REPORT BY THE

### Comptroller General

MAD

OF THE UNITED STATES

Audit Of The United States Senate Restaurants Revolving Fund October 2,1977, To September 30, 1978





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DV499/

GGD-79-31 APRIL 19, 1979

### COMPTROLLER GENERAL OF THE UNITED STATES WASHINGTON, D.C. 20548

B-114871

The Honorable George M. White Architect of the Capitol

UTH 00013

Dear Mr. White:

We audited the United States Senate Restaurants Revolving Fund for the period October 2, 1977, to September 30, 1978, pursuant to section 5 of the July 6, 1961, act (40 U.S.C. 174j-5).

Because of the change in the close of the Government's fiscal year from June 30 to September 30, the 1976 fiscal year's data (June 29, 1975, to October 2, 1976), used for comparative purposes in this report, covered a 15-month period. All other data used in this report covers a 12-month period.

#### GENERAL COMMENTS

The Senate Restaurants are operated primarily for Senators and employees of the United States Senate. The Architect of the Capitol, under the direction of the Senate Committee on Rules and Administration, is responsible for managing the restaurants.

Receipts from sales and transfers from the appropriations for the contingent expenses of the Senate are used to finance the activities of the Senate Restaurants Revolving Fund. These funds are deposited in the U.S. Treasury and credited to the Senate Restaurants Revolving Fund. For the period ended September 30, 1978, sales receipts and commissions amounted to \$3,541,671. A transfer from the appropriation for contingent expenses of the Senate was not made during the year.

Funds appropriated to the Architect of the Capitol for construction or maintenance may be used to purchase restaurant equipment. The equipment is not recorded as assets of the Senate Restaurants Revolving Fund.

The Legislative Branch Appropriation Act, 1972 (Public Law 92-51, approved July 9, 1971) provided that management personnel salaries and miscellaneous expenses, such as paper, cleaning, and laundry, may be paid from the Senate Office Buildings appropriation. Management personnel salaries and miscellaneous expenses of the restaurants paid from or obligated against this appropriation during fiscal year 1978 totaled \$698,769. Consistent with prior years, this amount was not considered in determining the net operating result for the restaurants. (See sch. 2.)

#### RESULTS OF OPERATIONS

Senate Restaurants operations for the period ended September 30, 1978 resulted in a net operating profit of \$17,454, compared with a net operating loss for the prior period ended October 1, 1977, of \$89,049. Overall, the Senate Restaurants decreased their operating loss from about \$7,420 a month in the prior period to a profit of \$1,455 a month in the period ending September 30, 1978, which constitutes a turnaround of about \$8,875 a month. The turnaround in operating results can be attributed primarily to a price increase granted in November 1977. Although the loss on sitdown food and beverage operations in the Capitol and Senators' dining rooms increased about \$1,286 a month, it was offset by reduced losses on cafeteria food operations of about \$3,546 a month and higher profits on fast food and cigar stand operations of about \$6,615 a month.

A condensed comparison of sales, commissions, and operating results for each of the restaurants' activities for 1978 and 1977 follows on page 3.

A comparative statement of assets and liabilities of the Senate Restaurants Revolving Fund on September 30, 1978, and October 1, 1977; a comparative statement of operations for fiscal years 1975 through 1978; and a comparative statement of changes in financial position for fiscal years ended September 30, 1978, and October 1, 1977, are presented as schedules 1, 2, and 3. A statement of operations, prepared by the Senate Restaurants' accounting staff, for each of the restaurants' activities for fiscal year 1978 is included as exhibit A.

	19	78	19	77
	Sales	Operating	Sales	Operating
	and	profit or	and	profit or
	Commissions	( <u>loss</u> )	Commissions	( <u>loss</u> )
Food and				
beverages:				
Capital din-				
ing rooms	\$ 592,710	\$(305,538)	\$ 504,314	\$(296,435)
Senators'				
dining room	66,834	(27,921)		(21,601)
Cafeterias	1,282,836	(64,385)		(106,934)
Coffee shop	327,197	80,428	272,478	54,430
Snackbar	134,770	23,586	108,722	21,292
Carryout	353,110	106,435	324,155	72,333
Vending	27,011	(1,665)	43,820	(1,058)
Total	\$2,784,468	\$(189,060)	\$ <u>2,348,981</u>	\$( <u>277,973</u> )
Tobacco, candy and newspapers: Capitol din- ing rooms				
(note a) Dirksen Of- fice Build-	104,994	33,651	101,958	29,539
ing Russell Office	377,163	88,882	388,285	86,272
Building	233,315	53,015	213,057	48,275
Vending	8,682	(2,083	•	(1,312)
Total	\$ 724,154	\$ 173,465	\$ 713,831	\$ <u>162,774</u>
Vending machine				
commissions	33,049	33,049	26,150	26,150
Total	\$3,541,671	\$ 17,454	\$ <u>3,088,962</u>	\$ (89,049)

<sup>&</sup>lt;u>a</u>/Operating expenses included under food and beverages.

