

	RESOURCE LIBRARY – ACCOUNTING Reporting – Reporting Timetable	CODE: 05.05.001
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Objective

To establish due dates and provide a checklist for the various reports required by Head Office as requested within the OSM Controlling.

POLICY

The General Manager and the Controller at each otel are responsible for ensuring that all requested reports are submitted to Head Office by the due date set.

PROCEDURE

The following reports should be sent to the Group Financial Controller by the due dates indicated.

REPORT TO BE DELIVERED TO HEAD OFFICE	DEAD LINE
Monthly Financial Report	10 th of each month
Turnover Report (as per sample form)	10 th , 20 th and end of each month
Three Months Flash Report (as per sample form)	6 th of each month
GOP Data Forecast (as per sample form)	5 th of each month
Implementation Status Report (Internal Audit)	25 th March 25 th June 25 th September 24 th December
Three Years Plan (including CAPEX Plan)	May/June (date may change every year)
Executive Summary	Together with Budget
Budget (Incl. Business Plan, Marketing Concept, Budget)	September (date may change every year)

Refer to related subject:	Tool: Sample Form - Monthly Financial Report	(05.05.005)
	Tool: Sample Form – Turnover Report	(05.05.006)
	Tool: Sample Form - GOP Report	(05.05.009)
	Tool: Sample Form – Three Months Flash	(05.05.010)
	Tool: Sample Form – Three Years Plan	(05.05.006)
	Tool: Form Projected Income (3-Years Plan)	(05.05.011)
	Tool: Sample Form – Capital Expenditures Plan	(05.05.013)
	Tool: Sample Form – Executive Summary	(05.05.008)