Income and Expenditure Forecast for Guest houses

1. To forecast the expected revenue enter the data in the yellow boxes on the spreadsheet. By entering the number of bedrooms you have available per night this will calculate the number of rooms available to sell per month. If you are not going to be open all month reduce the days in the month accordingly.
2. Enter the rooms you expect to sell per month – this will calculate the Occupancy percentage which you can then check with historical data to see if this is realistic.
3. Add the Average room rate – what you expect to sell the rooms for on average during the month – you may decide to have different rates for different months depending on seasonality etc.
4. Calculate the number of guests for the occupancy to take into account single and double occupancy.
5. Add the forecasted food cost per room based on the standard cost for breakfast on average.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Jan** | **Feb** | **Mar** | **Apr** | **May** |
| **No of Bedrooms per night** |  |  |  |  |  |
| **Days in the month** |  | **31** | **28** | **31** | **30** | **31** |
| **Rooms Available:** |  | **0** | **0** | **0** | **0** | **0** |
| **Rooms Sold per night:** |  |  |  |  |  |
| **Total Rooms sold** |  | **0** | **0** | **0** | **0** | **0** |
| **Occupancy:** |  |  |  |  |  |  |  |
| **Average Room Rate:** |  |  |  |  |  |
| **Rooms RevPAR:** |  |  |  |  |  |  |
| **Number of guests** |  |  |  |  |  |  |
| **Estimated food cost per guest** |  |  |  |  |  |

1. The remaining costs can be estimated based on your previous records and bills. The aim is to match the cost with the revenue so if you receive a quarterly bill for electricity divide the bill by three to show the monthly average usage.

(possibly don’t need chart)