**RESTAURANT EXPENSE STATEMENT**

Expense Statement/Schedule - Restaurant

For the Period Ended [INSERT MONTH, DAY, YEAR]

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **EXPENSE LIST UNDER CATEGORY** | **AMOUNT ($)** |
| Salary and Compensation | Salary for the Supervisors and Managers |  |
|  | Salary for the Kitchen Staff and Personnel |  |
|  | Salary for the Waiters and Waitresses |  |
|  | Salary for the Food and Beverage Servers |  |
|  | Salary for Probationary Employees in Training |  |
|  | Salary for the Baristas and Bar Personnel |  |
| **TOTAL SALARY AND COMPENSATION EXPENSES** | | **[INSERT AMOUNT]** |
| Employee Benefits | Health Insurance Privilege for Employees |  |
|  | Medical and Dental Benefits |  |
|  | Employee Training and Education |  |
|  | Unemployment Taxes |  |
|  | Service Commissions |  |
|  | Uniforms provided by Management |  |
| **TOTAL EMPLOYEE BENEFITS EXPENSES** | | **[INSERT AMOUNT]** |
| Selling Expenses | Linen for Table and necessary Tableware |  |
|  | Plates and Silverware used to serve food |  |

|  |  |  |
| --- | --- | --- |
|  | Menu List for Food and Beverage |  |
|  | Utensils for Kitchen Use |  |
|  | Flowers and Decorations for the Restaurant |  |
|  | Cleaning Supplies for the Restaurant |  |
|  | Business Permits and Licenses |  |
|  | Music and Entertainment |  |
|  | Coupons and Discounts for Customers |  |
|  | Advertising and Promotional Materials |  |
| **TOTAL SELLING EXPENSES** | | **[INSERT AMOUNT]** |
| Occupancy and Utilities | Payment for Electricity and Water |  |
|  | Disposal of Waste Accumulated from the Restaurant’s Business Operations |  |
|  | Payment for Rent done [INSERT PAYMENT PERIOD] |  |
|  | Payment for Equipment Rental (if any) |  |
|  | Payment for Property Insurance |  |
|  | Payment for Real Estate |  |
| **TOTAL OCCUPANCY AND UTILITIES EXPENSES** | | **[INSERT AMOUNT]** |
| Repairs and Maintenance | Repair and Maintenance for Building |  |
|  | Repair and Maintenance for Equipment |  |
|  | Cleaning and Miscellaneous |  |
| **TOTAL REPAIRS AND MAINTENANCE EXPENSES** | | **[INSERT AMOUNT]** |
| Administrative Expenses | Supplies used for Postage and/or Delivery Purposes |  |
|  | Telephone and other Communication Medium used within the Restaurant |  |
|  | Salary on Security and Protective Services Personnel |  |
|  | Any Form of Contributions and Payment of Professional Fees |  |
|  | Printing and Supplies used for Business Operations within the Restaurant’s Office |  |
|  | Bank and Merchant/Vendor/Supplier Charges |  |
|  | Subscriptions and Dues availed for the Restaurant |  |
| **TOTAL ADMINISTRATIVE EXPENSES** | | **[INSERT AMOUNT]** |
| **TOTAL EXPENDITURES INCURRED FOR THE PERIOD** | | **[INSERT TOTAL/SUM AMOUNT]** |