#### STATUS OF ACCOUNTS RECEIVABLE

A comparison of customers' accounts receivable at September 30, 1978, and September 30, 1977, follows.

Days	September	20, 1978	September	30, 1977
outstanding	Amount	Percent	Amount	Percent
0 to 30	\$50,040	64.5	\$40,260	70.4
31 to 60	10,994	14.2	5,033	8.8
61 to 90	9,509	12.3	6,952	12.2
Over 90	6,974	9.0	4,947	8.6
Total	\$ <u>77,517</u>	100.0	\$ <u>57,192</u>	100.0

#### VENDING MACHINE OPERATIONS

During fiscal year 1978 and in prior fiscal years, the Senate Restaurants had both contract and in-house vending machine operations. The contractors performed all of the services, including supplying merchandise and maintenance for their vending machines, and submitted commission payments and statements detailing the amount of vending machine sales to the Senate Restaurants Accounting Office. The Senate Restaurants rented vending machines from the contractors for its in-house operation. Also, maintenance for these machines was provided by the contractors. The restaurants supplied the merchandise for rented machines and realized any profit or loss from their operation.

Our review of the vending machine operations for fiscal year 1978 showed that the restaurants received commissions of \$33,049 from contract vending machine operations, but the in-house operation lost \$3,748.

A comparison of sales, commissions, and operating results for the vending food and tobacco operations for 1978 follows.

	Food	Tobacco	Combined
In-house: Sales	\$27,011	\$ 8,682	\$35,693
Expenses	28,676	10,765	39,441
Profit or (loss)	( <u>1,665</u> )	( <u>2,083</u> )	( <u>3,748</u> )
Contract vending machine commissions			33,049
Total vending profit			\$ <u>29,301</u>

During our prior audit the Architect advised us that the restaurants' administrative officer was reviewing both the in-house and contract vending machine operation to ascertain whether the vending machine operation should be (1) conducted solely in-house, (2) contracted to only one vendor instead of four as it was done then, or (3) continued as is. During this year's audit, the restaurants' management advised us that the review had been completed, and that in October 1978, the Senate Restaurants had discontinued the in-house operation and contracted with one vendor to handle the restaurants' Capitol and Senate office buildings' vending machine operations.

#### SCOPE OF AUDIT

We made our audit in accordance with the Comptroller General's standards for auditing financial transactions, accounts, and reports of governmental activities. These standards include generally accepted auditing standards. We reviewed operations, observed the physical count of stock on hand, examined selected financial transactions and records, confirmed customers' account balances, and carried out other auditing procedures and such tests as we considered necessary in the circumstances.

#### OPINION ON FINANCIAL STATEMENTS

We prepared the accompanying financial statements (schs. 1, 2, and 3) on the basis of the accounting records maintained on an accrual basis by the Senate Restaurants'

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accounting staff. The statements do not include the cost of equipment and furnishings acquired with funds appropriated to the Architect of the Capitol or the cost of certain benefits and services, such as space, building repairs and maintenance, utilities, trash disposal, menus and forms printed by the Government Printing Office, and services of the staff of the Architect of the Capitol, all of which are furnished to the Restaurants without charge.

In our opinion, schedules 1, 2, and 3, which were prepared on a basis consistent with that of the preceding period and in accordance with the accounting practices and financial arrangements described above, present fairly the financial position of the U.S. Senate Restaurants Revolving Fund at September 30, 1978, and October 1, 1977, the results of its operations, and the changes in its financial position for the fiscal periods then ended.

