

Rooms Department Chart of Accounts

Revenue

Transient Revenue	GL #
Retail	
Retail	2 2000 40010 00
OTA Retail	2 2000 40020 00
Discounted	
OTA Discounted	2 2000 40130 00
Negotiated	
Corporate Negotiated	2 2000 40240 00
Local Negotiated	2 2000 40250 00
Government	2 2000 40260 00
Qualified	
Qualified Discount	2 2000 40370 00
Other Discount	2 2000 40380 00
Rewards Redemption	2 2000 40390 00
Wholesale	
FIT/Wholesale	2 2000 40400 00
Total Transient Revenue	

Group Revenue	
Corporate	
Group Corporate	2 2000 40500 00
Association/Convention	
Group Association	2 2000 40600 00
Government	
Group Government	2 2000 40700 00
Tour/Wholesale	
Group Tour	2 2000 40800 00
SMERF	
Group SMERF	2 2000 40850 00
Total Group Revenue	

Contract Revenue	
Contract Airline	2 2000 40900 00
Contract Other	2 2000 40950 00
Total Contract Revenue	

Other Rooms Revenue

Cleaning-Smoking Fee	2 2000 41000 00
Club/Lounge/Concierge Fee	2 2000 41020 00
Day Use Revenue	2 2000 41040 00
Early Check-in Fee	2 2000 41060 00
Early Departure Fee	2 2000 41070 00
Late Check-out Fee	2 2000 41080 00
No Show Penalty	2 2000 41100 00
Other Rooms Revenue	2 2000 41120 00
Pet Fee	2 2000 41140 00
Rental Bed/Crib	2 2000 41160 00
Service Charge Revenue	2 2000 41180 00

Total Other Revenue**Less: Allowances**

Allowances - Rooms	2 2000 4920000
Allowances - Rooms Other	2 2000 4921000

Total Rooms Revenue**Rooms Labor Costs****Internal Wages****Management****Front Office (3)**

Front Office Director	2 2003 60 2300 0
Front Office Manager	2 2003 60 2305 0
Front Office Asst Manager	2 2003 60 2310 0
Night Manager	2 2003 60 2315 0
Operations Director	2 2003 60 2320 0
Operations Manager	2 2003 60 2325 0
Rooms Director	2 2003 60 2330 0
Rooms Controller	2 2003 60 2335 0

Guest Services (4)

Concierge Manager	2 2004 60 2400 0
Guest Services Director	2 2004 60 2405 0
Guest Services Manager	2 2004 60 2410 0
Hospitality Director	2 2004 60 2415 0

Corresponds to

Job Code

2300

2305

2310

2315

2320

2325

2330

2335

2400

2405

2410

2415

Housekeeping (5)

Housekeeping Executive	2 2005 60 2500 0	2500
Housekeeping Asst Executive	2 2005 60 2505 0	2505
Housekeeping Director	2 2005 60 2510 0	2510
Housekeeping Asst Director	2 2005 60 2515 0	2515
Housekeeping Manager	2 2005 60 2520 0	2520

Laundry (6)

Laundry Manager	2 2006 60 2600 0	2600
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Reservations (7)

Reservations Director	2 2007 60 2700 0	2700
Reservations Manager	2 2007 60 2705 0	2705
Rooms Director	2 2007 60 2710 0	2710
Rooms Controller	2 2007 60 2715 0	2715

Transportation (8)

Transportation Manager	2 2008 60 2800 0	2800
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NonManagement**Complimentary Services (2)**

Breakfast Attendant	2 2002 60 2250 0	2250
Breakfast Attendant - OT	2 2002 60 2250 4	
Evening Attendant	2 2002 60 2255 0	2255
Evening Attendant - OT	2 2002 60 2255 4	

Front Office (3)

Bell Captain	2 2003 60 2350 0	2350
Bell Captain - OT	2 2003 60 2350 4	
Bell Attendant	2 2003 60 2355 0	2355
Bell Attendant - OT	2 2003 60 2355 4	
Bell Attendant Night	2 2003 60 2360 0	2360
Bell Attendant Night - OT	2 2003 60 2360 4	
Door Attendant	2 2003 60 2365 0	2365
Door Attendant - OT	2 2003 60 2365 4	
Dispatcher	2 2003 60 2370 0	2370
Dispatcher - OT	2 2003 60 2370 4	
Front Desk Supervisor	2 2003 60 2375 0	2375
Front Desk Supervisor - OT	2 2003 60 2375 4	
Front Desk Agent	2 2003 60 2380 0	2380
Front Desk Agent - OT	2 2003 60 2380 4	
Night Desk Supervisor	2 2003 60 2385 0	2385
Night Desk Supervisor - OT	2 2003 60 2385 4	
Night Desk Agent	2 2003 60 2390 0	2390
Night Desk Agent - OT	2 2003 60 2390 4	

