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Audit Of The United States Senate Restaurants For The Period June 27, 1971, To June 24, 1972

Architect of the Capitol

BY THE COMPTROLLER GENERAL OF THE UNITED STATES

94633 1090/53 JAN. 18, 1973



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

### B-114871

Dear Mr. White:

The General Accounting Office has audited the United States Senate Restaurants for the period June 27, 1971, to June 24, 1972, pursuant to section 5 of the act of July 6, 1961 (40 U.S.C. 174j-5).

# GENERAL COMMENTS

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The Senate Restaurants are operated primarily for Senators and employ-ees of the United States Senate. The Architect of the Capitol is responsible for the management of the restaurants subject to the direction of the Senate Committee on Rules and Administration, as provided by the act of July 6, 1961 (40 U.S.C. 174j-1).

shown below. The normal opening and closing times for each restaurant facility are

	Monday through Friday	ugh Friday	Satu	Saturday
	Open	Close	Open	Close
Facility	a.m.	p.n.	a.m	p.m.
Capitol:				
Dining rooms:				
Senators <sup>†</sup> (note a)	8:00	4:30	8:00	2:00
Public and press (note a)	00:8	4:30	Closed	sed
Family	11:00	3:00	Closed	sed
Senators' private	11:00	3:00	Closed	sed
Snackbar (note a)	7:30	7:00	Closed	sed
Dirksen Office Building:				
Cafeterias:				
North (staff)	8:00	4:00	Closed	sed
South (visitors) (note b)	11:00	3:00	Closed	sed
Carryout	8:00	7:00	Closed	sed
Senators' dining room	11:00	3:00	Closed	sed
Cigar stand	8:00	4:00	Closed	sed
Russell Office Building:				
Cafeteria-style "fast food				
service"	8:00	4:00	00:8	2:00
Vending section	24 hours	's daily		
Cigar stand	8:00	4:00	8:00	2:00
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<sup>a</sup>Remains open as long as the Senate is in session.

 $^{\mathrm{b}}\mathrm{May}$  be reserved for staff at peak periods.

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The coffeeshop in the Russell Office Building was closed on October 16, 1970, and was renovated into (1) a cafeteria-style fast food service facility, (2) a vending section, and (3) a cigar stand. The vending section and the cigar stand opened on May 15, 1972, and the cafeteria-style fast food service facility opened on July 17, 1972. The renovation was financed by an allotment of \$189,500 from the Senate Office Building appropriation (Public Law 91-665, approved January 8, 1971).

Funds for operating the restaurants are provided by sales and by transfers from the appropriation for the contingent expenses of the Senate pursuant to the Legislative Branch Appropriation Act for fiscal year 1972 (Public Law 92-51, approved July 9, 1971). These funds are deposited in the U.S. Treasury to the credit of the Senate Restaurants Revolving Fund. Funds appropriated to the Architect of the Capitol for construction or maintenance are available to the restaurants for purchasing equipment. Equipment purchases are not recorded as assets of the restaurants.

A comparative statement of assets and liabilities of the Senate Restaurants Revolving Fund on June 24, 1972, and June 26, 1971; a comparative statement of operations for fiscal years 1969, 1970, 1971, and 1972; and a statement of changes in financial position for fiscal year 1972 are presented as schedules 1, 2, and 3. A comparison of sales and operating \_esults for each of the restaurant facilities for fiscal year 1972 is presented as an exhibit.

#### ACCOUNTING CHANGES

The Legislative Branch Appropriation Act for fiscal year 1972 provided that management personnel salaries and miscellaneous expenses, such as cleaning and laundry, of the Senate Restaurants may be paid from the Senate Office Building appropriation. Management personnel salaries and miscellaneous expenses of the restaurants paid from or obligated against this appropriation during fiscal year 1972 amounted to \$398,291. This amount was not considered in determining the net operating loss of the restaurants for the period audited. (See sch. 2.)

