Example of Income Statement or Profit & Loss Report

Building Na	ame				
Roll#					
Revenue	Rooms		<u>July 1st, 2021-</u> <u>June 30th, 2022</u> \$	<u>July 1st, 2022-</u> June 30th, 2023 \$	<u>July 1st, 2023-</u> June 30th, 2024 \$
	Food & Beverage		<u> </u>	<u> </u>	<u> </u>
	Other Operated Departments Rentals and Other Income	THI	S FOI	RMIS	S AN
	Total Revenue		\$	\$	\$
Expenses		EX	KAMP	LE O	FA
	Rooms		\$	\$	\$
	Food & Beverage Other Operated Departments Administrative and General		FINA	N <u>CIA</u>	L
	Sales and Marketing Repairs and Maintenance Utilities Managements Fees	S	TATE		<u>I</u> T
	Rent Property Taxes Insurance Depreciation and Amortization	DO	NOT	F <u>ILL</u>	OUT
	Loss or (Gain) on the Disposition	of Assets			
	Total Expenses		\$	\$	\$

Date:

*Please provide detailed schedule for each revenue and expense category.

Initial:			
-			

Name:	

Example Schedule of Expense

Operating Expenses S aute SUN_2023 aute SUN_2023 Room Expenses S S Room Exployee Salaries & Wages CEWS (Wage Subsidy) Common Supplies CEWS (Wage Subsidy) Common Supplies CEWS (Wage Subsidy) Room Supplies Calest Amenities THIS FORM IS ANN Calest Amenities Common Supplies CEWS (Wage Subsidy) Guest Amenities THIS FORM IS ANN Calest Amenities Common Supplies Calest Amenities Guest Amenities Common Supplies Calest Amenities Common Supplies Calest Amenities Guest Transportation Internal Services Cantrol Services Uniforms, Laundry, Drycleaning Common Supplies Control Services Common Supplies Calest Amenities Contract Services Cantrol			<u>July 1st, 2021-</u> June 30th, 2022	<u>July 1st, 2022-</u> June 30th, 2023	<u>July 1st, 2023-</u> June 30th, 2024
Econ Expenses CEWS (Wage Subsidy) Room Supplies Cable/TV Decorations Entertainment and Promotions Guest Relocations THIS FORM IS AN Guest Relocations EXAMPLE OF A Janiforial Example Laundry Example Printing and Stationary Example Reservations SCHEEDUILE Other Schwarz & Silverware SCHEEDUILE Lienses Uniforms, Laundry, Drycleaning Cord & Beverage Employee Salaries & Wages S Food & Beverage Employee Salaries & Wages S Cord at Schoores S Stationary Food & Beverage Employee Salaries & Wages CEVS (Wage Subsidy) Food & Beverage Employee Salaries & Wages Ceverage Employee Salaries & Wages Ceverage Employee Salaries & Wages Ceverage Employee Salaries & Wages Ceverage Employee Salaries & Wages Ceverage Employee Salaries & Wages Ceverage Employee Salaries & Wages Ceverage Employee Salaries & Wages Ceverage Cord & Beverage Employee Salaries & Wages Ceverage Cord & Beverage Employee Salaries & Wages Ceverage Cord & Beverage Employee Sal		Operating Expenses			
Room Employee Staties & Wages CEWS (Wage Subsity) Room Supplies Cabler /V Decorations Bentertainment and Promotions Guest Relocations Guest Relocations Guest Relocations Guest Transportation Internal Services Janitorial Laundry Reversations Travel Agent Commissions Chines Laundry, Drycleaning Don NOOT Filter Expenses, please identify: \$ \$ S \$ Food & Beverage Employee States & Wages CEWS (Wage Subsity) Food & Beverage Employee Bataries & Wages CEWS (Wage Subsity) Food & Beverage Employee Bataries & Wages CEWS (Wage Subsity) Food & Beverage Employee Bataries & Wages CEWS (Wage Subsity) Food & Beverage Employee Bataries & Wages CEWS (Wage Subsity) Food & Beverage Employee Bataries & Wages CEWS (Wage Subsity) Food & Beverage Employee Bataries & Wages Cettor & Beverage Employee Bataries & Wages Cettor & Beverage Employee B	Room Exp		Ψ	Ψ	Ý
