

TPINELLAS COUNTY SCHOOLS
SOFT DRINK OR MISC. ONGOING SALES REPORT

(School Name)

Account # _____ Account Name _____ Report Date _____

- 1. Beginning Inventory (number of units-other type item) _____
- 2. Purchases + _____
- 3. Transfers (+ or -) _____
- 4. Total Goods Available for Sale _____
- 5. Less Ending Inventory - _____
- 6. Number of units sold _____
- 7. Potential Receipts (Units sold X \$ _____ / each) \$ _____
- 8. Total Money Received \$ _____
- 9. Amount of Difference (+ or -) \$ _____
- 10. Explanation of Difference _____

- 11. Total fiscal year to date difference \$ _____

Transactions included in this report:

	<u>Purchases</u>	<u>Receipts</u>	
<u>Voucher/Invoice</u>	<u># of Units</u>	<u>Receipt #</u>	<u>\$ Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Units	_____	Total	\$ _____
	(to line 2)		(to line 8)

PINELLAS COUNTY SCHOOLS
SOFT DRINK OR MISC. ONGOING SALES REPORT FORM

Instructions

This is for use in monitoring each soft drink account that is NOT covered by full service/commission. It can also be modified to monitor year-long/on-going sales of other types of single item sales to ensure periodic accountability.

GENERAL INSTRUCTIONS:

- Include those units in the machine after removing money and receipting it. It may be easier to fill your machine before taking your inventory, if you know how many cans/bottles it holds.
- All deliveries received for the FISCAL year must be paid for before closing your books.
- Use line 3 only if applicable.
- Inventories are to be done **QUARTERLY**, starting September 30, 200___. A report must be completed for each account (i.e. Lounge, Student Activity, Field House).

It would be advisable to keep a tally sheet on deliveries so that you won't have to recap invoices at the end of the quarter.

REMEMBER:

- Secure and control stock.
- Check deliveries carefully.
- Check invoices and tax computation carefully.
- Deposit receipts regularly. (At least weekly)
- Send completed reports to AUDITING & PROPERTY RECORDS DEPARTMENT quarterly.
- TAKE INVENTORY AND COMPLETE REPORT WHEN PRICES CHANGE.

Line 1. This is the ending inventory from the previous report.

Line 2. The number of units purchased since the beginning of the period covered by the report.

Line 3. Units for use by another school group (example: Student Council for a dance).

Line 4. The number of units left after adding beginning inventory to purchases and adjusted by number 3.

Line 5. The number of units on hand at the time inventory is taken. This includes any drinks in the machine.

Line 6. The difference between number 4 and number 5 equals the number of units sold.

Line 7. The unit selling price times the number of units sold equals potential receipts.

Line 8. The total amount of money receipted to the account during the period covered by this report (including the money emptied from the machine at the time inventory is taken).

Line 9. The difference between number 7 and number 8.

Line 10. Explanation of difference (if applicable).

Line 11. The fiscal year to date difference from the previous report (number 11) plus or minus the amount of difference on line 9 of this report.

For your convenience, space has been provided for listing receipts and purchases covered in the report period.