Paper supplies, cleaning supplies, linens, and uniforms are no longer recorded as assets of the restaurants because these items are now either paid for from the Senate Office Building appropriation or expensed when acquired, if paid for from the restaurants' funds.

The accounting changes described above significantly affect the operating results of the Senate Restaurant Revolving Fund and cause the statement of operations for the fiscal year ended June 24, 1972, to lack comparability with those for prior years.

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#### ACCOUNTS RECEIVABLE

A comparison of the receivables from customers at June 30, 1972, and June 30, 1971, follows.

	June 3	0, 1972	June 3	0, 1971
Days outstanding	Amount	Percent	Amount	Percent
0 to 30	\$13,302	76.3	\$12,636	56.1
31 to 60	2,324	13.3	4,638	20.6
61 to 90	1,016	5.8	2,373	10.6
Over 90	785	4.6	2,861	12.7
Total	\$17,427	100.0	\$ <u>22,508</u>	100.0

By August 30, 1972, \$15,575, or about 89 percent of the accounts receivable at June 30, 1972, had been collected or confirmed.

#### FOOD COST ANALYSES

At the request of the Chairman, Subcommittee on the Restaurant, Senate Committee on Rules and Administration, dated October 26, 1970, we assisted the restaurants' management in revising certain accounting procedures and in making management studies, including food cost analyses of menu items. We assisted in making the food cost analyses with the understanding that the Administrative Officer of the restaurants would continue to update them.

Food cost analyses were made for entrees, salads, sandwiches, cold plates, low calorie menu items, and special function menu items and included items on both the cafeteria menu and the a la carte menu in the Capitol dining rooms.

As of November 30, 1972, the Administrative Officer had updated only four analyses and the restaurants' manager had not received any of these updates. Pursuant to our suggestion, the Architect's accountant has directed the Administrative Officer to update the analyses and to report significant changes to the manager.

#### SCOPE OF AUDIT

Our audit was made in accordance with generally accepted auditing standards and included such tests of the accounting records and such other auditing procedures as we considered necessary.

#### OPINION ON FINANCIAL STATEMENTS

We prepared the accompanying financial statements of the United States Senate Restaurants (schs. 1, 2, and 3) on the basis of the accounting

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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 tions were recorded on an accrual basis except that equipment and furnishings purchased with the restaurants' funds were expensed when acquired Transacstatements do not include the cost of equipment and furnishings acquired with funds approrecords maintained by the Senate Restaurants' Accounting Office. The rather than over the period of their useful lives. furnished to the restaurants without charge.

year, except for the items paid from the Senate Office Building appropriation 2, and 3) which were United States Senate Restaurants at June 24, 1972, the results of its opera-tions, and the changes in its financial position for the fiscal year then prepared in accordance with the accounting practices and financial arrangements described above and on a basis consistent with that of the preceding as described on page 2, present fairly the financial position of the statements (schs. 1, our opinion, the financial ЦП ended.

