



Sale of Merchandise Analysis

Fiscal Year _____

MCPS Form 281-22
June 2019

Internal Audit Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)
850 Hungerford Drive, Rockville, Maryland 20850

School _____ Date Completed ____/____/____

SFO Account Name: _____ SFO Account # _____

Sponsor: _____ Completed by: _____

| A | B | C | D | E | F | G | H | I | J |
|-------------------------------|----------------------------------|------------------|----------------------------|--------------------------------|---------------|---------------------------------|----------------------|------------|-------------------|
| Description of Items for sale | Beginning Inventory as of July 1 | Number Purchased | Number of Items Given Away | Ending Inventory as of June 30 | Cost per Item | Total Value of Ending Inventory | Number of Items Sold | Sale Price | Expected Receipts |
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| TOTALS | | | | | | | | | |

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|---|--------------------------------|--|
| Comments: (explain if expected receipts does not match actual receipts record in SFO—giveaways, damaged merchandise, etc.) | TOTAL EXPECTED RECEIPTS | |
| | Receipts per SFO | |
| | Over/Under | |

| | |
|--|--------------------------------------|
| Completed by sponsor (print name): _____ | Reviewed by (print name): _____ |
| Signature: _____ Date ____/____/____ | Signature: _____ Date ____/____/____ |

INSTRUCTIONS FOR PREPARING THE SALE OF MERCHANDISE ANALYSIS

The following instructions correspond to the respective lettered columns on
MCPS Form 281-22, *Sale of Merchandise Analysis*, Fiscal Year _____

- Column **A** — enter the description of each item for sale.
- Column **B** — after a physical count, the number of each item in inventory as of July 1 of the current fiscal year. This number should be the same as that of June 30 of the prior fiscal year.
- Column **C** — the number of each item purchased from July 1 through June 30 of the current fiscal year.
- Column **D** — the number of each item that was given away free during the current fiscal year. Provide an explanation in the comments section for any item giveaways.
- Column **E** — after a physical count, the number of each item in inventory as of June 30 of the current fiscal year.
- Column **F** — cost per item, from invoice
- Column **G** — total value of ending inventory calculates automatically—ending inventory as of June 30 (**E**) multiplied by cost per item (**F**)
- Column **H** — number of items sold calculates automatically—beginning inventory (**B**), plus number purchased (**C**), less number of items given away (**D**), less ending inventory as of June 30 (**E**).
- Column **I** — sales price
- Column **J** — expected receipts calculates automatically—number of items sold (**H**) multiplied by sale price (**I**)