Sincerely yours, thaile

Comptroller General of the United States

SCHEDULE 1 SCHEDULE 1

## UNITED STATES SENATE RESTAURANTS REVOLVING FUND COMPARATIVE STATEMENT OF ASSETS AND LIABILITIES SEPTEMBER 30, 1978, AND OCTOBER 1, 1977

ASSETS	September	30, 1978	October	1, 1977
CASH: Funds with U.S. Treasury	\$425,258		\$449,989	
Petty cash and change funds	12,895	\$438,153	13 000	\$462,989
ACCOUNTS RECEIVABLE		79,714		57,805
INVENTORIES:  Food, beverages, merchandise, and supplies, at cost China, glassware, silverware, and tableware, at cost	90,417 100,599	191,016 \$708,883	87,027 <u>84,178</u>	171,205 \$691,999
Total assets		700,003		¥ <u>=====</u>
LIABILITIES AND EQUITY				
LIABILITIES: Amounts due vendors Net payroll and benefits Federal and State taxes withheld Employees' accrued leave Unclaimed wages	\$107,217 58,965 17,409 81,873 2,044		\$116,656 62,536 16,411 70,465 2,010	
Total liabilities		\$267,508		\$268,078
EQUITY Contributed capital Capitalization of china, glass- ware, silverware, and table- ware inventory (note a)		51,200		51,200
Operating funds: Balance at beginning		45,944		45,944
of year Current year appropri- ations	326,777		165,826 250,000	
	326,777		415,826	
Plus or minus net profit or (loss) for fiscal year	17,454	344,231	(89,049	326,777
Total equity		441,375		423,921
Total liabilities and equity		\$ <u>708,883</u>		\$691,999

a/Initial capitalization of china, glassware, and silverware at July 1, 1967, was \$36,361 and capitalization of tableware at October 2, 1976, was \$9,583.

UNITED STATES SENATE RESTAURANTS REVOLVING FUND

#### COMPARATIVE STATEMENT OF OPERATIONS

#### FISCAL YEARS ENDED SEPTEMBER 30, 1978, OCTOBER 1, 1977.

OCTOBER 2, 1976, AND JUNE 28, 1975 (note a)

	September 3	0, 1978 Percent of	October	l, 1977 Percent of	October	2, 1976 Percent of	June 28, Pe	1975 rcent of
	Amount	sales	Amount	sales	Amount	sales	Amount s	
SALE OF FOOD AND BEVERAGES: Regular Catering	\$2,388,522 395,946	85.8 14.2	\$2,027,849 321,132	86.3 13.7	\$2,391,273 304,951	88.7 11.3	\$1,665,446 215,772	88.5 11.5
Total	2,784,468	100.0	2,348,981	100.0	2,696,224	100.0	1,881,218	100.0
Cost of food and beverages sold	1,181,802	42.4	1,052,971	44.8	1,220,701	45.3	832,721	44.3
GROSS PROFIT	1,602,666	57.6	1,296,010	55.2	1,475,523	54.7	1,048,497	55.7
OPERATING EXPENSES: Salaries and wages: Straight						1		
time Overtime	1,350,005 59,798	48.5 2.1	1,189,207 56,377	50.6 2.4	1,431,139 65,828	53.1 2.4	1,086,145 61,804	57.7 3.3
Leave expense	101,786	3.7	86,706	3.7	112,240	4.2	81,425	4.3
Employee meals	68,115	2.4	57,274	2.5	73,898	2.7	53,109	2.8
Employee benefits	145,965	5.2	122,276	5.2	144,113	5.3	100,143	5.3
Employee physicals	7,366	0.3	5,194	. 2	8,800	.3	6,697	. 4
Miscellaneous China, glassw	10,645	0.4	7,395	. 3	7,900	.3	6,904	. 4
and silverw Kitchen utens Vending machi rentals and	are 38,951 ils 6,636 ne	1.4	37,825 4,319	1.6	51,876 18,462	1.9 .7	31,049 6,265	1.6
repairs	7,238	0.3	7,410	3	4,844	2	1,500	1
Total (notes b and c)	1,796,505	64.5	1,573,983	67.0	1,919,100	71.1	1,435,041	76.2
LOSS ON FOOD AND BEVERAGE OPERATIONS	193,839	7.0	277,973	11.8	443,577	16.4	386,544	20.5
CIGARSTAND MERCHANDISE: Sales Cost of	698,220	100.0	690,239	100.0	818,953	100.0	579 <b>,9</b> 88	100.0
sales	469,681	67.3	479,063	69.4	582,330	71.1	426,969	73.6
GROSS PROFIT Operating expenses	228,539	32.7	211,176	30.6	236,623	28.9	153,019	26.4
(note c)	54,108	7.7	52,612	7.6	31,144	3.8	15,648	2.7
PROFIT ON CIGARSTAND OPERATIONS	174,431	25.0	158,564	23.0	205,479	25.1	137,371	23.7

