

PINELLAS COUNTY SCHOOLS  
**SCHOOL STORE INVENTORY**  
**YEAR END**

IMPORTANT: List merchandise at COST PRICE – Take your time: accuracy is important!

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

Total beginning inventory July 1, at COST PRICE: \$ \_\_\_\_\_

Ending inventory for school year listed below at COST PRICE:

Name of the Item	Quantity	Unit (ea., pkg.)	Unit Price (at cost)	Total Value (at cost)

(Use plain paper if additional space is needed)

Grand total value \$ \_\_\_\_\_

\_\_\_\_\_  
Inventory taker's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
Date

## School Store

**Beginning Inventory** \_\_\_\_\_  
(last school year's grand total value –  
cost value)

**Add Purchases** + \_\_\_\_\_  
(new merchandise purchased this year –  
cost value)

**Sub Total** = \_\_\_\_\_  
(beginning inventory plus purchases)

**Less End Inventory** - \_\_\_\_\_  
(grand total value page 1 –  
cost value)

**Cost of Goods Sold** = \_\_\_\_\_  
(sub total minus ending inventory)

For a complete review of the school store rules see section 8540 of the District Bylaws and Policies Manual or see school store section of the Manual of Internal Fund Accounting.

**Total Revenue** \_\_\_\_\_

**Less Cost of Goods Sold** - \_\_\_\_\_

**Total Profit** = \_\_\_\_\_  
(Total Revenue minus COGS)

**Mark Up Percentage/  
Profit Margin** = \_\_\_\_\_  
(Total Profit divided by COGS)

Note: If profit margin is less than expected, it could indicate an internal control issue.