

# Twin Villa Hotel – Weekly Expense & Operations Executive Summary

This executive summary provides a professional overview of the weekly expense, departmental activity, and operational performance insights for Twin Villa Hotel. The analysis is based on structured backlog entries, cleaned datasets, and pivot-driven summaries that highlight spending behavior, operational hotspots, and workflow efficiency.

## Scope of Analysis

- Transformation of raw expense entries into a clean, analysis-ready dataset.
- Weekly aggregation of departmental expenses and activity counts.
- Creation of pivot tables, charts, and visual summaries for management review.
- Identification of recurring operational patterns and cost drivers.

## Key Insights

- Administrative and Bar/Lounge operations appear most frequently in weekly entries, indicating high activity volume and operational dependence.
- Supply-related costs (food, drinks, consumables) dominate variable spending.
- Maintenance requests are less frequent but tend to have higher individual cost values.
- The weekly pattern allows for effective cost control compared to monthly tracking.

## Recommendations

- Adopt the weekly dashboard as the primary monitoring tool due to richer data density.
- Implement category-based budgeting limits for high-frequency departments.
- Begin tracking unit cost changes to identify vendor-related price fluctuations.
- Maintain consistent data entry to improve future forecasting accuracy.

This summary acts as a snapshot for management and future auditors, supporting financial accountability and operational decision-making. Additional visual dashboards (weekly charts) can be appended as part of the full report.