

Hospitality Business Operating Budget Template

Business Information

Business Name	<input type="text"/>
Prepared by	<input type="text"/>
Date	<input type="text"/>
Budget Period	<input type="text"/>

1. Revenue

Source	Monthly Budget	Annual Budget
Room Revenue	<input type="text"/>	<input type="text"/>
Food & Beverage Revenue	<input type="text"/>	<input type="text"/>
Event/Conference Revenue	<input type="text"/>	<input type="text"/>
Other Revenue	<input type="text"/>	<input type="text"/>
Total Revenue	<input type="text"/>	<input type="text"/>

2. Cost of Goods Sold (COGS)

Description	Monthly Budget	Annual Budget
Room Supplies	<input type="text"/>	<input type="text"/>
Food & Beverage Supplies	<input type="text"/>	<input type="text"/>
Other COGS	<input type="text"/>	<input type="text"/>
Total COGS	<input type="text"/>	<input type="text"/>

3. Operating Expenses

Description	Monthly Budget	Annual Budget
Salaries & Wages	<input type="text"/>	<input type="text"/>
Utilities	<input type="text"/>	<input type="text"/>
Maintenance	<input type="text"/>	<input type="text"/>
Marketing	<input type="text"/>	<input type="text"/>
Insurance	<input type="text"/>	<input type="text"/>

Administrative Expenses		
Other Expenses		
Total Operating Expenses		

4. Net Operating Income

Description	Monthly Amount	Annual Amount
Gross Profit (Revenue - COGS)		
Operating Income (Gross Profit - Expenses)		

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