



Motel 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 motel
Rooms Available	The total number of rooms available to guests in the motel multiplied by 365
Occupancy Percent	Over the year, the percentage of the available rooms that were actually occupied by guests of the motel
Average Daily Rate	In dollars, the amount a typical room would cost per night at the motel

Motel Revenue (*Completion of at least one field is mandatory)

Term	Definition
Guest Rooms	Revenue from annual guest room sales
Food	Revenue derived from the sale of food, including non-alcoholic beverages
Beverage	Revenue derived from the sale of beverages (generally alcoholic) from the motel's restaurants, lounges, banquet halls and room service
Communications	Revenue derived from telephone and internet services
Sundry	Revenue derived from sundry items (e.g. vending machines purchases, toiletries)
Third Party Signs (Billboard)	The amount of income received by the property owner from third party sign operator(s) for billboard(s) located on the property
Other Commercial Leases	Revenue from leases signed with tenants not related to the motel operation (e.g. retail store, communication tower, gas station)
Other Income	Motel revenue generated from other sources such as currency exchange, resort/destination fees, and/or miscellaneous items. Please provide a breakdown and description

Direct Product Cost (*Completion of at least one field is mandatory)

Term	Definition
Food	Expense items required to operate the food facilities of the motel
Beverage	Expense items required to operate the beverage facilities of the motel
Communications	Expense items required to operate the communication facilities of the motel
Sundry	Expense items required to operate the sundry facilities of the motel
Other Expenses	Expense items required to generate the “other income” listed above. Please provide a breakdown and description

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

Term	Definition
Payroll and Benefits	From all sources, including management, direct labour and associated benefit costs such as EI, CPP, WSIB, employer health tax, vacation pay, staff on-site accommodations, staff meals, clothing allowance, and the like
Administration and General	Dues and subscriptions, automotive cost for travel/education/training, office supplies, computer supplies, donations, bank and credit card charges
Entertainment	All expenses incurred in arranging activities for the guests of the motel (e.g. live entertainment)
Repairs and Maintenance	Includes all expenses related to repair buildings and associated furniture and fixtures. Should 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
Marketing	All charges for promotional advertising, including internet, print, radio, and television advertising
Legal and Audit	All expenses paid for legal and auditing services
Laundry	All expenses related to the motel laundry services including room linens and any individual services provided to guests
Supplies (Bar, Room, Dining)	All expenses related to the purchase of supplies for the bar, rooms, or dining room
Fees and License	If applicable, the amount paid in fees and/or licenses required to operate the motel



Franchise/Royalty Fees	If applicable, the amount paid to a motel company to participate in its marketing system
Management Fees	Fees paid to a third party management individual/company. This category does not refer to management salaries
Other	All other expenses. Please provide a breakdown. None of the expense categories should include any interest payments, mortgage payments, loan payments

Fixed Charges

Term	Definition
Property Taxes *	The total amount paid in municipal taxes for the most recent fiscal year
Insurance *	All types of insurance related to the motel 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
Mortgage / Loan Interest	The amount paid in the fiscal year being reported in interest on the mortgage taken out for the motel
Other	Any other expenses. Please provide a breakdown and description

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
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Capital Costs	Costs associated with replacing components of the structure that will require replacing before the end of the structures economic life, such as roof and window replacements. This should not be confused with costs for maintenance
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* Indicates a mandatory field