

SCHOOL ACTIVITY FUND INVENTORY CONTROL WORKSHEET

School
Activity Account
Type of Inventory
Vendors
Reporting Period

1. Beginning Inventory (What you start with)

Item	Count x	Sales Price	=Total
Cash in the machine or on hand.			

Total Value
Beginning Inventory

2. Deliveries (What you purchased and receive to sell)

Date	Item	Count x	Sales Price	=Total
Cash in the machine or on hand.				

Total Value
Deliveries

Subtotal A

3. Collections (collected to turn in to Bookkeeper/Treasurer)

Date	Initials	Amount	Date	Initials	Amount

Total Value
Collections

4. Ending Inventory (What you end with)

Item	Count x	Sales Price	=Total
Cash in the machine or on hand.			

Total Value
Ending Inventory

Subtotal B

If Subtotal A > Subtotal B, there is a shortage. Explain if significant. List retail value of items lost, damaged, or given away.

If Subtotal B > Subtotal A, there is an overage. Explain if significant.

Signature of Person Completing Inventory
Must be completed monthly

Date