

Org. Name:	
Org. ID:	
Event:	
Event Date(s):	

INVENTORY SHEET

BEFORE THE SALE:

- 1. List each different item to be sold in Column 1. (Description of Item(s) Sold
- 2. For each item--enter the number available for sale in Column A (Beginning Inventory)
- 3. For each item--enter the sale price in Column D. (Sale Price of Item(s) Sold)

AFTER THE SALE:

- 1. Enter the remaining number of items in Column B (Ending Inventory)  
(Ending Inventory = items not sold, including items given away and items thrown away)
- 2. Number of Item(s) Sold will auto-populate in Column C
- 3. Total Amount Collected per Item will auto-populate in Column E
- 4. The total of all items in Column E will auto-populate on Line F

Description of Item(s) Sold	Beginning Inventory	Ending Inventory	Number of Item(s) Sold	Sale Price of Item(s) Sold	Total Amount Collected per Item
1	A	B	C	D	E
	-	=	X	=	
	-	=	X	=	
	-	=	X	=	
	-	=	X	=	
	-	=	X	=	
	-	=	X	=	
	-	=	X	=	
					F

AT END OF EVENT:

Enter amount of money on hand (including change fund)

Enter amount of Change Fund (if applicable)

Money collected from sale will auto-populate (G - H)

Enter amount from Line F (above)

Variance (Over/(Under) -- IT IS OK TO HAVE A DIFFERENCE!

G	
H	
I	=
J	-
K	=