

## MAKING A FRONT OFFICE BUDGET

1. The most important long term planning of the Front Office Management team is Budgeting the Front Office Operations.
2. Every hotels Annual Operation Budget is a Profit Plan that addresses all Revenue Sources and Expense Items.
3. Annual Budgets are divided into Monthly Plans which in turn are divided into Weekly and Daily Plans.
4. The Revenue management team and accounting division plays a great role in forecasting the budget for the department.

Note: It is marked that the Room Division Profits are usually higher than any other department; therefore it is very important to make an accurate room Budget as it is equivalent to creating a Budget of the hotel.