Sale of Merchandise Analysis MONTGOMERY COUNTY Fiscal Year _____ PUBLIC **MCPS Form 281-22 SCHOOLS** May 2022 Internal Audit Unit Maryland MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS) 850 Hungerford Drive, Rockville, Maryland 20850 __ School Number_____ Date Completed ____/___/ School Name SFO Account Name: SFO Account # _ Completed by:_____ Sponsor: ____ F Α В С D E G Н J Ending Number of Beginning Total Value Expected Receipts **Description of** Number Number of Cost per Sale of Ending Inventory Items Given Inventory as Items for sale Purchased Item Items Sold Price as of July 1 Away of June 30 Inventory TOTALS **TOTAL EXPECTED RECEIPTS** Comments: (explain if expected receipts does not match actual receipts record in SFO—giveaways, damaged merchandise, etc.) **Receipts per SFO Over/Under**

Completed by sponsor (print name):		Reviewed by (print name):	·
Signature:	Date/	Signature:	Date//

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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 \mathbf{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)