

	RESOURCE LIBRARY – ACCOUNTING Reporting – Monthly Financial Report	<i>CODE:</i> 05.05.003 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 1
---	---	---

PURPOSE

To establish a uniform system of monthly financial reporting that will be sent to the Regional and Head Office.

POLICY

Each hotel provides until the 10th of each month the Monthly Financial Report to the Regional Office, the Head Office and for managed Hotels to the Owning Company.

PROCEDURE

1. The Financial Controller prepares the Monthly Financial Report and submits it to the General Manager.
2. The General Managers prepares the comments to the report (pages 3 to 6)
3. The report contains the following:
 - a) Comment to the Monthly Financial Statement
 - b) Statistics
 - c) Guest Comment Reconciliation (month to date / year to date)
 - d) Balance Sheet
 - e) Profit & Loss Statement
 - f) Provision for FF&E

Refer to related subject:	Tool: Sample Form - Monthly Financial Report (05.05.005) Tool: Sample Form – Turnover Report (05.05.007)
----------------------------------	---