## YOUR RESTAURANT NAME HERE

Weekly Sales, Labor and Prime Cost Report



					RESTAURANT RESOURCE	GROUP			
Week Beginning:	1-Jan				Copyright 2018				
	MON	TUE	WED	THU	FRI	SAT	SUN		
	1-Jan	2-Jan	3-Jan	4-Jan	5-Jan	6-Jan	7-Jan	TOTAL \$	TOTAL %
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	\$230.00	\$360.00	\$345.00	\$360.00	\$400.00	\$360.00	\$2,460.00	10.2%
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%
Gloss Sales	\$2,825.00	\$2,920.00	\$3,210.00	\$3,315.00	\$3,550.00	\$3,930.00	\$3,110.00	\$22,800.00	100.076
Salaa Tay	£444.04	¢4.40.00	\$400 F0	\$405 TF	6477 50	6400 50	\$155.50	£4.440.00	5.00/
Sales Tax	\$141.24	\$146.00	\$160.50	\$165.75	\$177.50	\$196.50		\$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%
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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%
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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%
	+2,000.00	<i><b>4</b>2,700,000</i>	\$0,000100	\$0,000100	\$0,020100	\$0,010100	\$2,000.00	422,200.00	01170
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	
	<i><b>4</b>2,000.21</i>	¢1,0 12100	\$0,220100	<i>vo</i> , <i>o</i>	\$0,100,000	¢ 1,100100	\$0,101100	420,010100	
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	1
MC									
AMEX	\$1,562.49	\$1,410.00	\$1,500.00	\$1,000.00	\$1,200.00	\$2,300.00	\$1,100.00	\$10,072.49	
	\$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	
									n
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	
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Cash Over/Short	\$0.00	\$0.00	\$0.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.50	
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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	
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LABOR SUMMARY (enter your daily Sa	laries, by Dep	artment, at the	bottom of this	<u>s worksheet)</u>		Est. PR Tax/Benefit	s as % Gross Sales	20.0%	
Kitchen Hourly Wages	\$24E.00	\$360.00	\$390.00	£296.00	£426.00	¢500.00	£279.00	\$2 70E 00	
	\$345.00			\$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 LL 11 11 11									1
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%	
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Management Wages		\$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	

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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%
<u> </u>								
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
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Est. PR Tax & Benefits	\$202.40	\$205.40	\$211.40	\$210.60	\$220.60	\$233.40	\$209.00	\$1,492.80
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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%
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TARG	ET 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 BEER

\$1,400.00	BEG LIQUOR	\$7,400.00
\$400.00	LIQUOR PURCHASES	\$1,400.00
\$1,600.00	ENDING LIQUOR	\$8,400.00
23.3%	LIQUOR COGS	16.3%

ENDING BEER BEER COGS	\$1,600.00 23.3%
BEG WINE	1 7
NE PURCHASES	\$900.00

64,600.00
4,525.00
31.4%

BEG BEV

ENDING BEV

BEV COGS

BEV PURCHASES

BEG WINE	\$2,100.00
WINE PURCHASES	\$900.00
ENDING WINE	\$2,400.00
WINE COGS	25.6%

BEER PURCHASES

BEG WINE	\$672.00
WINE PURCHASES	\$161.00
ENDING WINE	\$700.00
WINE COGS	19.0%

#### PRIME COST SUMMARY

		% Gross Sales	% Net Sales
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	
aily 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
ADMIN OR OTHER	\$40.00	\$40.00		\$40.00	\$40.00	\$40.00	\$40.00	\$280