

YOUR RESTAURANT NAME HERE
Weekly Sales and Prime Cost Workbook

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Week Beginning: **1-Jan**

	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL \$	TOTAL %
	1-Jan	2-Jan	3-Jan	4-Jan	5-Jan	6-Jan	7-Jan		
GROSS SALES BY CATEGORY									
Food	\$2,000.00	\$2,100.00	\$2,300.00	\$2,400.00	\$2,600.00	\$2,900.00	\$2,200.00	\$16,500.00	72.2%
Beverage	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$700.00	3.1%
Beer	\$100.00	\$120.00	\$110.00	\$130.00	\$140.00	\$150.00	\$110.00	\$860.00	3.8%
Wine	\$300.00	\$290.00	\$340.00	\$340.00	\$350.00	\$380.00	\$340.00	\$2,340.00	10.2%
Liquor	\$325.00	\$310.00	\$360.00	\$345.00	\$360.00	\$400.00	\$360.00	\$2,460.00	10.8%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Gross Sales	\$2,825.00	\$2,920.00	\$3,210.00	\$3,315.00	\$3,550.00	\$3,930.00	\$3,110.00	\$22,860.00	100.0%
Sales Tax	\$141.24	\$146.00	\$160.50	\$165.75	\$177.50	\$196.50	\$155.50	\$1,142.99	5.0%
GC Sold	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$150.00	0.7%
Deposits Received	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Charged Tips Owed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
TOTAL	\$3,066.24	\$3,066.00	\$3,370.50	\$3,480.75	\$3,727.50	\$4,126.50	\$3,315.50	\$24,152.99	

LESS DISCOUNTS, COMPS, ETC

Customer Discounts	\$10.00	\$0.00	\$5.00	\$10.00	\$7.00	\$0.00	\$0.00	\$32.00	0.1%
Comp Food & Bev	\$135.00	\$100.00	\$130.00	\$0.00	\$0.00	\$0.00	\$103.00	\$468.00	2.0%
Employee Discounts	\$15.00	\$12.00	\$10.00	\$0.00	\$14.00	\$20.00	\$21.00	\$92.00	0.4%
Manager Meals	\$0.00	\$12.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.00	0.1%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Subtotal	\$160.00	\$124.00	\$145.00	\$10.00	\$21.00	\$20.00	\$124.00	\$604.00	2.6%
NET SALES	\$2,665.00	\$2,796.00	\$3,065.00	\$3,305.00	\$3,529.00	\$3,910.00	\$2,986.00	\$22,256.00	97.4%

NEED TO ACCOUNT FOR \$2,906.24 \$2,942.00 \$3,225.50 \$3,470.75 \$3,706.50 \$4,106.50 \$3,191.50 \$23,548.99

CASH, CREDIT CARDS & PAYMENTS

VISA	\$900.00	\$1,000.00	\$800.00	\$700.00	\$1,450.00	\$900.00	\$1,400.00	\$7,150.00
MC	\$1,562.49	\$1,410.00	\$1,500.00	\$1,000.00	\$1,200.00	\$2,300.00	\$1,100.00	\$10,072.49
AMEX	\$400.00	\$200.00	\$251.00	\$1,100.00	\$800.00	\$300.00	\$350.00	\$3,401.00
Discover	\$0.00	\$100.00	\$0.00	\$0.00	\$12.00	\$0.00	\$0.00	\$112.00
GC Redeemed	\$25.00	\$50.00	\$0.00	\$100.00	\$0.00	\$50.00	\$75.00	\$300.00
Cash Paid Outs	\$0.00	\$25.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$30.00
Outside Cash Added	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Deposit	\$18.75	\$157.00	\$675.00	\$570.75	\$239.50	\$556.50	\$266.50	\$2,484.00

TOTAL CASH & CC REC'VD \$2,906.24 \$2,942.00 \$3,226.00 \$3,470.75 \$3,706.50 \$4,106.50 \$3,191.50 \$23,549.49

Cash Over/Short \$0.00 \$0.00 \$0.50 \$0.00 \$0.00 \$0.00 \$0.00 \$0.50

No. Customers 89 101 103 110 122 130 112 767
 \$/Customer \$27.55 \$28.45 \$29.00 \$31.45 \$28.56 \$32.45 \$29.35 \$29.80

LABOR SUMMARY (enter your daily Salaries, by Department, at the bottom of this worksheet)

