

# Hospitality Business Operating Budget Template

## Business Information

Business Name	
Prepared by	
Date	
Budget Period	

## 1. Revenue

Source	Monthly Budget	Annual Budget
Room Revenue		
Food & Beverage Revenue		
Event/Conference Revenue		
Other Revenue		
<b>Total Revenue</b>		

## 2. Cost of Goods Sold (COGS)

Description	Monthly Budget	Annual Budget
Room Supplies		
Food & Beverage Supplies		
Other COGS		
<b>Total COGS</b>		

## 3. Operating Expenses

Description	Monthly Budget	Annual Budget
Salaries & Wages		
Utilities		
Maintenance		
Marketing		
Insurance		

Administrative Expenses	<input type="text"/>	<input type="text"/>
Other Expenses	<input type="text"/>	<input type="text"/>
<b>Total Operating Expenses</b>		

#### 4. Net Operating Income

Description	Monthly Amount	Annual Amount
Gross Profit (Revenue - COGS)		
<b>Operating Income (Gross Profit - Expenses)</b>		

Note: Fill in the above fields to create your operating budget. Totals and calculations should be performed separately as needed.