

Hostel Accounting Setup Checklist

Ten steps to see real margin, not just revenue, every month.

- ☐ Set up a chart of accounts: revenue, direct costs, operating expenses, capital expenses.
- ☐ Categorize every expense by property, even shared ones.
- ☐ Separate costs that scale with occupancy from fixed costs.
- ☐ Record expenses as they happen, not in a monthly batch from memory.
- ☐ Automate the monthly P&L from billing and expense data.
- ☐ Track cash position separately from profit.
- ☐ Hold security deposits as a liability, not revenue.
- ☐ Review the ageing report alongside the P&L, not separately.
- ☐ Compare margin trend month over month, not in isolation.
- ☐ Set a fixed monthly close date and stick to it.