Sincerely yours,

Comptroller General of the United States

The Honorable George M. White Architect of the Capitol

#### UNITED STATES SENATE RESTAURANT

#### COMPARATIVE STATEMENT OF ASSETS AND LIABILITIES

JUNE 24, 1972, AND JUNE 26, 1971

June 24	, 1972	June 26	5, 1971
\$139,381 14,632 8,500	<b>\$162,51</b> 3	\$130,871 14,398 8,500	\$153,769
	16,980		22,641
30,560 <sup>a</sup> (b) <u>23,561</u>	54,121	34,944 6,644 29,399	70,987
	\$ <u>233,614</u>		\$247,397
\$ 60,900 37,396 7,274 42,422 <sup>C</sup> 1,322 60		\$ 59,065 40,089 7,033 77,679 989	
	149,374		184,855
	51,200 36,361		51,200 36,361
-25,019 <u>375,000</u> d		-56,627 <u>654,700</u> ®	
349,981		598,073	
353,302	-3,321	623,092	-25,019
	84,240		62,542
	\$233,614		\$247,397
	\$139,381 14,632 8,500 30,560 <sup>a</sup> (b) 23,561 \$ 60,900 37,396 7,274 42,422 <sup>c</sup> 1,322 60 -25,019 <u>375,000<sup>d</sup></u> 349,981	$ \begin{array}{c} 14,632\\ \underline{8,500}\\ 5162,513\\ 16,980\\ \hline \\ 30,560^{a}\\ (b)\\ \underline{23,561}\\ 54,121\\ \underline{5233,614}\\ \underline{54,121}\\ \underline{5233,614}\\ \underline{5233,614}\\ \underline{5233,614}\\ \underline{5233,614}\\ \underline{5233,614}\\ \underline{51,200}\\ 36,361\\ \underline{-25,019}\\ \underline{375,000d}\\ 349,981\\ \underline{353,302}\\ \underline{-3,321}\\ \underline{84,240}\\ \end{array} $	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$

<sup>a</sup>Does not include paper supplies and cleaning supplies because these items are now paid for from the Senate Office Building appropriation or expensed when acquired.

<sup>b</sup>Linen and uniforms are now paid for from the Senate Office Building appropriation or expensed when acquired.

<sup>C</sup>Does not include accrued leave for management personnel, which is now funded under the Senate Office Building appropriation.

<sup>d</sup>Regular appropriation (Public Law 92-51), \$497,000, of which \$375,000 was transferred to the restaurants.

<sup>e</sup>Regular appropriation (Public Law 91-382), \$497,000, supplemental appropriation (Public Law 92-18), \$157,700.

#### SCHEDULE 2

#### UNITED STATES SENATE RESTAURANTS

#### COMPARATIVE STATEMENT OF OPERATIONS

#### FOR THE FISCAL YEARS ENDED JUNE 24, 1972, JUNE 26, 1971,

JUNE 27, 1970, AND JUNE 28, 1969

	Fiscal ye June 24	, 1972	Fiscal ye June 26	, 1971	Fiscal ve June 27	, 1970	Fischl voar June 28,	1913
	Amount	Percent of sales	Amount	Percent of sales	Amount	Percent of sales	Anount	l proent
SALES OF FOOD AND BEVERAGES								
Regular services Catering	\$1,089,329 <u>143,437</u>	$\frac{88.4}{11.6}$	\$ 958,550 <u>146,796</u>	86 7 13.3	\$1,022,355 <u>139,427</u>	88.0 <u>12.0</u>	* 876,531 <u>127,989</u>	47.1 <u>12.</u> 7
Total	1,232,766	100.0	1,105,346	100.0	1,162,382	100 0	1,004,520	100.9
Cost of food and beverages sold	557,964	45.3	464,598	42.0	485,804	41.8	404,947	401-3
GROSS PROFIT	674,802	54.7	640,748	59 0	676,478	58.2	599,573	20.1
OPERATING EXPENSES:								
Salaries and wages:		<i></i>		o	0.0.0			
Straight time	794,985	64.5	902,621	81.7	897,560	77 2	. 773,044	77.0
Overtime	94,273	7.6	70,252	6.3	60,595	5.2	28,192	2.8
Leave expense	33,482	2.7	71,058	6.4	74,630	6.4	65,857	r.6
Employee meals	41,477	3.4	37,534	3.4	31,233	2.7	28,533	2.8
Employee benefits	63,465	5.2	74.643	5.8	66,597	5.7	56,803	5.7
Laundry and uniforms	8,737	.7	54.678	5.0	53,878	4.6	43,682	4.3
Paper supplies	11,212	. 9	40,734	3.7	33,863	2.9	28,518	2.8
Cleaning supplies	9,704	. 8	21,059	19	19,526	1.7	17,083	1.7
Miscellaneous	8,544	.7	11,759	1 1	11,412	1 0	7,369	.7
Replacement of china, glassware,	06 010		10 01 1		10.111			
silverware, and kitchen utensils	26,243	2.1	30,912	1.7	29,161	2.5	23,121	2 1
Vending machine rentals	180						-	
Total	1,092,302 <sup>a,b</sup>	88.6	1,315,250	<u>119 0</u>	1,278,445	<u>109.9</u>	1,072,202	<u>106.</u> 7
LOSS ON FOOD AND BEVERAGES OPERATIONS	417,500		674,502	<u>61. v</u>	601,067	_51.7	472,629	<u>47.U</u>
CIGAR-STAND MERCHANDISE								
Sales	221,430	100.0	187,797	100.0	159,497	100.0	147,810	100.0
Cost of sales	165,854	74.9	140,485	74.8	121,57	76.2	115,993	78.5
			**************************************		the second second second second			and the second second
PROFIT ON CIGAR-STAND OPERATIONS	55,576	and the later	47,312	25.2	37,417	<u>23.6</u>	31,817	<u>_21_</u> 5
NET PROFIT FROM SALE OF NEWSPAPERS	2,409 <sup>°</sup>	-		-	-	-	-	-
VENDING MACHINE COMMISSIONS	6,213		6,763		7,644		5,984	
NET OPERATING LOSS	353,302		620,427		556,421		4 14,824	
EQUIPMENT EXPENDITURES			2,665		463		167	
NET LOSS FOR THE PERIOD	<sup>4</sup> ,		\$ <u>621.092</u>		\$ <u>    556,884</u>		> <u>4,14,993</u>	