Guest Services (4)

Concierge	2 2004 60 2450 0	2450
Concierge - OT	2 2004 60 2450 4	
Activities Attendant	2 2004 60 2455 0	2455
Activities Attendant - OT	2 2004 60 2455 4	
Guest Service Supervisor	2 2004 60 2460 0	2460
Guest Service Supervisor - OT	2 2004 60 2460 4	
Guest Services Representative	2 2004 60 2465 0	2465
Guest Services Representative - OT	2 2004 60 2465 4	
Guest Services Coordinator	2 2004 60 2470 0	2470
Guest Services Coordinator - OT	2 2004 60 2470 4	

Housekeeping (5)

Housekeeping Supervisor	2 2005 60 2550 0	2550
Housekeeping Supervisor - OT	2 2005 60 2550 4	
Floor Supervisor	2 2005 60 2555 0	2555
Floor Supervisor - OT	2 2005 60 2555 4	
Room Attendant	2 2005 60 2560 0	2560
Room Attendant - OT	2 2005 60 2560 4	
House Attendant	2 2005 60 2565 0	2565
House Attendant - OT	2 2005 60 2565 4	
Room Inspector	2 2005 60 2570 0	2570
Room Inspector - OT	2 2005 60 2570 4	
Public Area Attendant	2 2005 60 2575 0	2575
Public Area Attendant - OT	2 2005 60 2575 4	
Turndown Attendant	2 2005 60 2580 0	2580
Turndown Attendant - OT	2 2005 60 2580 4	
Night Attendant	2 2005 60 2585 0	2585
Night Attendant - OT	2 2005 60 2585 4	
Sewing Attendant	2 2005 60 2590 0	2590
Sewing Attendant - OT	2 2005 60 2590 4	

Laundry (6)

Laundry Supervisor	2 2006 60 2650 0	2650
Laundry Supervisor - OT	2 2006 60 2650 4	
Laundry Attendant	2 2006 60 2655 0	2655
Laundry Attendant - OT	2 2006 60 2655 4	
Laundry Runner	2 2006 60 2660 0	2660
Laundry Runner - OT	2 2006 60 2660 4	
Uniform Attendant	2 2006 60 2665 0	2665
Uniform Attendant - OT	2 2006 60 2665 4	

Reservations (7)

Reservations Agent	2 2007 60 2750 0	2750
Reservations Agent - OT	2 2007 60 2750 4	

Transportation (8)

Driver	2 2008 60 2850 0
Driver - OT	2 2008 60 2850 4
Alloc Expense In/Out - Wages	2 2000 6990001
Alloc Expense In/Out - Wages	2 2002 6990001
Alloc Expense In/Out - Wages	2 2003 6990001
Alloc Expense In/Out - Wages	2 2004 6990001
Alloc Expense In/Out - Wages	2 2005 6990001
Alloc Expense In/Out - Wages	2 2006 6990001
Alloc Expense In/Out - Wages	2 2007 6990001
Alloc Expense In/Out - Wages	2 2008 6990001

2850

Total Internal Wages**Contract Labor****Complimentary Services (2)**

Breakfast Attendant	2 2002 66 2250 0
Evening Attendant	2 2002 66 2255 0

Front Office (3)

Bell Captain	2 2003 66 2350 0
Bell Attendant	2 2003 66 2355 0
Bell Attendant Night	2 2003 66 2360 0
Door Attendant	2 2003 66 2365 0
Dispatcher	2 2003 66 2370 0
Front Desk Supervisor	2 2003 66 2375 0
Front Desk Agent	2 2003 66 2380 0
Night Desk Supervisor	2 2003 66 2385 0
Night Desk Agent	2 2003 66 2390 0

Guest Services (4)

Concierge	2 2004 66 2450 0
Activities Attendant	2 2004 66 2455 0
Guest Service Supervisor	2 2004 66 2460 0
Guest Services Representative	2 2004 66 2465 0
Guest Services Coordinator	2 2004 66 2470 0

Housekeeping (5)

Housekeeping Supervisor	2 2005 66 2550 0
Floor Supervisor	2 2005 66 2555 0
Room Attendant	2 2005 66 2560 0
House Attendant	2 2005 66 2565 0
Room Inspector	2 2005 66 2570 0
Public Area Attendant	2 2005 66 2575 0
Turndown Attendant	2 2005 66 2580 0

