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| **Restaurant Expenses Spreadsheet** | | | | | | | | | | | | | | | | |
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| **Created By:** | | | |  | | | | | | | **Contact Number:** | | |  | | |
| **Employee Number:** | | | |  | | | | | | | **Email Address:** | | |  | | |
| **Position:** | | | |  | | | | | | | **Immediate Head:** | | |  | | |
| **Department:** | | | |  | | | | | | |  | | |  | | |
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| **TYPE OF EXPENSES BY CATEGORY** | | | | | | | | | | | |  | | |  | |
| **CATEGORY 1: FOOD** | **DATE** | | | | | | **DAY** | **AMOUNT SPENT** | | | | **NOTED BY** | | | **AUTHORIZED SIGNATURE** | |
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| **TOTAL EXPENSES:** | | $0.00 | | | **DIFFERENCE:** | | | | $0.00 | | | | **AUTHORIZED BY:** | | |  |
| **TOTAL EXPENSES FOR PREVIOUS MONTH:** | | $0.00 | | | **DIFFERENCE IN PERCENTAGE:** | | | | [PERCENTAGE]% | | | | **SIGNATURE:** | | |  |
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| **CATEGORY 2: STAFF** | **DATE** | | | | | | **DAY** | **AMOUNT SPENT** | | | | **NOTED BY** | | | **AUTHORIZED SIGNATURE** | |
| Salary |  | | | | | |  |  | | | |  | | |  | |
| Uniforms |  | | | | | |  |  | | | |  | | |  | |
| Training, Workshops |  | | | | | |  |  | | | |  | | |  | |
| Insurance |  | | | | | |  |  | | | |  | | |  | |
| Benefits |  | | | | | |  |  | | | |  | | |  | |
| Others (Please Specify): |  | | | | | |  |  | | | |  | | |  | |
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| **TOTAL EXPENSES:** | | | $0.00 | | | **DIFFERENCE:** | | | | $0.00 | | | **AUTHORIZED BY:** | | |  |
| **TOTAL EXPENSES FOR PREVIOUS MONTH:** | | | $0.00 | | | **DIFFERENCE IN PERCENTAGE:** | | | | [PERCENTAGE]% | | | **SIGNATURE:** | | |  |

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| **CATEGORY 3: EQUIPMENT** | **DATE** | | | **DAY** | **AMOUNT SPENT** | | | | **NOTED BY** | **AUTHORIZED SIGNATURE** | | | |
| Stove Tops |  | | |  |  | | | |  |  | | | |
| Ovens |  | | |  |  | | | |  |  | | | |
| Knives |  | | |  |  | | | |  |  | | | |
| Spoons |  | | |  |  | | | |  |  | | | |
| Forks |  | | |  |  | | | |  |  | | | |
| Refrigerators |  | | |  |  | | | |  |  | | | |
| Deep Fryers |  | | |  |  | | | |  |  | | | |
| Spatulas |  | | |  |  | | | |  |  | | | |
| Ladles |  | | |  |  | | | |  |  | | | |
| Tongs |  | | |  |  | | | |  |  | | | |
| Cabinets |  | | |  |  | | | |  |  | | | |
| Storage Drawers |  | | |  |  | | | |  |  | | | |
| Others (Please Specify): |  | | |  |  | | | |  |  | | | |
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| **TOTAL EXPENSES:** | $0.00 | | **DIFFERENCE:** | | | | $0.00 | | **AUTHORIZED BY:** | | | |  |
| **TOTAL EXPENSES FOR PREVIOUS MONTH:** | $0.00 | | **DIFFERENCE IN PERCENTAGE:** | | | | [PERCENTAGE]% | | **SIGNATURE:** | | | |  |
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| **CATEGORY 4: TECHNOLOGY** | **DATE** | | | **DAY** | **AMOUNT SPENT** | | | | **NOTED BY** | | **AUTHORIZED SIGNATURE** | | |
| Point of Sale Systems |  | | |  |  | | | |  | |  | | |
| Cash Registers |  | | |  |  | | | |  | |  | | |
| Ticket Printers |  | | |  |  | | | |  | |  | | |
| Computers |  | | |  |  | | | |  | |  | | |
| Accounting Software |  | | |  |  | | | |  | |  | | |
| Antivirus Security Software |  | | |  |  | | | |  | |  | | |
| Telephone Systems |  | | |  |  | | | |  | |  | | |
| Others (Please Specify): |  | | |  |  | | | |  | |  | | |
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| **TOTAL EXPENSES:** | $0.00 | **DIFFERENCE:** | | | | $0.00 | | **AUTHORIZED BY:** | | | |  | |
| **TOTAL EXPENSES FOR PREVIOUS MONTH:** | $0.00 | **DIFFERENCE IN PERCENTAGE:** | | | | [PERCENTAGE]% | | **SIGNATURE:** | | | |  | |

