



WEEKLY PAYROLL & LABOR COST SUMMARY

Week Ending 9/30



This Week's Payroll Processing

Pay week Began on Monday	9/24
Pay week ended on Sunday	9/30
Pay checks dated for Friday	10/5
Total no. of employees this week	29
Cash Requirements this week	\$22,115.84

Department Distributions

Front of the House:		<u>% Total</u>
Servers	\$939.39	
Bar Servers	\$755.38	
Hostess	\$669.29	
Total FOH	\$2,364.06	19%
Back of House		
Dishwasher	\$217.68	
Kitchen Line/Kitchen Owner Draw	\$7,653.82	
Total Kitchen	\$7,871.50	64%
Management	\$2,100.00	17%
Bonus	\$0.00	0%
Owner's Draw	\$0.00	0%
Total Management	\$2,100.00	
Total Gross Wages		
Paid this Week.....	\$12,335.56	100%
Employer Payroll Taxes.....	\$1,565.66	
Total Landed Payroll		
Cost for this Week.....	\$13,901.22	

Comments & Follow-up

**Industry standard for your type of restaurant
(full service) is 30-35%. Labor cost falls in at at
31%**

**The tip gap should be no more than +/-2%. Tip
gap was -6% this week.**

This Weeks Sales Data

		<u>% Total</u>
Food Sales	\$35,056	74%
Liquor Sales	\$12,390	26%
Total Net Sales	\$47,446.00	100%
Meals Tax This Week	\$3,263	
Function Meals Taxes :	\$0.00	
Total Gross Sales This Week	\$50,708.65	

Labor Cost Percentages This Week

Kitchen Labor to Food Sales	22%
Front of House Labor to Total Sales	5%
Management Labor to Total Sales	4%
Total Labor to Total Sales	29%

Tip Compliance Reporting this Week

Total Gross Sales	50,708.65	100%
Total Credit Card Charge Sales	43,619.57	86%
Total Cash Sales (by deduction)	7,089.08	14%
Total Tips Reported	6,650.47	13%
Total Credit Card Charge Tips	6,073.47	14%
Total Cash Tips (by deduction)	577.00	8%
Tip Gap (Should Be No More Than +/-2%)		-6%

Cash Requirements This Week

Payroll Checks	\$2,835.81
Direct Deposit	\$10,689.00
Federal Tax Depository - EFTPS	\$4,230.25
State Tax Depository - M942	\$789.28
Unemployment Taxes	\$230.35
Payroll Fees	\$78.50
Meals Tax Depository	\$3,262.65
Less: Voluntary Deductions	\$0.00
Cash Requirements this Week...	\$22,115.84