SCHEDULE 2 SCHEDULE 2

NEWSPAPERS (note d): Sales Cost of sales	25,934 22,121	100.0 23,592 85.3 19,382	100.0 22,518 82.2 18,718	100.0 11,970 100.0 83.1 9,682 80.9
PROFIT FROM NEWSPAPER SALES	3,813	14.7 4,210	<u>17.8</u> 3,800	<u>16.9 2,288 19.1</u>
VENDING MACHINE COMMISSIONS	33,049	26,150	19,233	7,226
NET OPERATING PROFIT OR (LOSS) (note a)	17,454	(89,049)	(215,065)	(239,659)
NONRECURRING ITEM: Payment due to				
personnel action	-		(16,700)	
NET PROFIT OR (LOSS)	\$17,454	\$(89,049)	\$(231,765)	\$ <u>(239,659</u> )

 $<sup>\</sup>underline{a}/\text{The fiscal year}$  ended October 2. 1976, covers a 15-month period compared to a 12-month period in all other years.

b/Additional costs, as provided for under Public Law 92-51, were paid from the Legislative Branch appropriations for the Senate Office Buildings as follows:

Fiscal	Personnel	Personnel	Other	Supplies and	
year	compensation	benefits	services	materials	Total
1978	\$407,185	\$41,251	\$79,336	\$170,997	\$698,769
1977	346,867	33,922	81,169	150,757	612,715
1976	404,753	41,089	97,866	190,985	734,693
1975	277,370	25,660	78,187	167,457	548,674

c/In prior reports cigarstand operating expenses were included in food and beverage operating expenses. Cigarstand expenses have been separately stated in this report to clearly show the net profit or loss from food and beverage, and from cigarstand operations.

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SCHEDULE 3 SCHEDULE 3

# UNITED STATES SENATE RESTAURANTS REVOLVING FUND COMPARATIVE STATEMENT OF CHANGES IN FINANCIAL POSITION FISCAL YEARS ENDED SEPTEMBER 30, 1978, AND OCTOBER 1, 1977

	September 30, 1978	October 1, 1977
FUNDS PROVIDED: Sales and commissions Appropriations	\$3,541,671	\$3,088,962 250,000
Total	\$3,541,671	\$3,338,962
FUNDS APPLIED: Cost of merchandise sold Salaries, wages, and benefits Other operating expenses Increase in working capital	\$1,673,604 1,787,065 63,548 17,454	\$1,551,416 1,567,852 58,743 160,951
Total	\$3,541,671	\$3,338,962

#### ANALYSIS OF CHANGES IN WORKING CAPITAL

#### FISCAL YEARS ENDED SEPTEMBER 30, 1978 AND OCTOBER 1, 1977

Increase or (decrease)
in working capital

September 30, 1978	October 1, 1977
\$(24,836)	\$100,965
21,909	16,378
3,390	27,114
16,421	18,070
9,439	23,238
3,571	(12,759)
(998)	(8,250)
(11,408)	(3,697)
(34)	(108)
\$17,454	\$160,951
	\$(24,836) 21,909 3,390 16,421 9,439 3,571 (998) (11,408) (34)

