Student Store Sales and Inventory Reconciliation Worksheet

 **Name of School:**

**Name of Club:**

**Student Store Sales and Inventory Reconciliation Worksheet**

**Fiscal Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Date this report prepared:

Beginning inventory at sales value:

Plus: Purchases made during period at sales value:

(For example, if you purchased 20 drinks at varying prices
from Costco and sell them all for $1 each, Your addition to
inventory would be $20).

Purchase values (maintain records for review including
purchase invoice and item pricing):

Less: Deposits made during the period from sales:

Plus: Sales taxes included in deposits from sales:

Less: Documented surplus, destroyed, stolen, etc.  inventory
at sales value (maintain detailed records):

Equals: Inventory sales value to account for at end of period:

Physical count of inventory on hand at sales value:

Difference:

 Explanation regarding difference:

Report prepared by:

Signature, Title and Date

Items counted by:

Signature, Title and Date

Items counted by:

Signature, Title and Date

Submitted and Approved by:

 Student Club Representative:

 Signature, Title and Date

 Club Advisor:

Signature, Title and Date