Corresponds toJob Code

2250

2255

2350

2355

2360

2365

2370

2375

2380

2385

2390

2450

2455

2460

2465

2470

2550

2555

2560

2565

2570

2575

2580

Night Attendant	2 2005 66 2585 0	2585
Sewing Attendant	2 2005 66 2590 0	2590
Laundry (6)		
Laundry Supervisor	2 2006 66 2650 0	2650
Laundry Attendant	2 2006 66 2655 0	2655
Laundry Runner	2 2006 66 2660 0	2660
Uniform Attendant	2 2006 66 2665 0	2665
Reservations (7)		
Reservations Agent	2 2007 66 2750 0	2750
Transportation (8)		
Driver	2 2008 66 2850 0	2850
Total Contract Labor		
Bonuses and Incentives		
Bonus Plan Pay	2 2000 6700200	
Incentive Pay	2 2000 6700400	
Total Bonuses and Incentives		
Alloc Expense In/Out - Service Charge	2 2000 6994001	
Total Compensation		
Payroll Taxes		
Federal Unemployment	2 2000 6800200	
Medicare	2 2000 6800300	
Other Payroll Taxes	2 2000 6800400	
Social Security	2 2000 6800500	
State Unemployment	2 2000 6800600	
State Insurance	2 2000 6800700	
Total Payroll Taxes		
Benefits		
Child Care	2 2000 6900200	
Educational Benefit	2 2000 6900240	
Employee Recognition	2 2000 6900280	
Flex/Sick Pay	2 2000 6900320	
Insurance General	2 2000 6900360	
Holiday Pay	2 2000 6900400	
Jury Duty Pay	2 2000 6900440	
Other Benefits	2 2000 6900480	
Paid Leave - Long Term Pay	2 2000 6900520	
Retirement/401K/Pension	2 2000 6900560	
Severance Pay	2 2000 6900600	
Transportation Benefit	2 2000 6900640	
Union Insurance	2 2000 6900680	

Union Other	2 2000 6900720
Union Pension	2 2000 6900760
Vacation Pay	2 2000 6900800
Workers Comp. Insurance	2 2000 6900840
Alloc Expense In/Out - Cafeteria	2 2000 6998001
Alloc Expense In/Out - T&B	2 2000 6996001

Total Benefits

Total Labor Costs

Rooms Operating Expenses

Other Expenses

Advance Purchase Fees - Brand	2 2000 7008000
Appliances - In Room	2 2000 7028000
Commissions - Group Travel Agent	2 2000 7070000
Commissions - Traditional Travel Agent	2 2000 7074000
Commissions and Fees - Groups	2 2000 7078000
Complimentary Beverage	2 2000 7086000
Complimentary Beverage - Promotion	2 2000 7090000
Complimentary Food	2 2000 7102000
Complimentary Food - Promotion	2 2000 7106000
Complimentary Services	2 2000 7122000
Contract Services Purchasing Fee	2 2000 7134000
Contract/External Services	2 2000 7138000
Corporate Reimbursables	2 2000 7142000
Decorations	2 2000 7162000
Dues and Subscriptions	2 2000 7178000
Entertainment	2 2000 7198000
Equipment Rental	2 2000 7246000
Executive Lounge	2 2000 7322000
Franchise Fee - Brand Frequency Program	2 2000 7352000
Franchise Fee - Reservation Assessment	2 2000 7356000
Guest Losses & Accidents	2 2000 7386000
Guest Relocation	2 2000 7390000
Guest Service Recovery	2 2000 7394000
Guest Supplies - Comp Services	2 2000 7396000
Guest Supplies - In Room	2 2000 7398000
Guest Supplies - Lobby	2 2000 7402000
Guest Supplies - Welcome Kits	2 2000 7406000
Guest Transportation - External	2 2000 7410000
Guest Transportation - Internal	2 2000 7414000

Laundry - External	2 2000 7546000
Licenses and Permits	2 2000 7566000
Linen Replacement	2 2000 7590000
Loyalty Program	2 2000 7598000
Miscellaneous	2 2000 7670000
Operating Supplies	2 2000 7678000
Over/Short	2 2000 7694000
Postage	2 2000 7734000
Printing	2 2000 7742000
Reservations	2 2000 7790000
Security Services	2 2000 7794000
Supplies - Cleaning	2 2000 7822000
Supplies - Office	2 2000 7846000
Telephone/Internet/Communication	2 2000 7858000
Television/Stream/Cable	2 2000 7862000
Training	2 2000 7882000
Travel	2 2000 7898000
Uniforms	2 2000 7918000
Uniforms Laundry	2 2000 7922000
Alloc Expense In/Out - Laundry	2 2000 7995001
Alloc Expense In/Out - OpEx	2 2000 7990001

Total Other Expenses

TOTAL ROOMS PROFIT