

BUSINESS INTERRUPTION CLAIM CALCULATION WORKSHEET

Sample Completed Form - Downtown Bakery & Café

BASIC INFORMATION

Business Identification

- **Legal Business Name:** Downtown Bakery & Café LLC
- **DBA/Trade Name:** Sweet Dreams Bakery
- **Federal EIN:** 12-3456789
- **State Tax ID:** ST-987654
- **Business Structure:** ☒ LLC
- **NAICS Code:** 311811 (Retail Bakeries)
- **SIC Code:** 5461
- **Primary Business Activity:** Retail bakery, café, and catering services

Insurance Policy Details

- **Carrier:** Hartford Business Insurance
- **Policy Number:** BOP-2023-445566
- **Policy Period:** 01/01/2024 to 01/01/2025
- **Claim Number:** HB-2024-78901
- **Adjuster:** Sarah Johnson (860-555-2345)
- **Date of Loss:** March 15, 2024, 2:30 AM
- **Date Business Interrupted:** March 15, 2024
- **Date Operations Resumed:** ☒ Partial: 40% as of June 1, 2024

Coverage Specifications

Coverage Type	Limit	Deductible	Waiting Period	Indemnity Period
Business Income	\$500,000	\$2,500	72 hours	12 months
Extra Expense	\$100,000	\$1,000	N/A	12 months
Civil Authority	\$50,000	N/A	72 hours	30 days
Extended Business Income	\$75,000	N/A	N/A	60 days

Coverage Basis: ☒ Actual Loss Sustained

SECTION 1: BUSINESS CHARACTERIZATION

Seasonality Assessment

Month	% of Annual Revenue	Special Events/Factors
January	7.2%	New Year recovery, winter comfort foods
February	7.8%	Valentine's Day specialty items
March	8.1%	Spring break catering
April	8.3%	Easter, spring weddings begin
May	8.9%	Mother's Day, graduation cakes
June	9.2%	Wedding season peak
July	8.5%	July 4th events, summer slowdown
August	7.9%	Back to school orders
September	8.4%	Fall menu launch
October	8.6%	Halloween specialties
November	8.8%	Thanksgiving pies, holiday start
December	8.3%	Holiday parties, corporate catering

Customer Base Analysis

Customer Type	% of Revenue	Payment Terms	Recovery Likelihood
Retail/Walk-in	45%	Immediate	High
Contract/Regular	30%	Net 30	High
Online	15%	Immediate	High
Wholesale	10%	Net 45	Medium

SECTION 2: HISTORICAL REVENUE ANALYSIS

Three-Year Revenue Trend

Period	Year 2021	Year 2022	Year 2023	Current Year 2024
Q1	\$125,000	\$135,000	\$145,000	\$48,500 (interrupted)
Q2	\$140,000	\$152,000	\$163,000	Projected: \$175,000

Period	Year 2021	Year 2022	Year 2023	Current Year 2024
Q3	\$128,000	\$139,000	\$150,000	Projected: \$162,000
Q4	\$127,000	\$139,000	\$150,000	Projected: \$162,000
Annual Total	\$520,000	\$565,000	\$608,000	Projected: \$547,500
Growth Rate	Baseline	8.7%	7.6%	-10% (due to loss)

Monthly Revenue Detail (Last 12 Months Before Loss)

Month/Year	Gross Revenue	Returns/Refunds	Net Revenue	Notable Events
Mar 2023	\$48,500	\$500	\$48,000	St. Patrick's Day boost
Apr 2023	\$49,200	\$200	\$49,000	Easter weekend
May 2023	\$53,800	\$800	\$53,000	3 graduation events
Jun 2023	\$56,200	\$200	\$56,000	4 weddings catered
Jul 2023	\$51,500	\$500	\$51,000	Summer slowdown
Aug 2023	\$48,100	\$100	\$48,000	Normal month
Sep 2023	\$51,200	\$200	\$51,000	Fall menu success
Oct 2023	\$52,400	\$400	\$52,000	Halloween orders
Nov 2023	\$53,600	\$600	\$53,000	Thanksgiving pies
Dec 2023	\$50,500	\$500	\$50,000	Holiday parties
Jan 2024	\$44,800	\$800	\$44,000	Slow start
Feb 2024	\$48,200	\$200	\$48,000	Valentine's boost

SECTION 3: PROJECTED "BUT FOR" REVENUE

Growth Factor Determination

Justification for Growth Projections:

- ☒ Historical trend continuation: 8% annual growth demonstrated
- ☒ Contracted future sales: \$45,000 in signed catering contracts
- ☒ Market expansion: New wholesale account with local grocery chain
- ☒ Economic indicators: Local GDP growth 3.2%, restaurant sector +5%

