

MONTHLY FINANCIAL REPORT XYZ HOTEL JANUARY 2017

COPY TO: Owning Co.
 Area Vice President
 Regional Manager

General Manager
Financial Controller

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Monthly Financial Report



COMMENTS MONTH OF XYZ 2017

GENERAL

→ your text (GM), fill in

Visit from MHR

→ your text (GM), fill in

Marketing

The Sales office generated around 000 room nights with an equivalent of LE 00.000. They achieved 000 sales visits and 000 sales calls by telephone (total 000 calls).

→ your text (GM), fill in

Monthly Financial Report

COMPETITORS ANALYSIS / MARKET SHARE

→ copy in the Competition Analysis a) This Month b) Year to Date, from the Tool section of the Front Office Manual " Competitor Analysis (monthly: 05.05.015)

TOTAL REVENUE

	Budget	%	Forecast	%	Actual	%	Last Year	%
Rooms	#####		#####		#####		#####	
F&B	#####		#####		#####		#####	
O.O.D.	#####		#####		#####		#####	
Other Inc.	#####		#####		#####		#####	
TOTAL	0	100%	0	100%	0	100%	0	100%

→ your text (GM), fill in

ROOMS DEPARTMENT

	Budget	3-Months forecast	Actual	Last Year
Revenue				
Dept. Profit				
% of Profit				
Occupancy %				
Aver. Room R.				

→ your text (GM), fill in

FOOD & BEVERAGE DEPARTMENT

	Budget	3-Months forecast	Actual	Last Year
Revenue				
Dept. Profit				
% of Profit				
Food Cost				
Beverage Cost				

→ your text (GM), fill in

Monthly Financial Report

OTHER OPERATING DEPARTMENTS & OTHER INCOME

	Budget	3-Months forecast	Actual	Last Year
Revenue				
Dept. Profit				
% of Profit				
Other income				

→ your text (GM), fill in

OVERHEAD EXPENSES

	Budget	3-Months forecast	Actual	Last Year
Expenses				
Expenses in %				

→ your text (GM), fill in

GROSS OPERATING PROFIT (net)

	Budget	3-Months forecast	Actual	Last Year
GOP net				
GOP net in %				

→ your text (GM), fill in

FORECAST FOR NEXT MONTH

The outlook for the coming month shows an expected overall occupancy of 0.0 %.

Place, Date, Year
for this comment:

General Manager

Financial Controller