

**BAHAMAS HOTEL ASSOCIATION  
ACCOUNTING NEEDS ASSESSMENT SURVEY**

With the introduction of e-commerce by the Government and plans to accelerate a range of online filing procedures (taxes, business license fees, etc.) it becomes even more important that businesses maintain sound accounts and reporting procedures.

Based on the level of demand as indicated from this survey, the Bahamas Hotel Association plans to offer accounting-related and Government E-Commerce training to hotels and tourism-related businesses. In order to tailor training based on areas of greatest need and interest, we would like your feedback. Please take a few minutes to complete this survey and/or share it with the appropriate person in your business for them to complete. All information will be held in the strictest confidence. Surveys should be returned by Friday, September 2<sup>nd</sup>, 2011 to BHA via email at [bha@bahamashotels.org](mailto:bha@bahamashotels.org) or fax at 242-502-4220.

1. What level of accounting experience does your company presently have?  
 Expert Very knowledgeable    Somewhat knowledgeable    No accounting experience
  
2. Who performs your bookkeeping or accounting functions on a regular basis?  
 In-house bookkeeper  
 External bookkeeper  
 In-house accountant (are they CPA?  yes;  no)  
 External Accountant (are they CPA?  yes;  no)  
 Owner/Manager
  
3. Do you operate against an annual budget?  
 Yes    No
  
4. Do you use a special accounting software to support your work?  
 Yes    No  
 If yes, what type of software is it? \_\_\_\_\_
  
5. Please check those reports or functions your business undertakes on a regular basis:  
 General ledger accounts  
 Payroll  
 Accounts Payable  
 Accounts Receivable  
 Inventory Control  
 Purchase Orders  
 Room Reservations  
 Room Occupancy Reports  
 Rooms Revenue Management (Average Daily Rates (ADR); Revenue Per Room; Occupancy)  
 Other -please specify function: \_\_\_\_\_
  
6. What type of posting do you do or would need?  
 Real Time    Batch    Not Sure
  
7. What type of system do you use or would need?  
 Cash Basis    Accrual Basis\*    Not Sure  
\* The most commonly used accounting method, which reports income when earned and expenses when incurred, as opposed to cash basis accounting, which reports income when received and expenses when paid
  
8. Please indicate the frequency in which you conduct the following:  

	Annually	Not Done	Indicate Frequency
Audit	_____	_____	_____
Financial Review	_____	_____	_____
  
9. Do you want to track the following:  

	Yes	No	Not Sure
Income/Expenses for Different Areas/Profit Centers	_____	_____	_____

Payroll – broken down by wages, benefit payments			
By area and other related-expenses	_____	_____	_____
Accounts Payable	_____	_____	_____
Accounts Receivables	_____	_____	_____
Inventory	_____	_____	_____
Room Reservations	_____	_____	_____
Room Occupancy Reports	_____	_____	_____
Rooms Revenue Management	_____	_____	_____
(Average Daily Rates (ADR); Revenue Per Room; Occupancy)			
Average Food Check	_____	_____	_____
Other -please specify function:			

---

10. How many of the following do you produce each month (estimate)?

Checks/Payments        \_\_\_\_\_  
 Invoices                \_\_\_\_\_  
 Purchase Orders        \_\_\_\_\_

11. Please indicate any other area where you would like to see emphasis in the training:

---

GENERAL INFORMATION

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

***Please Return to the Bahamas Hotel Association by Friday, September 2<sup>nd</sup>.***  
***Return via email at: [bha@bahamashotels.org](mailto:bha@bahamashotels.org) or fax at: 502-4220***

**THANK YOU!**