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| **CATEGORY 5: FIXTURES** | | **DATE** | | **DAY** | **AMOUNT SPENT** | | | | **NOTED BY** | **AUTHORIZED SIGNATURE** | | |
| Tables | |  | |  |  | | | |  |  | | |
| Chairs | |  | |  |  | | | |  |  | | |
| Bars | |  | |  |  | | | |  |  | | |
| Lights | |  | |  |  | | | |  |  | | |
| Toilets | |  | |  |  | | | |  |  | | |
| Sinks | |  | |  |  | | | |  |  | | |
| Others (Please Specify): | |  | |  |  | | | |  |  | | |
|  | |  | |  |  | | | |  |  | | |
| **TOTAL EXPENSES:** | | $0.00 | **DIFFERENCE:** | | | $0.00 | | **AUTHORIZED BY:** | | | |  |
| **TOTAL EXPENSES FOR PREVIOUS MONTH:** | | $0.00 | **DIFFERENCE IN PERCENTAGE:** | | | [PERCENTAGE]% | | **SIGNATURE:** | | | |  |
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| **CATEGORY 6: MARKETING** | | **DATE** | | **DAY** | **AMOUNT SPENT** | | | | **NOTED BY** | **AUTHORIZED SIGNATURE** | | |
| Newspaper Advertisements | |  | |  |  | | | |  |  | | |
| Flyers, Posters | |  | |  |  | | | |  |  | | |
| Others (Please Specify): | |  | |  |  | | | |  |  | | |
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| **TOTAL EXPENSES:** | $0.00 | | **DIFFERENCE:** | | | | $0.00 | | **AUTHORIZED BY:** | |  | |
| **TOTAL EXPENSES FOR PREVIOUS MONTH:** | $0.00 | | **DIFFERENCE IN PERCENTAGE:** | | | | [PERCENTAGE]% | | **SIGNATURE:** | |  | |

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| **CATEGORY 7: INSURANCE** | | **DATE** | | | | **DAY** | **AMOUNT SPENT** | | | | **NOTED BY** | **AUTHORIZED SIGNATURE** | | | | |
| Liability Insurance | |  | | | |  |  | | | |  |  | | | | |
| Property Insurance | |  | | | |  |  | | | |  |  | | | | |
| Others (Please Specify): | |  | | | |  |  | | | |  |  | | | | |
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| **TOTAL EXPENSES:** | $0.00 | | | **DIFFERENCE:** | | | $0.00 | | **AUTHORIZED BY:** | | | | |  | | |
| **TOTAL EXPENSES FOR PREVIOUS MONTH:** | $0.00 | | | **DIFFERENCE IN PERCENTAGE:** | | | [PERCENTAGE]% | | **SIGNATURE:** | | | | |  | | |
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| **CATEGORY 8: REAL ESTATE, ETC.** | | **DATE** | | | | **DAY** | **AMOUNT SPENT** | | | | **NOTED BY** | **AUTHORIZED SIGNATURE** | | | | |
| Construction Materials | |  | | | |  |  | | | |  |  | | | | |
| Rental Fees | |  | | | |  |  | | | |  |  | | | | |
| Air Conditioning Systems | |  | | | |  |  | | | |  |  | | | | |
| Water Pipes and Drainage | |  | | | |  |  | | | |  |  | | | | |
| Electricity | |  | | | |  |  | | | |  |  | | | | |
| Gas | |  | | | |  |  | | | |  |  | | | | |
| Wi-Fi | |  | | | |  |  | | | |  |  | | | | |
| Others (Please Specify): | |  | | | |  |  | | | |  |  | | | | |
| **TOTAL EXPENSES:** | $0.00 | | | | **DIFFERENCE:** | | | $0.00 | | **AUTHORIZED BY:** | | | | |  | |
| **TOTAL EXPENSES FOR PREVIOUS MONTH:** | $0.00 | | | | **DIFFERENCE IN PERCENTAGE:** | | | [PERCENTAGE]% | | **SIGNATURE:** | | | | |  | |
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| **CATEGORY** | | | | | | | | | | | **TOTAL EXPENSES** | | | | | |
| CATEGORY 1: FOOD | | | | | | | | | | |  | | | | | |
| CATEGORY 2: STAFF | | | | | | | | | | |  | | | | | |
| CATEGORY 3: EQUIPMENT | | | | | | | | | | |  | | | | | |
| CATEGORY 4: TECHNOLOGY | | | | | | | | | | |  | | | | | |
| CATEGORY 5: FIXTURES | | | | | | | | | | |  | | | | | |
| CATEGORY 6: MARKETING | | | | | | | | | | |  | | | | | |
| CATEGORY 7: INSURANCE | | | | | | | | | | |  | | | | | |
| CATEGORY 8: REAL ESTATE, ETC. | | | | | | | | | | |  | | | | | |
|  | |  | | | |  |  | | | |  | |  | | | |
| **GRAND TOTAL:** | | | $0.00 | | **DIFFERENCE:** | | | $0.00 | | **AUTHORIZED BY:** | | | | | |  |
| **GRAND TOTAL FOR PREVIOUS MONTH:** | | | $0.00 | | **DIFFERENCE IN PERCENTAGE:** | | | [PERCENTAGE]% | | **SIGNATURE:** | | | | | |  |

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| **Food Cost** | **Staff** | **Equipment** | **Technology** | **Fixtures** | **Marketing** | **Insurance** | **Real Estate** | **Licenses and Permits** | **Taxes** |
|  | Salary |  |  |  |  |  |  |  |  |
|  | Uniforms |  |  |  |  |  |  |  |  |
|  | Training, Workshops |  |  |  |  |  |  |  |  |
|  | Insurance |  |  |  |  |  |  |  |  |
|  | Other Benefits |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |