The Short-Term Rental Accounting Scorecard

MATURITY

Property Accounting	___ /7	Operations Accounting	___ /7	Reporting & Analysis	___ /7
Any outstanding guest AR or payout discrepancies are reviewed and resolved on a regular basis	☐	Revenue leakage is actively monitored and trending toward zero	☐	Financial dashboards update in real-time and are used regularly by key decision-makers	☐
All OTA payouts are reconciled to individual reservations, and reservations to cash	☐	Cash is actively managed so the right accounts always cover upcoming payouts	☐	Reports and financial metrics are benchmarked against prior periods or industry standards	☐
There is a clear separation of accounts receivable (AR) from guests and funds held as advance deposits	☐	Revenue and costs are always reported to the correct account and period using the accrual method	☐	Year-end reports and 1099s are delivered to recipients prior to January 31st	☐
Lodging and occupancy taxes are collected from guests and remitted to the proper jurisdictions on time	☐	Vendor payments (AP) are tracked continuously throughout the year for 1099 reporting	☐	Lodging and occupancy taxes collected from guests is regularly reviewed against taxes payable	☐
All reservation revenue is tracked by property, by booking channel, and by owner (where applicable)	☐	Billable expenses are tracked by property and reported at the time the cost was incurred	☐	Management take rate and profit margins are tracked overall and by property	☐
The trust account is reconciled to the bank statement at least monthly	☐	Expenses are categorized by type (repairs, cleaning, supplies, marketing, technology)	☐	Both property-level and company-level financials are reviewed monthly (revenue, net income, cash flow, etc.)	☐
All reservation-related revenue flows through a dedicated trust account	☐	Expenses and management fees are calculated and recorded manually each month	☐	Property-level income statements are prepared each month	☐