

HOUSE LAUNDRY—SCHEDULE 11

	CURRENT MONTH			YEAR-TO-DATE		
	ACTUAL	FORECAST	PRIOR YEAR	ACTUAL	FORECAST	PRIOR YEAR
	\$: %	\$: %	\$: %	\$: %	\$: %	\$: %
EXPENSES						
Payroll and Related Expenses						
Salaries, Wages, and Bonuses						
Salaries and Wages						
Bonuses and Incentives						
Total Salaries, Wages, and Bonuses						
Payroll Related Expenses						
Payroll Taxes						
Supplemental Pay						
Employee Benefits						
Total Payroll Related Expenses						
Total Payroll and Related Expenses						
Other Expenses						
Cleaning Supplies						
Complimentary Services and Gifts						
Contract Services						
Corporate Office Reimbursables						
Decorations						
Dues and Subscriptions						
Equipment Rental						
Laundry and Dry Cleaning						
Laundry Supplies						
Licenses and Permits						
Miscellaneous						
Operating Supplies						
Printing and Stationery						
Telecommunications						
Training						
Travel—Meals and Entertainment						
Travel—Other						
Uniform Laundry						
Uniforms						
Total Other Expenses						
TOTAL EXPENSES						
CREDITS						
Cost of Guest and Outside Laundry						
Concessionaires' Laundry						
COST OF HOUSE LAUNDRY						

House Laundry—Schedule 11 illustrates the proper format for reporting the Payroll and Related Expenses and Other Expenses for the House Laundry. Individual properties may delete irrelevant line items, but the *Uniform System* does not provide for the addition or substitution of other expense line items. Rather, properties may choose to develop a sub-account/sub-schedule to provide more detail related

to a particular revenue or expense item. This sub-account/sub-schedule is then to be rolled into the appropriate line item. Additionally, properties may choose to delete some of the columns or to show them in a different order and remain "in conformity with the *Uniform System*."

This schedule is allocated to various departments on an equitable basis.

Expenses

House Laundry expenses are separated into two major categories: Payroll and Related Expenses and Other Expenses.

Payroll and Related Expenses

Payroll and Related Expenses for the House Laundry comprises the expenses associated with Salaries, Wages, and Bonuses and Payroll-Related Expenses for employees of the House Laundry. A list of the positions typically included in House Laundry is shown on pages 177-178.

Salaries, Wages, and Bonuses. This grouping includes (1) Salaries and Wages and (2) Bonuses and Incentives. Salaries and Wages includes only earnings paid to an employee for duties that relate to the operation of the property, such as regular pay, overtime pay, and shift differential pay. If an employee works in a department other than his or her regular home department, his or her earnings are charged as Salaries and Wages in that other department, regardless of the duties being performed. For example, if a House Laundry employee works as a server for an employee awards banquet, his or her earnings are charged to Salaries and Wages in Administrative and General, and not to this line item. Payroll-Related Expenses (described below) for the above example are treated similarly and charged as Payroll-Related Expenses in Administrative and General.

Salaries and Wages also includes contract or leased labor. Contract or leased labor refers to those situations in which a property enters into an agreement with an outside service to provide employees to fill positions that would normally be held by individuals paid on the regular payroll. In these situations, the property usually supervises the individuals and records or tracks their hours worked and pays them on an hourly basis. A typical example is the use of individuals brought into the property to fill in for a shortage of laundry staff. This situation differs from a contract service in which a property has an agreement with an outside company to provide some type of service, such as cleaning the laundry area during the early morning hours. In this case, the contracted organization typically provides the supervision and ensures that the work is performed. The costs associated with this type of agreement are charged under Contract Services for the department receiving the service.

Bonuses and Incentives includes bonuses, incentive pay, and other types of performance pay designed to drive revenue through sales, profit, or guest satisfaction measures.

Total Salaries, Wages, and Bonuses. Calculated by adding together Salaries and Wages and Bonuses and Incentives.

Payroll-Related Expenses. Payroll-Related Expenses includes amounts paid for an employee for duties that relate to the operation of the property and amounts paid for an employee who works in a department other than his or her regular home department regardless of the duties being performed. Payroll-Related Expenses includes the following items:

- **Payroll Taxes.** Includes Federal Retirement and Medicare (FICA), Federal and State Unemployment Taxes (FUTA and SUTA), State Disability Insurance (SDI), and other mandated payroll-related taxes or social insurance items. (See *Payroll-Related Expenses—Schedule 13.*)
- **Supplemental Pay.** Includes personal days, vacation pay, sick pay, holiday pay, jury duty pay, relocation pay, paid time off, and severance pay. Supplemental Pay also includes bonuses and incentive payments that are discretionary and not determined by results from operations.
- **Employee Benefits.** Includes all other payroll-related expenses, such as employer-paid health insurance expenses, cost of meals furnished to employees, pension contributions, and union fees. (See *Payroll-Related Expenses—Schedule 13.*) The distribution of employee meal costs from *Employee Cafeteria—Schedule 12* is charged to this line.

Total Payroll-Related Expenses. Calculated by adding together Payroll Taxes, Supplemental Pay, and Employee Benefits.

Total Payroll and Related Expenses

Total Payroll and Related Expenses is calculated by adding together Total Salaries, Wages, and Bonuses and Total Payroll-Related Expenses. The percentage for each line item as well as Total Payroll and Related Expenses is calculated by dividing the line item amount by Total Revenue for the entire property.