Does not include \$398,291 which, as provided for in Public Law 92-51, was paid from or obligated against the fiscal year 1972 Senate Office Building appropriation for expenses which in previous years were paid from the Senate Rostaurants Revolving Fund. This amount was for personnel compensation, \$246,197, personnel benefits, \$20,009; other services, \$56,075; supplies and materials, \$73,866, and china, glassware, and silverware, \$2,144.

<sup>b</sup>Includes operating expenses for the cigar stands.

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 $c_{\rm In}$  previous years the net profit from sale of newspapers was included in sigar stand sples.

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#### UNITED STATES SENATE RESTAURANTS

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STATEMENT OF CHANGES IN FINANCIAL POSITION

FOR THE FISCAL YEAR ENDED JUNE 24, 1972

FUNDS PROVIDED BY: Sales Appropriations	\$1,462,818 	
Total funds provided		\$ <u>1,837,818</u>
FUNDS APPLIED TO: Cost of merchandise sold Salaries and wages Other operating expenses Increase in working capital	\$ 723,818 1,027,682 64,620 21,698	
Total funds applied		\$ <u>1,837,818</u>
ANALYSIS OF CHANGES I INCREASE OR DECREASE(-) IN CURRENT ASSETS:	N WORKING CAPITAL	
Cash Accounts receivable		\$    8,744 -5,661
Inventory of food, tobacco, and beverages Inventory of linens and		-4,384
uniforms Inventory of china, glassware,		-6,644
and silverware		-5,838
INCREASE OR DECREASE (-) IN CURRENT	LIABILITIES:	1 007
Amounts due vendors		-1,835
Net payroll and benefits Federal and D.C. taxes withheld		2,693
Employees' accrued leave	Σ.	-241
Accrued vending machine rentals		35,257 -60
Unclaimed wages	0	- 333
-		
Increase in working capital		\$ <u>21,698</u>

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Catering
N 7
<u>41,477</u> <u>3.4</u> 63,465 <u>5.2</u>
TOTAL LABOR COSTS 1027, 682 83.4
8,737 0,7
11,212 0.9
Replacements         Association         Association         Control         Control
OPERATING EXPENSES 1092.301 88.6
FOOD OPERATIONS (417,500) (33.9)
221,430 100.0
165,854 74.9
CIGAR STAND OPERATIONS 55,577 25.1
2,209
OPERATIONS (353,301)
EQUIPMENT EXPENDITURES

U. S. SENATE RESTAURANT

FISCAL YEAR 1972

Year to date

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## EXHIBIT