"But For" Revenue Calculation

Month	Base Period Revenue	Growth Factor	Seasonal Adj	Projected Revenue
March 2024	\$48,000	8%	+2%	\$52,800
April 2024	\$49,000	8%	+1%	\$53,460
May 2024	\$53,000	8%	+3%	\$58,980
Total	\$150,000			\$165,240

SECTION 4: ACTUAL REVENUE DURING INTERRUPTION

Mitigation Revenue

Month	Actual Revenue	% of Normal	Source of Revenue	Mitigation Efforts
March 2024	\$8,500	16%	Online orders only	Set up delivery service
April 2024	\$12,000	22%	Limited catering	Rented commercial kitchen
May 2024	\$28,000	47%	Partial reopening	Temporary equipment
Total	\$48,500	29%		

SECTION 5: CONTINUING EXPENSE ANALYSIS

Fixed Expenses That Must Continue

Expense Category	Normal Monthly	During Loss	Must Continue?	Reason
Occupancy Costs				
Rent/Lease	\$8,500	\$8,500	<input checked="" type="checkbox"/> Yes	Triple net lease
Property Tax	\$1,200	\$1,200	<input checked="" type="checkbox"/> Yes	Legal requirement
Insurance	\$800	\$800	<input checked="" type="checkbox"/> Yes	Policy requirement
Utilities				
Electric (base)	\$1,200	\$400	<input checked="" type="checkbox"/> Yes	Refrigeration maintenance
Gas (base)	\$600	\$100	<input checked="" type="checkbox"/> Yes	Service maintenance
Water/Sewer	\$400	\$400	<input checked="" type="checkbox"/> Yes	Service maintenance
Phone/Internet	\$300	\$300	<input checked="" type="checkbox"/> Yes	Business continuity
Payroll				
Officers/Owners	\$8,000	\$8,000	<input checked="" type="checkbox"/> Yes	Policy coverage
Key Employees	\$12,000	\$12,000	<input checked="" type="checkbox"/> Yes	Retention critical

Expense Category	Normal Monthly	During Loss	Must Continue?	Reason
Ordinary Payroll	\$18,000	\$6,000	<input type="checkbox"/> No	Coverage 30 days only
Payroll Taxes	\$3,800	\$2,100	<input checked="" type="checkbox"/> Yes	Legal requirement
Benefits	\$2,500	\$2,500	<input checked="" type="checkbox"/> Yes	Continuation required
TOTALS	\$57,300	\$42,300		

SECTION 6: EXTRA EXPENSE CALCULATION

Expenses to Minimize Loss

Category	Description	Amount	Period	Benefit/Justification
Temporary Location				
Rent	Shared commercial kitchen	\$3,500	3 months	Maintained 30% operations
Setup/Moving	Equipment transport	\$2,200	One-time	Enabled partial production
Equipment				
Rental Equipment	Ovens, mixers	\$4,800	3 months	Replace damaged items
Expedited Shipping	Rush equipment	\$1,500	As needed	Reduced downtime by 2 weeks
Labor				
Overtime	320 hours	\$6,400	3 months	Fulfilled existing orders
Marketing				
Advertising	Social media, print	\$2,800	3 months	Customer retention
Customer Notification	Direct mail	\$800	One-time	Location updates
Professional				
Public Adjuster	Claims assistance	\$8,710	10% of claim	Maximize recovery
TOTAL EXTRA EXPENSE		\$30,710		

SECTION 12: CLAIM CALCULATION SUMMARY

Business Income Loss

Component	Calculation	Amount
Projected Revenue	But-for projection	\$165,240
Less: Actual Revenue	During interruption	-\$48,500
Gross Revenue Loss		\$116,740

Component	Calculation	Amount
Plus: Continuing Expenses	Must be maintained	+\$126,900
Less: Saved Expenses	Not incurred	-\$45,000
Subtotal Business Income		\$198,640

Extra Expense

Component	Amount
Temporary location	\$5,700
Equipment rental	\$6,300
Expediting costs	\$1,500
Additional labor	\$6,400
Professional fees	\$8,710
Other extra expenses	\$2,100
Subtotal Extra Expense	\$30,710

Final Calculation

Component	Amount
Total Business Income Loss	\$198,640
Total Extra Expense	\$30,710
Gross Claim	\$229,350
Less: Deductible	-\$2,500
Less: Waiting Period (72 hours)	-\$3,500
NET CLAIM AMOUNT	\$223,350
Policy Limit	\$500,000
Claim Limited to	\$223,350

CERTIFICATION

I hereby certify that the information provided in this Business Interruption Claim Calculation Worksheet is true, accurate, and complete to the best of my knowledge and belief.

Prepared By:

Name: Jennifer Martinez

Title: Owner/CEO

Date: June 15, 2024

Contact: (555) 123-4567 | jmartinez@sweetdreamsbakery.com

Reviewed By:

Name: Robert Chen, CPA

Title: Forensic Accountant

License #: CPA-45678

Date: June 16, 2024