

BACHELOR OF HOTEL MANAGEMENT & CATERING TECHNOLOGY (CBCS-2018 COURSE)
B.H.M.C.T. Sem-III :SUMMER : 2023
SUBJECT : FRONT OFFICE ACCOUNTING

Day : Tuesday

Time : 02:00 PM-04:30 PM

Date : 6/6/2023

S-19942-2023

Max. Marks : 60

N.B.

- 1) All questions are **COMPULSORY**.
- 2) Figures to the **RIGHT** indicate **FULL** marks.

SECTION – I

- Q1** Answer any **SIX** of the following:- (06)
- a) Explain – Allowance.
 - b) What is Guest Folio?
 - c) Define Floor Limit.
 - d) What is verifying of posting?
 - e) Explain - Right of Lien.
 - f) What is charge card?
 - g) Define skipper.
 - h) Explain high balance report.
 - i) What do you understand by potential room revenue?
 - j) Give the formula for overstay %.
 - k) Give the formula for foreigners occupancy %.
 - l) Give the formula for understay %.
- Q.2** Answer any **THREE** of the following:- (12)
- a) Elaborate on the function of front office accounting.
 - b) Explain credit control measures required when receiving reservations.
 - c) Give the formula for the following:-
 - i) ARR
 - ii) Rev Par
 - iii) Yield Management %
 - iv) Bed Occupancy %
 - d) Explain the following:-
 - i) House Count
 - ii) House Position
 - iii) DRR
 - iv) Daily Occupancy Report
- Q.3** Answer any **THREE** of the following:- (12)
- a) Elaborate on types of accounts maintained at front desk.
 - b) Explain credit control measures after guest departure.
 - c) Draw and explain front office accounting cycle.
 - d) A Hotel has 320 rooms. On particular day 240 rooms are occupied by 300 guest, calculate double occupancy %.

SECTION – II

- Q4** Explain the following terms (any **SIX**) :- (06)
- a) Z – card
 - b) Sales summary sheet
 - c) Re-capitulation sheet
 - d) ROI
 - e) Day rate
 - f) CVGR
 - g) Corporate rate
 - h) Yield
 - i) Crib rate
 - j) Wash factor
 - k) Cost based pricing
 - l) Transcript
- Q.5** Answer any **THREE** of the following:- (12)
- a) Give the procedure to reconcile outlet summary sheet.
 - b) Explain in detail Rule of thumb approach and Market condition approach.
 - c) Elaborate on records required for forecasting.
 - d) Explain benefits of forecasting.
- Q.6** Answer any **THREE** of the following:- (12)
- a) Explain role of night auditor.
 - b) Elaborate on Hubbart's formula.
 - c) Explain types of forecast.
 - d) Write in detail procedure of preparing daily transcript.

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