U. S. SENATE RESTAURANT			, fl	SCAL YE	AR 19 <u></u>	Year t	o Date	u Sept	mber 30, 197	8												
31415	COMBINED OPER		Capitol Dre		Snack Bar		Soffee Shop		ROB Cigar St	and	Vending	-	DOB Cigar 5t	and % of	Cafeteria	rea.	Semator's J	1	Carry Out			S OF
	4HOUNT	% OF SALES	AMOUNT	% OF SALES	AMOUNT	% OF SALES	AMOUNT	% OF SALES	AMOUNT	% OF SALES	AMOUNT	% OF SALES	PRUDIM	SALES	AMOUNT	% OF SALES	MOUNT	SALES	AMOUNT	% OF SALES	AMOLNT	SALES
FOOD	2388,522	85.8	435,22h	73.4	134,770		327,197		-0-		27,011		-0-		1044,377	81.4	66,834		353,110			
F.664	395,946	14.2	157,487	26.6											238,459	18.6				1. 1	_	!
Catenny	2784,468	100%	592,710	100%	134,770	100\$	327,197	100%	-0-		27,011	100%	-0-		1282,836	100≸	66,83k	100%	353,110	100\$		<u>.</u>
COST OF FOOD SOLD	1181,802	42.4	247,223	41.7	64,728	48.0	140,941	43.1	0-		13,582	50.3	-0-		532,564	41.5	31,405	47.0	151,360	42.9		
	1602,666	57.6	345,488	58,3	70,042	52.0	186,256	56.9	-0-		13,430	49.7	-0-		750,273	58.5	35,429	53.0	201,750	57.1		
GROSS PROFIT ON FOOD  INFERATING EXPENSES  Labor Straight Time	1392,908	50.0	473,937	80.0	34,373	25.5	82,738	25.3	18,884	8.1	9,878	36.6	24,019	6.8	621 ,833	48.5	50,619	75.7	76,627	21.7		į
Overtime	61,474	2.2	46,875	7.9	4,015	3.0	3,160	1.0	446	0.2	551	2.0	1,231	0.4	4,216	0.3	42	-0-	918	0,3	., .	
	107,547	3.9	36,664	6.2	2,670	2.0	6,256	1.9	1,563	0.7	760	2.8	1,877	0.5	47,999	3.7	3,864	5.8	5,895	1.7		1
Leave Expense	69,079	2.5	21,326	3,6	1,379	1.0	3,899	1.2	333	0.1	421	1.6		0.2	36,319	2.8	1,642	2.5	3.129	0.9		1
Employee Meals  Pmployee Physicals  Employee Benefits	7,590 150,788	0.3 5.4	2,605 51,396	0,h 8.7	184 3,767	0.1 2.8	434 8,782	0.1 2.7	111 2,208	1,0	1,037	0,2 3,8	114 2,615	-0- 0.7	3.369 67.337	0.3 5.2	276 5,403	0.4 8.1	445 8,243	0.1		1
TOTAL LABOR COSTS	1789,386	64.3	632,803	106.8	46,388	34.4	105,289	32,2	23,543	10.1	12,700	47.0	30,487	8.6	781,072	60.8	61,846	92,5	95,257	27.0		
Vending Machine Rental	6,822	0.2									6,822	25.3				<u> </u>						
Yending Machine Repairs	417	٥				<u> </u>					417	1.5				ļ	-					
Cleaning Supplies		ļ		-		ļ <u>.</u>			25	-0-	16	0.3	43	-0-	- 4,217		262					
Miscellanegue Estena Utematla	10,723	0.4	5,353	0.9	58	-0-	591 81	0,2	35					-0-	4,658	0.3	-0-	0,4	249 45	-0-		
(Chine, Glassware, Silverware)	6,637 57,728	2.1	17,616	2.9	-0-	0.1	-0-		-0-				-0-		38,122	3.0	1.990	3.0	-0-		-	
TOTAL OPERATING EXPENSES	1871,713	67.2	657,555	110.9	46,516	34.5	105,961	32,4	23,578	10.1	19,955	73.9	30,530	8.6	828,070	64.5	64,098	95.9	95.450	27.0		_
PROFIT OR (LOSS) OH FOOD OPERATIONS	(269,046)	(9.6	) (312,068)	(52.6	) 23,526	17.5	80,295	24.5	(23,578)	(10,1	(6,525)	(24,2	(30,530)	(8,6)	(17,191)	(6.0)	(28,669)	(42.9)	106,300	30.1		
CIGAR STANDS	698,220	100%	100,356	100%					233,314	100%	8,682	100%	355,867	100%								
S4L1S	469,681	67.3	67,252	67.0		1	1		156,746	67.2	5,919	68,2	239,764	67.4								
PROFIT OR (LOSS) ON	228,539	32.7	33,104	33.0		T -	Ť		76,568	32.8	2,763	31.1	116,103	32.6		]			Γ 🗓 .			
CIGAR STAND OPERATIONS  REVERDING MACHINES COMMISSIONS	3,813 33,049		546			$\top$			-		33,049		3,267									†
NET PROFIT OR (LOSS) ON OPERATIONS	(3,645)		(278,417)		23,526	†	80,295		52,990		29,287	ļ	88,840		(77,797)	Ī	(28,669)		106,300			i
Adjustment on Leave	2,321 18,777	1 1	- 803 5.727	-	60	1	132		26		14		12		1,019 12,393		91 657		135			
HET INCOME OR (DEFICIT)	17,454		(271,887)	1	23,586		80,428		53,016		29,301		88,882		(64,385)		(27,921)		106,635			!

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