL ENERGY COSTS..... \$

Other Unallocated Expenses

(Explain)..... \$ _____

TOTAL UNIDISTRIBUTED EXPENSES \$ _____

Miscellaneous Taxes and Insurance

Personal Property Taxes \$ _____
Business License Tax \$ _____
Insurance (Building) \$ _____
Insurance (Contents) \$ _____

Reserves for Replacement

(Itemize) \$ _____

TOTAL FIXED EXPENSES..... \$

Real Estate Taxes \$ _____
Renovations/Capital Improvements \$ _____
(Explain).....

Total numbers of rooms _____
Capacity of conference/meetings facilities _____
Average daily room rate achieved _____

LEASED OPERATIONS

Restaurants

Number _____ Total Seating Capacity _____

Gift Shop _____ \$ _____

Other (Explain).....

FURNITURE, FIXTURES, & EQUIPMENT

Historical Cost _____ \$ _____

Current Value as of (Date) ____ / ____ / ____ \$ _____

Replacement Value _____

How are Reserves for Replacement calculated? \$ _____

How is management fee calculated?

How is franchise fee calculated?

PLEASE ATTACH A COPY OF THE AVERAGE ROOM RATES BY CATEGORY(I.E. SINGLE, DOUBLE, TRANSIENT, GROUP, GOVERNMENT, SPECIAL, ETC.)