Room Supplies Cable TV Decorations Entertrainment and Promotions Guest Relocations Guest Relocations Guest Relocations Guest Relocations Guest Relocations Travel Agent Commissions Travel & Entertainment Guest & Guest & Guest Guest & Guest	· · · · ·	Room Employee Salaries & Wages			
Room Supplies Cable/TV Guest Amenites Guest Amenites Guest Transportation Internal Services Jaintroia Laundry Printing and Stationary Reservations Telecommunications Travel & Entertainment Travel & Stationary Reservations Telecommunications Travel & Stationary Reservations China, Glassware & Silverware Linen Contract Services Uniforms, Laundry, Drycleaning Dot Not Full Other Expenses, please identify: S \$ S \$ Food & Breverage Employee Salaries & Wages CEWS (Wage Subaid)) Food cost Beer cost Orapyoti cost Wine cost Berer cost Compliment and promotions Internal services Costations Entertainment and promotions Internal services Costations Ententainment and promotions <				. <u> </u>	
CableTV [†] Decorations Entertainment and Promotions Guest Relocations Guest Relocations Guest Transportation Internal Services Janitorial Laundry Printing and Stationary Reservations Travel & Entertainment Travel & Entertainment Travel & Entertainment Contract Services Uniforms, Laundry, Drycleaning DO NOT FILLOUT Other Expenses, please identify: S S S S Food & Beverage Employee Staties & Wages CEWS (Wage Subsidy) Food cast Reservations CENS (Beverage Employee Benefits Food cast Reservations		Room Employee Benefits			
Decorations Extertainment and Promotions Guest Amenities Guest Relocations Guest Relocations Guest Relocations Guest Transportation Internal Services Janitorial Laundry Printing and Stationary Reservations Travel & Entertainment Travel & Entertainment Contract Services Licenses Uniforms, Laundry, Drycleaning Food & Beverage Employee Salaries & Wages CEWS (Wage Subsidy) Food & Beverage Employee Benefits Food of Beverage Employee Benefits Food of Beverage Employee Benefits Food of Beverage Employee Benefits Food as Beverage Employee Benefits Food cost Liquer cost Wine cost Beer cost Draught cost Mix & Minerals cost Complimentary services Decarations Entertainment and promotions Internal services Other expenses Food Beverage Silverware Licenses Li		Room Supplies			
Guest Relocations Guest Transportation Internal Services Janitrorial Laundry Printing and Stationary Reservations Travel & Entertainment Travel Agent Commissions China, Glassware & Silverware Linen Contract Services Uniforms, Laundry, Drycleaning DO NOOT FILL OUT					
Guest Relocations Guest Transportation Internal Services Janitrorial Laundry Printing and Stationary Reservations Travel & Entertainment Travel Agent Commissions China, Glassware & Silverware Linen Contract Services Uniforms, Laundry, Drycleaning DO NOOT FILL OUT		Decorations	CEAD	N/IC	
Guest Relocations Guest Transportation Internal Services Janitrorial Laundry Printing and Stationary Reservations Travel & Entertainment Travel Agent Commissions China, Glassware & Silverware Linen Contract Services Uniforms, Laundry, Drycleaning DO NOOT FILL OUT		Guest Amenities	ς του		
Internal Services Janitorial Laundry Printing and Stationary Reservations Travel & Entertainment Travel Agent Commissions China, Glassware, & Silverware Linem Contract Services Licenses Contract Services Licenses Contract Services Contract Services Licenses Contract Services Licenses Contract Services Licenses Contract Services Contra		Guest Relocations			
