

STANDARD OPERATING PROCEDURE	CODE: CF - 014		PAGE: 1 of 4
	EFFECTIVE:		UPDATE NO.: 0
	INITIATED BY: PRIMA CONSULTANT CO., LTD.		DEPT./SECTION:
	REVIEWED BY:		
	APPROVED BY:		
	SUBJECT:		MONTHLY FOOD & BEVERAGE COST REPORT

OBJECTIVE:

To establish procedures to prepare the Food and Beverage Department's cost report and to perform the Sales Analysis

POLICY:

1. The monthly Food & Beverage Cost Control Report must be submitted by the 10th of the following month to the General Manager, Financial Controller, Food & Beverage Manager and Executive Chef
2. The food and beverage cost statement along with its calculation data must be submitted to the Accounting Department within 3 working days of the following month. This is used to prepare journal entries for costs and expenses.

PROCEDURE:

The Monthly Food and Beverage Cost Control Report should contain the following documents:

1. Reconciliation of Food and Beverage Cost
 This report summarizes the actual food and beverage cost of sales as per month-to-date and year-to-date. The Cost Controller must submit this reconciliation to the Financial Controller as soon as possible because the expenses which are not deemed to be Food and Beverage Department's cost of sales are transferred to other department expenses in each months results. Additional credits compared to daily food and beverage cost calculation should be included as follows:
 - **Fat and scrap sales:** the sales amount of fat, waste oil, etc... arising from the preparation process in the kitchen.
 - **Stewards' sales:** amount of food and beverage materials sold at purchased cost for the hotel employees.
 - **Office use:** amount of materials such as coffee which is issued from the storeroom for the use in the office.

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2. **Monthly Actual Food Cost**
This report presents the monthly cost of food sales calculated for each kitchen. The calculated total amount should equal the amount stated into the Reconciliation of Food & Beverage Report
3. **Monthly Actual Beverage Cost**
This report presents the monthly cost of beverage sales calculated for each bar. The calculated total amount should equal the amount stated into the Reconciliation of Food & Beverage Report
4. **Food and Beverage Revenue Report**
This report presents the number of guests served and the actual food and beverage sales by restaurant, by bar, and by operating hours for the reported month.
5. **Summary of Actual and Potential Beverage Sales and Cost**
This report presents the results of the beverage sales by bar and type of beverages. Actual sales are compared against potential sales; comparison between sales of bottle of liquors, bottle of wines, and glass sales as well as cost comparisons are performed.
6. **Monthly Food and Beverage Sales/Consumption Reconciliation**
This report presents the results of the sales/consumption reconciliation performed for a sample of food products and beverages.
7. **Store Inventory Variation**
Variance analysis between the book closing inventory balances and the physical inventory balances at all storerooms at month end
8. **Store Inventory Turnover**
The inventory turnover for the month is shown in this report. The inventory turnover is calculated by dividing the total amount issued during the month by the average amount of beginning and ending inventory.
9. **Monthly Staff Canteen Report**
This report reflects the direct cost incurred by the staff canteen for the month

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10. Reconciliation of Business Promotion

This report presents the details of any business promotion expenses per department and personnel. Based on this report, the expenses are transferred to department expenses to all respective departments.

11. Reconciliation of Entertainment

This report presents the details of any entertainment expenses per department and personnel. Based on this report, the expenses are transferred to department expenses to all respective departments.

12. Reconciliation of Management's Check

This report presents the details of any management's check per department and employee. Based on this report, the expenses are transferred to department expenses to all respective departments.

13. Price Change Index

This is to report the increase and decrease in price for the monthly purchased major food and beverage material. It is also used when investigating the food and beverage cost ratios as well as a reference when revising menu prices.

14. High Value Items' List

This report reflects the inventory and condition of materials stored, which are expensive and/or stored in large amounts.

15. Dead stock and Slow Moving Items Report

This report presents the storeroom condition for dead stocks or slow moving raw materials.

Sample

Monthly Food & Beverage Cost Report

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Chief Accountant

Date

Financial Controller

Date

Director of Finance

Date