Other Expenses

This expense grouping includes the significant House Laundry expenses approved as Other Expenses in the *Uniform System*. Individual properties may delete irrelevant line items, but the *Uniform System* does not provide for the addition or substitution of other expense line items. Rather, properties may choose to develop a sub-account/sub-schedule to provide more detail related to a particular expense item. This sub-account/sub-schedule is then to be rolled into the appropriate line item listed below.

Cleaning Supplies. Includes the cost of products used in cleansing, sweeping, polishing, waxing, and disinfecting areas associated with the House Laundry. The cost of materials or supplies used for laundering purposes is charged to Laundry Supplies.

Complimentary Services and Gifts. Includes the cost of providing gift items used in gratis presentations for promotional purposes to guests and vendors of the House Laundry.

Contract Services. Includes expenses for activities performed for the House Laundry by outside companies rather than hotel employees. The cost of contracting outside companies to clean areas associated with the House Laundry is an example. If supplies are purchased for contract companies to use, the supplies are charged to the appropriate supply account. The cost of contracts for the House Laundry laundry and dry cleaning is charged to Laundry and Dry Cleaning.

Corporate Office Reimbursables. Includes the allocations of salaries and expenses of corporate or management company house laundry personnel billed to the property by the regional or corporate office or by the management company. Travel expenses of such corporate or management company personnel that are incurred while visiting the property, including the costs of meals and other applicable services or amenities provided to corporate or management company staff while on business in the property for the benefit of the property, are also charged to this account.

Decorations. Includes the cost of decorative items used in House Laundry areas for holidays and special events.

Dues and Subscriptions. Includes the cost of membership of House Laundry staff, when authorized to represent the property, in business or professional organizations. Dues and Subscriptions is also charged with the cost of subscriptions to newspapers, magazines, and books for use by the House Laundry staff.

Equipment Rental. Includes the cost of renting any type of equipment that may be used either sporadically in the House Laundry or as a replacement for equipment out of service on a temporary basis. Equipment that is rented on a continuous basis and, if purchased, would qualify as a capital purchase is charged to Other Property and Equipment under the Rent section of *Rent, Property and Other Taxes, and Insurance—Schedule 10*.

Laundry and Dry Cleaning. Includes the cost of laundry and dry cleaning services applicable to the House Laundry that are contracted to an outside company. When services are performed by an outside company, the amount charged to Laundry and Dry Cleaning is based on invoices sent by the outside laundry. The cost of cleaning employee uniforms is charged to the Uniform Laundry account.

Laundry Supplies. Includes the cost of supplies used for laundering and dry cleaning purposes.

Licenses and Permits. Includes the cost of federal, state, and local licenses, including costs of inspections needed for licensing, for all activities of the House Laundry.

Miscellaneous. Includes any expenses of the House Laundry that do not apply to the other line items discussed in this section.

Operating Supplies. Includes the cost of operating and general office supplies needed to operate the House Laundry that are not included in the descriptions of specific supply accounts such as Cleaning Supplies, Laundry Supplies, or Printing and Stationery.

Printing and Stationery. Includes the cost of printed forms used in the House Laundry, whether they are purchased from an outside source or produced internally.

Telecommunications. Includes any telecommunications expenditures that can be directly related to the House Laundry, including the costs of local, long distance, and Internet communications. Telecommunications includes not only traditional telephone systems, but also the cost of cellular phones, including the equipment and periodic service charges, used in the House Laundry.

Training. Includes the cost, other than time, that can be directly attributed to the training of employees in the House Laundry. Examples include the costs of training materials, supplies, and instructor fees. The cost of employee wages incurred during training is charged to Salaries and Wages.

Travel—Meals and Entertainment. Includes the reimbursable cost of food and beverage expenses for travel and entertainment by employees of the House Laundry traveling on property business.

Travel—Other. Includes the cost of travel and reimbursable expenses, other than food, beverage, and entertainment, by employees of the House Laundry traveling on property business.

Uniform Laundry. Includes the cost of cleaning uniforms for employees of the House Laundry whether performed by an in-hotel facility or contracted to an outside company.

Uniforms. Includes the cost of employee uniforms used in the House Laundry, whether purchased or rented. Repair costs are also included in this line item. The cost of cleaning uniforms is charged to the Uniform Laundry account.

Total Other Expenses

Total Other Expenses is calculated by adding all items listed under Other Expenses. The percentage for each line item expense as well as Total Other Expenses is calculated by dividing the line item amount by Total Revenue for the entire property.

Total Expenses

Total Expenses is calculated by adding Total Payroll and Related Expenses to Total Other Expenses. The percentage for Total Expenses is calculated by dividing Total Expenses by Total Revenue for the entire property.

Credits

Cost of Guest and Outside Laundry

Where no separate guest laundry is maintained, this line item is credited on an equitable basis to reflect the cost of processing guest laundry.

Concessionaires' Laundry

Where laundering is done for concessionaires such as barber/beauty shops, the revenue received is usually deducted from the departmental expenses.

Cost of House Laundry

Cost of House Laundry is distributed to the departments using the House Laundry (Rooms, Food, Beverage, Health Club, etc.) on an equitable basis reflecting usage, such as cost-per-pound, number of pieces cleaned, etc.