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