Est. PR Tax/Benefits as % Gross Sales **20.0%**

Kitchen Hourly Wages	\$345.00	\$360.00	\$390.00	\$386.00	\$436.00	\$500.00	\$378.00	\$2,795.00
Kitchen Salaries	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$1,470.00
Kitchen Total Wages	\$555.00	\$570.00	\$600.00	\$596.00	\$646.00	\$710.00	\$588.00	\$4,265.00
Kitchen Labor/Food Sales %	27.8%	27.1%	26.1%	24.8%	24.8%	24.5%	26.7%	25.8%
Kitchen Labor/Total Sales %	19.6%	19.5%	18.7%	18.0%	18.2%	18.1%	18.9%	18.7%
Front of House Hourly Wages	\$217.00	\$217.00	\$217.00	\$217.00	\$217.00	\$217.00	\$217.00	\$1,519.00
Front of House Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Front of House Total	\$217.00	\$217.00	\$217.00	\$217.00	\$217.00	\$217.00	\$217.00	\$1,519.00
FOH Labor/Total Sales %	7.7%	7.4%	6.8%	6.5%	6.1%	5.5%	7.0%	6.6%
Management Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Management Salaries	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$1,400.00
Management Total	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$1,400.00
Management Labor/Total Sales %	7.1%	6.8%	6.2%	6.0%	5.6%	5.1%	6.4%	6.1%
Admin or Other Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin or Other Salaries	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$280.00
Admin or Other Total	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$280.00
Admin or Other/Total Sales %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL WAGES & SALARIES	\$1,012.00	\$1,027.00	\$1,057.00	\$1,053.00	\$1,103.00	\$1,167.00	\$1,045.00	\$7,464.00
Est. PR Tax & Benefits	\$202.40	\$205.40	\$211.40	\$210.60	\$220.60	\$233.40	\$209.00	\$1,492.80
GROSS PAYROLL	\$1,214.40	\$1,232.40	\$1,268.40	\$1,263.60	\$1,323.60	\$1,400.40	\$1,254.00	\$8,956.80

PAYROLL / SALES %

Daily %	43.0%	42.2%	39.5%	38.1%	37.3%	35.6%	40.3%		
Week-to-Date %	43.0%	42.6%	41.5%	40.6%	39.8%	39.0%	39.2%	39.2%	
TARGET LABOR %	34.0%		VARIANCE %		5.2%		VARIANCE \$		\$1,184.40

F & B PURCHASES, INVENTORY & COST OF GOODS SOLD (COGS)

Note: Use the F&B Invoice Log to track Weekly Purchases below, and the Inventory Workbook to count and value your Inventory

BEG FOOD	\$5,100.00	BEG BEER	\$1,400.00	BEG LIQUOR	\$7,400.00
FOOD PURCHASES	\$4,600.00	BEER PURCHASES	\$400.00	LIQUOR PURCHASES	\$1,400.00
ENDING FOOD	\$4,525.00	ENDING BEER	\$1,600.00	ENDING LIQUOR	\$8,400.00
FOOD COGS	31.4%	BEER COGS	23.3%	LIQUOR COGS	16.3%
BEG BEV	\$672.00	BEG WINE	\$2,100.00		
BEV PURCHASES	\$161.00	WINE PURCHASES	\$900.00		
ENDING BEV	\$700.00	ENDING WINE	\$2,400.00		
BEV COGS	19.0%	WINE COGS	25.6%		

PRIME COST SUMMARY

		% Gross Sales	% Net Sales
GROSS SALES	\$22,860.00	100.0%	97.4%
TOTAL PAYROLL	\$8,956.80	39.2%	40.2%
TOTAL F&B COGS	\$6,508.00	28.5%	29.2%
PRIME COST	\$15,464.80	67.7%	69.5%

Allocate Your Weekly Salary Totals by Payroll Department:

	MON	TUE	WED	THU	FRI	SAT	SUN	
Daily Salary Totals by Department:								
KITCHEN	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$1,470.00
FRONT OF HOUSE								\$0.00
MANAGEMENT	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$1,400.00
ADMIN OR OTHER	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$280.00

Note: Calculate the weekly salaries by payroll department, and allocate evenly over the days that the restaurant is open. Then enter in the cells above. The worksheet will auto input these totals in the Labor section when you enter the daily sales numbers.

If the restaurant is closed on a normally open day (e.g. holiday or winter storm), then enter a minimal dollar amount (e.g. \$1.00) in any of the sales cells so that the daily salaries will be accounted for.