

SCHOOL ACTIVITY FUND
MONTHLY INVENTORY CONTROL WORKSHEET

F-SA-5

School	
Activity Account	
Type of Inventory	
Vendors	
Reporting Period	

1. Beginning Inventory (What you start with)

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

Total Value
Beginning Inventory

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

Date	Item	Count	x	Sales Price	= Total

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 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.

Must be completed monthly

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

Signature of Person Completing Inventory

Date