



HOTEL'S NAME
GENERAL MANAGER'S REPORT
MONTH _____



1. Environment
2. Global Results and Competition
3. Future Trends
4. Internal Matters
5. Special Projects
6. Special Activities (Promotions) (1 page approx)

COMMENTS ON THE RESULTS OF (Month)

1. REVENUE
 - a) Total Hotel Revenue (%)
 - b) Room Revenue (%)
 - c) Food & Beverage Revenue (%)
 - d) Special Outlet 1's Revenue (%)
 - e) Special Outlet 2's Revenue (%)
 - f) Other Revenues

2. COST OF SALES

- a) Total Cost of Sales (%)
- b) Food & Beverage Cost
- c) Communication Cost (Telephone, Fax)
- d) Other Cost of Sales

3. PAYROLL and RELATED EXPENSES (%)

4. OTHER EXPENSES

5. OVERHEAD DEPARTMENTS

- a) Administration & General
- b) Human Resources and Training
- c) Sales and Marketing
- d) Pomec

SUMMARY

("Revenue & Cost" Information approx 2 pages)

HOTEL'S NAME
MARKET INTELLIGENCE REPORT
MONTH _____

Location

Details of new hotel during this period (Location, No.of rooms, Positioning, Brand Affiliation)

Other hotels to be developed, including:

Other new and notable developments (restaurants, bars, tourist attractions, infrastructural projects)

Other points

Check by : _____
Sales & PR Manager

Approved by : _____
General Manager

Date:

Date:

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ADMIN & GENERAL DEPARTMENT

| ITEMS | ACTUAL | % | BUDGET | % | LAST YEAR | % |
|----------------------------------|--------|---|--------|---|-----------|---|
| PAYROLL & REL EXPENSE | | | | | | |
| SALARIES & WAGES | - | | | | | |
| SERVICE CHARGE | - | | | | | |
| OTHER BENEFIT / BONUS | - | | | | | |
| TOTAL PAYROLL & REL EXPENSE | - | | | | | |
| OTHER EXPENSE | | | | | | |
| CLEANING SUPPLIES | - | | | | | |
| PRINTING & STATIONERY | - | | | | | |
| OTHER SUPPLY | - | | | | | |
| POSTAGE | - | | | | | |
| UNIFORM CLEANING | - | | | | | |
| VEHICLE EXPENSES | - | | | | | |
| TRAVELLING EXPENSES | - | | | | | |
| OTHER OPERATING SUPPLIES | - | | | | | |
| TELEPHONE, FAX | - | | | | | |
| TRANSPORTATION | - | | | | | |
| OTHER OPERATING EXPENSE | - | | | | | |
| RENTAL OF EQUIPMENT | - | | | | | |
| MEETING EXPENSES | - | | | | | |
| DATA PROCESSING | - | | | | | |
| BUSINESS LICENSES | - | | | | | |
| INSURANCE - VEHICLE | - | | | | | |
| INSURANCE - GENERAL LIABILITIES | - | | | | | |
| PROFESSIONAL FEE | - | | | | | |
| DONATION | - | | | | | |
| EXTERNAL RELATION | - | | | | | |
| COMMISSION ON CARD CHARGES | - | | | | | |
| CREDIT & COLLECTION CHARGE | - | | | | | |
| AUDIT EXPENSES | - | | | | | |
| BANK SERVICE & EXCHANGE | - | | | | | |
| SECURITY | - | | | | | |
| TRADE ASSO. & PUBLICATION | - | | | | | |
| CASH (OVER) & SHORT | - | | | | | |
| (GAIN)/LOSS FROM EXCHANGE RATE | - | | | | | |
| STAFF RECRUITMENT | - | | | | | |
| TAX PENALTY & CHARGE | - | | | | | |
| LOSS & DAMAGE TO GUEST PROPERTY | - | | | | | |
| PROV - UNIFORM | - | | | | | |
| TOTAL OTHER EXPENSE | - | | | | | |
| TOTAL EXPENSE | - | | | | | |

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HIDDEN FILE

| BUDGET | % | LAST YEAR | % |
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