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| **Restaurant Expenses Spreadsheet** |
|
|  |
|  |
| **Created By:** |  | **Contact Number:** |  |
| **Employee Number:** |  | **Email Address:** |  |
| **Position:** |  | **Immediate Head:** |  |
| **Department:** |  |  |  |
|  |  |  |  |  |  |
| **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:** |  |
|  |  |  |  |  |  |
| **CATEGORY 2: STAFF** | **DATE** | **DAY** | **AMOUNT SPENT** | **NOTED BY** | **AUTHORIZED SIGNATURE** |
| Salary |  |  |  |  |  |
| Uniforms |  |  |  |  |  |
| Training, Workshops |  |  |  |  |  |
| Insurance |  |  |  |  |  |
| Benefits |  |  |  |  |  |
| 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 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):  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL EXPENSES:** | $0.00 | **DIFFERENCE:** | $0.00 | **AUTHORIZED BY:** |  |
| **TOTAL EXPENSES FOR PREVIOUS MONTH:** | $0.00 | **DIFFERENCE IN PERCENTAGE:** | [PERCENTAGE]% | **SIGNATURE:** |  |
|  |   |  |   |  |   |
| **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):  |  |  |  |  |  |
|   |   |   |   |   |   |
| **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:** |  |
|  |  |  |  |  |  |
| **CATEGORY 6: MARKETING** | **DATE** | **DAY** | **AMOUNT SPENT** | **NOTED BY** | **AUTHORIZED SIGNATURE** |
| Newspaper Advertisements |  |  |  |  |  |
| Flyers, Posters |  |  |  |  |  |
| 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 7: INSURANCE** | **DATE** | **DAY** | **AMOUNT SPENT** | **NOTED BY** | **AUTHORIZED SIGNATURE** |
| Liability Insurance |  |  |  |  |  |
| Property Insurance |  |  |  |  |  |
| Others (Please Specify):  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL EXPENSES:** | $0.00 | **DIFFERENCE:** | $0.00 | **AUTHORIZED BY:** |  |
| **TOTAL EXPENSES FOR PREVIOUS MONTH:** | $0.00 | **DIFFERENCE IN PERCENTAGE:** | [PERCENTAGE]% | **SIGNATURE:** |  |
|  |  |  |  |  |  |
| **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:** |  |
|  |   |  |   |  |  |
| **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 |   |   |   |  |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |