

## 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