

## SAMPLE PROFIT & LOSS STATEMENT OF HOTEL BUSINESS

### NOTES

**Each component of financial statement is to be valued at VEP amount.**

1. **Sales - Restaurant** -Total sales (credit and cash) made during the year.
2. **Sales – Bar**- Total sales (credit and cash) made during the year.
3. **Total Sales**- Restaurant sales plus bar sales.
4. **Opening Stock** – Value of physical stock available for sale at the beginning of the year. (Value of closing stock from the previous year.
5. **Purchases** – Value of goods bought during the year for the purpose of re-sale.
6. **Purchases returns** – Value of goods returned to suppliers during the year.
7. **Net Purchases** – Purchases minus Purchases returns.
8. **Goods Available for Sale** – Opening stock plus net purchases.
9. **Closing Stock** - Value of stock at the cost price that is available to be sold at the end of the year.
10. **Cost of Goods Sold** – goods available for sale minus closing stock.
11. **Gross Profit** – Total sales minus cost of goods sold.
12. **Accommodation Income** – Total accommodation income earned during the year.
13. **Other operating Income** – Total of housekeeping income earned and other income earned through providing accommodation to visitors.
14. **Total Operating Income** – Add all operating income.
15. **Proceeds from Sale of Fixed Assets** – Value of consideration received from sale of fixed assets during a year.
16. **Total Other Income** – Aggregate figure of other income.
17. **Total Income** – Gross profit plus total operating income plus total other income.
18. **Salaries & Wages** – Gross value of salaries paid during the year to all staffs.
19. **Utility** – Total of electricity and water expenses incurred during the year for business purpose only.
20. **Gas** – Total cost of gas incurred in operation of business during the year.
21. **FNPF** – 50% of total amount contributed only by employers to employees FNPF.
22. **Depreciation** –Total amount of depreciation calculated for a year for assets used in the business. (It is the total depreciation figure for the current year in Fixed Assets and Deprecation Register – Schedule 3)
23. **Rent**- Rental expenses incurred for renting the vehicle, building and rent paid for assets used under operating lease for business purpose only.
24. **Business License** – Total amount paid for acquiring the business license.
25. **Total Operating Expenses** – Add all the operating expenses.
26. **Bank Charges** – Total bank charges incurred in having of the business bank account.
27. **Interest** – Total interest incurred on overdraft, loan account (loan taken for business purpose only) etc during a year.
28. **Total Financial Expenses** - Add all the financial expenses.

- 29. Written down value of the fixed assets sold** – Written down value of the assets at the date which it is sold. (Cost of the assets minus accumulated depreciation till the selling date of the assets.)
- 30. Miscellaneous Expenses** – Total of small expenses incurred in the business operation during a financial year that is not specific to any other category.
- 31. Total Other Expenses** – Add all other expenses.
- 32. Total Expenses** – Total operating expenses plus total financial expenses plus total other expenses.
- 33. Net profit before tax** – Total Income minus total expenses.

**SAMPLE BALANCE SHEET  
OF HOTEL BUSINESS**

**NOTES**

**Each component of financial statement is to be valued at VEP amount.**

1. **Cash at Bank** - This closing bank balance of a year from the bank reconciliation or bank statement which is ending balance as at 31st December.
2. **Cash on Hands** - Ending balance, as at 31 December of cash held on hand.
3. **Closing Stock** - Value of stock at the cost price that is available to be sold as at end of the year.
4. **Debtors** – Amount of money owed by individual or organisation to the business as at end of current financial year.
5. **Prepaid Expenses** – Amount of any expenses paid in advance before it has been incurred.
6. **Total Current Assets** – Total amount of all current assets.
7. **Land** – Historical cost of land owned by you or your business at the end of the financial year.
8. **Property Plant & Equipment** – Total cost of all the assets shown in depreciation schedule.
9. **Accumulated Depreciation** – Total accumulated depreciation as at 31<sup>st</sup> December, 2013 shown in depreciation schedule.
10. **Written Down Value** – Total cost of asset minus accumulated depreciation as at 31<sup>st</sup> December, 2013.
11. **Total Fixed Assets** – Written down value of assets plus value of land.
12. **Total Assets** – Current assets plus fixed assets.
13. **Creditors** – Total amount of money owed by business to individuals (including friends and relatives) and organisation which can be paid within 12 months period.
14. **Electricity Payable** – Amount of electricity bill due but unpaid at end of the financial year.
15. **Salaries payable** – Amount of salaries incurred but unpaid at end of financial year.
16. **FNPF payable** – Amount of FNPF incurred but unpaid at the end of financial year.
17. **Total Current Liabilities** - Total amount of all current liabilities.
18. **Loan payable** – Amount of loan is to be paid at the end of the year either payable to financial institution or any other party (including friends and relatives).
19. **Vehicle loan payable** – Amount of loan to be paid on vehicle at the end of the year.
20. **Total Long Term Liabilities** – Aggregate amount of all long term liabilities.
21. **Total Liabilities** – Total current liabilities plus total long term liabilities.
22. **Net Assets** – Total Assets minus Total Liabilities.
23. **Beginning Capital** – Amount of capital at the start of this financial year (closing capital of last financial year).
24. **Net Profit after income tax** – Net profit of the current year after income tax has been subjected to it.
25. Beginning capital plus net profit after income tax.

26. **Drawings** – Total value of cash and goods taken by owner from the business for personal use during the year.
27. **Closing Equity** – Beginning capital plus net profit minus drawings.