

## 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