

**From:** "brett batty" <[REDACTED]>

**To:** "[REDACTED]" <[REDACTED]>

**Subject:** Example Weekly Report

**Date:** Sat, 14 Jun 2003 20:47:45 +0000

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Dear Miss Maxwell, Hope you are well. Helen left a message saying that you got my resume from the butlers guild. I am not represented by any agency on this position. Stephen made contact with me. I am working in Southampton this weekend but wanted to get you this over the weekend. I can expand in more detail next week if needed. Follows a weekly report.

EXPENSES

Petty cash report, accounts payable, cheques written, bills submitted to accountant, utilities, all receipts eg hardware store, shopping, flowers, laundry and any extra miscellaneous expenses. Budget report. Breakages/damage/loss.

STAFFING

Schedule, payroll details, recruiting, training, holidays, days off, total hours, overtime explanation, advancement/progress report.

SECURITY

Incident report

MAINTENANCE

Trades thru, cost and reason, utilities, pool, report any faulty equipment, general property condition, air conditioning/plant equipment.

CONTRACTORS

Work done, needed or in progress.

PROJECTS

Work in progress, update, completion date.

LANDSCAPE/GROUNDS

Planting, seasonal planting, areas that may need attention, report any liason with the gardener if needed.

VEHICLES

Service, emission testing, registration, insurance, gas cost per week, mileage report, incident/repairs.

OCCUPANCY PREPARATION

Menu/event planning, how much time is needed until the house is ready, forward guest history for filing.

HOUSEKEEPING

Sheets, towels, etc replaced or needed to be, any extra work done eg cleaning of chandelier. Schedule for weekly cleaning.

GENERAL

Mail received, phone messages, seasonal report, monthly inventory.

Look forward to hearing from you.

All the best. Brett.

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