

**SCHOOL ACTIVITY FUND
MONTHLY INVENTORY CONTROL WORKSHEET**

F-SA-5

School	Crofton Elementary
Activity Account	STLP
Type of Inventory	T-Shirts
Vendors	G&S Embroidery
Reporting Period	October 2019

1. Beginning Inventory (What you start with)

Item	Count	x	Sales Price	= Total
Short Sleeve	100		\$ 5.00	\$ 500
Long Sleeve	100		\$ 7.00	\$ 700

Cash in machine or on hand. 0

**Total Value
Beginning Inventory**
\$ 1,200

If this is your first month of Inventory - you will start with ZERO Beginning Inventory. Items will be listed in Section 2

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

Date	Item	Count	x	Sales Price	= Total

**Total Value
Deliveries**
Subtotal A
\$ 1,200

This will either be your starting place if first month of inventory OR if you are running low on items listed in Beginning Inventory and need to purchase to replenish inventory, you would list the items here.

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

Date	Initials	Amount	Date	Initials	Amount
10/5/2019	JD	\$ 50.00			
10/20/2019	JD	\$ 49.00			
10/30/2019	JD	\$ 17.00			

**Total Value
Collections**
\$ 116.00

You can keep notes as to how many items were sold along the way but it's not required
10 short sleeve X \$5
7 long sleeve X \$7
1 long sleeve X \$7 and 2 short sleeve X \$5

4. Ending Inventory (What you end with)

Item	Count	x	Sales Price	= Total
Short	88		\$ 5.00	\$ 440
Long	92		\$ 7.00	\$ 644
				\$ -
				\$ -

Cash in machine or on hand. \$ -

**Total Value
Ending Inventory**
\$ 1,084
Subtotal B
\$ 1,200.00

How many shirts are on-hand at the end of the month?

If Subtotal A > Subtotal B, there is a shortage. Explain if significant.

List retail value of items lost, damaged, or given away.

Must be completed monthly

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

Subtotal A and Subtotal B should equal to show that all items have been accounted for during the month being reported.

Signature of Person Completing Inventory

Date