

Furniture and equipment replacement budget

Plan a cash reserve from actual quotations and your chosen replacement dates. Calculate the values manually.

Property: [reference]. Budget date: [date]. Currency: RM. Prepared by: [name].

Item and quantity	Future cost / source date	Existing reserve / months left
Furniture	RM [cost] / [quote date]	RM [reserve] / [months]
Appliances	RM [cost] / [quote date]	RM [reserve] / [months]
Linen and towels	RM [cost] / [quote date]	RM [reserve] / [months]
Access equipment	RM [cost] / [quote date]	RM [reserve] / [months]
Other items	RM [cost] / [quote date]	RM [reserve] / [months]

Reserve calculation

1. Deduct the existing allocated reserve from the estimated future cost.
2. Use zero if the existing reserve exceeds that cost.
3. Divide the shortfall by the months left until the planned purchase.
4. Add the monthly amounts for all items.

An item due now needs an immediate cash decision. Do not divide its shortfall by zero.

Fictional example

Assume a future appliance cost of RM1,200, an allocated reserve of RM300, and 18 months until replacement.

$(RM1,200 - RM300) / 18 = RM50$ per month. These values are assumptions, not market prices or expected equipment life.

Monthly replacement reserve: RM [amount]. Separate repair reserve: RM [amount and basis]. Total planned allocation: RM [amount].

A reserve transfer is not an expense invoice. Separate the reserve transfer from a later purchase payment in your cash records.

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Monthly utilities and cost check

Compare actual bills with occupied nights and completed stays for the same period. Record fixed charges separately where possible.

Property: [reference]. Period: [dates]. Occupied nights: [number]. Completed stays: [number].

Cost	Amount RM	Bill period and evidence
Electricity	[Amount]	[Period / bill]
Water	[Amount]	[Period / bill]
Internet	[Amount]	[Period / bill]
Cleaning and linen	[Amount]	[Stays / invoices]
Consumables	[Amount]	[Receipts]
Repairs	[Amount]	[Invoice / approval]
Other cost	[Amount]	[Description / evidence]

Total costs above: RM [amount]. Utility cost per occupied night: RM [utility total] / [occupied nights].

Cleaning and linen cost per completed stay: RM [cost] / [completed stays].

With zero occupied nights or zero stays, record the relevant average as not applicable. Keep the actual bill amount.

Fictional utility example

Electricity RM180 + water RM30 + internet RM90 = RM300. At 15 occupied nights, the average is RM20 per night.

The average includes fixed charges. It does not mean each extra night costs RM20.

Budget difference: RM [amount]. Explanation: [reason]. Next action: [action / person / date].

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