



Hotel

Terms & Definitions

Term	Definition
Fiscal year end date *	If this financial report does not represent a full year, indicate the number of months being reported to the right.

Room Statistics

Term	Definition
Number of Rooms/ Suites	The total number of rooms at the hotel.
Rooms Available	The total number of rooms available to guests in the hotel multiplied by 365.
Occupancy Percent	Over the year, the percentage of the available rooms that were actually occupied by guests of the hotel.
Average Daily Rate	In dollars, the average amount that a typical room would cost per night at the hotel.

Departmental Revenues (*Completion of at least one field is mandatory)

Term	Definition
Guest Rooms	Revenue from annual guest room sales.



Term	Definition
Food	Revenue derived from the sale of food, including non-alcoholic beverages
Beverage	Revenue derived from the sale of beverages (generally alcoholic) from the hotel's restaurants, lounges, banquet halls and room service
Other Operated Department	Revenue derived from the sale of services and/or merchandise applicable to any other operated department (e.g. phone/internet revenue)
Meeting Rooms	Revenue derived from the renting of meeting space within the hotel.
Health Facilities	Revenue derived from membership and visitor fees for access to the health facilities within the hotel
Parking	Revenue derived from the fees received for parking services
Rentals	Revenue from leases signed with tenant(s) and managed/controlled by the hotel (e.g. retail store, 3rd party restaurant, office)
Other Income	Hotel revenue generated from sundry items sales, currency exchange, vending machines, resort/destination fees, and miscellaneous items. Please provide a breakdown and description



Departmental Expenses (*Completion of at least one field is mandatory)

Term	Definition
Guest Rooms	Expense items related to the sale and clean-up of guest rooms and common guests' area. This also includes payroll for housekeepers, commissions & reservations related to room's sales, linen laundry, and room supplies.
Food & Beverage	Expense items required to operate the food, beverage, and/or banquet facilities of a hotel.
Other Operated Department	Expense items applicable to any other operated department.
Meeting Rooms	Expense items required to operate the meeting space within the hotel.
Health Facilities	Expense items required to operate the health facilities within the hotel.
Parking	Expense items required to operate the parking facilities within the hotel.
Rentals	Expense items required to generate the revenue associated with the "rentals revenue" indicated above.
Other Expenses	Expense items required to generate the revenue associated with the "other revenue" indicated above.



Undistributed Expenses (*Completion of at least one field is mandatory)

Term	Definition
Administration and General	Includes salaries and wages of admin personnel not directly associated with other operating department.
Information and Telecommunications Systems	I/T expenses including computer, internet and telephone systems.
Sales and Marketing	Expenses related to advertising, promotion, and sales activities.
Franchise/ Royalty Fees	If applicable, the amount paid to a hotel company to participate in its marketing system.
Property Operations and Maintenance	Repairs and maintenance necessary for the upkeep of the facility. Does not include capital expenditures.
Utilities	All utilities associated with the operation of the facilities including hydro, propane, gas, heating oil, water and sewage, cable and satellite.
Management Fees	Fees paid to a third-party management individual/company. This category does not refer to management salaries.



Non-Operating Income and Expenses

Term	Definition
Other Commercial Leases	Revenue from leases signed with tenant(s) but not controlled/managed by the hotel (e.g. retail store, 3rd party restaurant, office).
Third Party Signs (Billboards)	The amount of income received by the property owner from third party sign operator(s) for billboard(s) located on the property.
Property Taxes *	The total amount paid in municipal taxes for the most recent fiscal year.
Insurance *	All types of insurance related to the hotel operations. Excluded is insurance related to employee benefits which is accounted for under wages and benefits.
Amortization/ Depreciation	Amount of depreciation of depreciable real estate assets including depreciation for components related to capitalized leasing costs and capitalized improvements. Amortization of tenant or landlord's improvement.
Other Expenses	All other expenses. Please provide a breakdown. If income was reported above in "other commercial leases" please indicate the expenses associated with that income.



Reserve for Replacement

Term	Definition
Reserve for Replacement Allowance	For the fiscal year being reported, the amount that was set aside for future replacement of furniture, fixtures and equipment (FF&E) or other short-lived items.
Replacement Spending on Short-lived items	For the fiscal year being reported, the amount actually spent to replace furniture, fixtures, equipment (FF&E) or other short-lived items.

Capital Cost Summary

Term	Definition
Capital Costs	Costs associated with replacing components of the structure that will require replacing before the end of the structure's economic life-such as roof and window replacements. This should not be confused with costs for maintenance. Please indicate in the comments sections below if any portion of this spending was part of a scheduled improvement plan.

* Indicates a mandatory field