Janitorial Laundry PLE OF A Printing and Stationary Reservations Travel & Entertainment Travel & Entertainment Travel & Entertainment Contract Services Licenses Uniforms, Laundry, Dry cleaning Other Expenses, please identify:					
Printing and Stationary Reservations Telecommunications Travel & Entertainment SCHEDULEE Travel & Entertainment SCHEDULE Licenses DO NOT FILLOUT Uniforms, Laundry, Drycleaning DO NOT FILLOUT Other Expenses, please identify: \$ \$ \$ Food & Beverage Employee Salaries & Wages		Janitorial		FOF	
Reservations Travel & Entertainment Travel Agent Commissions Chira, Glassware & Silverware Linen Contract Services Licenses Uniforms, Laundry, Drycleaning Other Expenses, please identify: \$ COM & Beverage Employee Salaries & Wages CEVS (Wage Subsidy) Food & Beverage Employee Benefits Food cost Liquor cost Wine cost Beer cost Draught cost Complimentary services Decorations Supplies Telecommunication					
Telecommunications Travel & Entertainment Travel Agent Commissions China, Glassware & Silverware Linen Contract Services Licenses Uniforms, Laundry, Drycleaning DO NOOT FILL OUT Uniforms, Laundry, Drycleaning					
Travel Agent Commissions SCHEDULE Ontract Services DO NOT FILLOUT Licenses DO NOT FILLOUT Other Expenses, please identify:					
China, Glassware & Silverware Linen Contract Services Licenses Uniforms, Laundry, Dry cleaning DO NOT FILLOUT Other Expenses, please identify: S S S S Food & Beverage Employee Salaries & Wages CEWS (Wage Subsidy) Food & Beverage Employee Salaries & Wages CEWS (Wage Subsidy) Food & Beverage Employee Benefits Food cost Liquor cost Uniforms, Laundry, Services Decorations Internal services Other expenses Printing & stationary Reservations S Supplies Telecommunications Janitorial Laundry Cable/TV China, Glassware, & Silverware Licenses Linen Staff training Uniforms, Laundry, Dry cleaning			SCHFI		
Linen Contract Services Uniforms, Laundry, Drycleaning DO NOT Fitteout Other Expenses, please identify:					
Contract Services Licenses Uniforms, Laundry, Drycleaning DO NOT FILL OUT					
Uniforms, Laundry, Drycleaning					
Other Expenses, please identify:					UI
\$ \$ \$ Food & Beverage Employee Salaries & Wages		Uniforms, Laundry, Drycleaning			
\$ \$ \$ Food & Beverage Employee Salaries & Wages					
\$ \$ \$ Food & Beverage Employee Salaries & Wages					
\$ \$ \$ Food & Beverage Employee Salaries & Wages					
\$ \$ \$ Food & Beverage Employee Salaries & Wages		Other Expenses, please identify:			
Food & Beverage Employee Salaries & Wages					
Food & Beverage Employee Salaries & Wages			\$	\$	\$
Food & Beverage Employee Salaries & Wages		_			
CEWS (Wage Subsidy)	Food & Be				
Food & Beverage Employee Benefits					
Food cost					
Wine cost					
Beer cost		•			
Draught cost					
Mix & Minerals cost					
Complimentary services					
Decorations					,
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					
Printing & stationary					
Reservations		•			
Supplies					
Telecommunications					
Laundry Cable/TV China, Glassware, & Silverware Licenses Linen Staff training Uniforms, Laundry, Dry cleaning					
Cable/TV					
China, Glassware, & Silverware Licenses Linen Staff training Uniforms, Laundry, Dry cleaning					
Licenses					
Staff training					
Uniforms, Laundry, Dry cleaning		Linen			
Other Expenses, please identify:		· · · · · · · · · · · · · · · · · · ·	^	_	
		Other Expenses, please identify:	Þ	\$	

Example Schedule of Expense

<u>Administra</u>	ative & 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	I S-FOI		
	0			
	Postage & Courier			
	Printing & Office Supplies Telecommunications			
	Bad Debts	ΥΛΝΛΟ		Λ
	Bank Charges		LEOT	
	Contract Services			
	Credit & Collection			
	Donations	CCHF		
	Dues & Subscriptions			
	Legal fees			
	Payroll Service Charge			
	Security			
	Staff Training		FI <u>LL-O</u>	
_				
	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:			
<u>Utilities</u>	Water			
	Gas			
	Electricity	<u></u>	<u></u>	<u></u>
	,	\$	\$	\$
Incure:				
Insurance	Dreperty Incurence			
	Property Insurance	\$	\$	\$
		Ψ	Ψ	Ψ

This information is being collected under the authority of section 295 of the Municipal Government Act, R.S.A. 2000, c. M-26 and will be used for assessment and provincial audit purposes. It is protected in accordance with the privacy provisions of the MGA and the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25. Please contact Support and Information Management Services at 780-442-1495 or email assessment@edmonton.ca if you have any questions about the data collected.

Example Schedule of Expense

Property Ta					
	Municipal Property Taxes		\$	\$	\$
	Maintenance				_
		8.			
	Maintenance Employee Salaries	α			
	Wages				
	CEWS (Wage Subsidy)				
	Maintenance Employee Benefits	Building			
		Dallallig			
	Carpets & Drapes				
	Cleaning Supplies				
	Computer Equipment				
	Contract Services				
	Contract Services				
	Electrical				
	Elevator			RAH	
	Equipment Repairs				
	Fire & Safety				
	The d ballety				
	Furniture, Fixtures, Lamps, Mattre	esses, etc			
	Garbage Disposal				
	Grounds & Plants				
	Kitchen Equipment				
	Locks & Keys				
	Materials & Supplies				
	Mechanical & Plumbing				
	Other Equipment				
	Painting & Decorating				
	Pool			€ F#ŧŧ	
		DO			
	Refrigeration				
	Television				
	Training				
	Truck & Travel				
	Uniforms				
	Signage				
	Capital Expenditures				
	Reserve for Replacement				
	Other, please identify:				
	Other, please identity.				
Other Den	artmonta Expanses				
<u>Other Depa</u>	artments 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:				
Eivad Eva					
<u>⊢i⊼eu ⊏xp</u>	nses				
	<u>nses</u> Third Party Management Fee Franchise Fee				
	Franchise Fee				
	Financial Expenses				
			<u>ر</u>	Ø	
	Replacement Reserves		\$	\$	\$
	Other Expenses, please identify:				
_					
<u>Depreciation</u>	on and Amortization				
-	Depreciation & Amortization				
			¢	<u></u>	<u>۰</u>
			Φ	\$	Φ
			<u>ф</u>	<u> </u>	<u> </u>
			\$	\$	\$
Loss (or G	ain) on the Disposition of Assets				
	Loss (or Gain) on the Disposition	of Assate			
		01 103013			
			\$	\$	

This information is being collected under the authority of section 295 of the Municipal Government Act, R.S.A. 2000, c. M-26 and will be used for assessment and provincial audit purposes. It is protected in accordance with the privacy provisions of the MGA and the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25. Please contact Support and Information Management Services at 780-442-1495 or email assessment@edmonton.ca if you have any questions about the data collected.

Example Schedule of Revenue

	Revenue	<u>July 1st, 202</u> June 30th, 2 \$		uly 1st, 2022- une 30th, 2023 \$	<u>July 1st, 2023-</u> June 30th, 2024 \$
Room Re	Venue				
<u>Ruuni ke</u>	Guest Room Rental				
	Group Room Revenue				
	Contract Room Revenue				
		\$	\$	\$	\$
Food & B	everage Revenue				
	Breakfast				
	Lunch				
	Dinner				
	Other Food	FLIC			
	Liquor	HIS	F U	ΛΙΛΙ	
	Wine				
	Beer				
	Draught	FX7		PLE	
	Mix & Minerals				
		\$	\$		\$
Other Ope	erated Departments Revenue	$\boldsymbol{\varsigma}$	CH	EDL	
· ·	Lease Space Income				/ 6. 6.
	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:				
		\$	\$	5	\$

This information is being collected under the authority of section 295 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 and will be used for assessment and provincial audit purposes. It is protected in accordance with the privacy provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25. Please contact Assessment Support at 780- 442-1495 or email assessment@edmonton.ca, if you have any questions about the data collected.