

## FUNDRAISING INVENTORY

- PTA membership approval before ordering the product.
- Follow PTA financial procedures.
- Reconcile order form with monies collected.
- Reconcile inventory items with packing slip. Discrepancy? Contact company immediately.
- Store items in a safe place.
- Fill customer orders accurately.
- Ensure orders are picked up or delivered to customer.
- Customer complaint? Handle complaint promptly – refund monies if necessary.
- Pay bill promptly order form is a contract. PTA must pay.
- Contact district PTA immediately if there are any problems.

### **Inventory Management Treat Inventory Like Cash**

At least two people verify and sign inventory.

- ✓ Document items ordered
- ✓ Confirm items received against order/invoice
- ✓ Track all sales in detail
- ✓ Ensure accuracy of current inventory
- ✓ Retain records for auditor

# Inventory Management

## Spirit Wear Inventory - 8/30/04

PTA membership approved selling spirit wear during registration on August 28, 2004. The PTA pre-ordered a minimal number of items for immediate sale and took orders for additional sales during registration. Beginning and ending inventories were counted and documented by two people. PTA tracked size and color of items sold to efficiently manage their inventory. The second order consisted of items purchased during registration. Income was documented by two people using a cash verification form (see Toolkit); monies were deposited immediately into the PTA bank account by the treasurer.

Item Description	Each Cost
YS Gr Sweatshirt	\$ 15
YM Gr Sweatshirt	\$ 15
AS Gr Sweatshirt	\$ 15
AM Gr Sweatshirt	\$ 15
AL Gr Sweatshirt	\$ 15
AXL Gr Sweatshirt	\$ 15
YS Gr Sweatshirt	\$ 15
YM Wh Sweatshirts	\$ 15
AS Wh Sweatshirts	\$ 15
AM Wh Sweatshirts	\$ 15
AL Wh Sweatshirts	\$ 15
AXL Wh Sweatshirts	\$ 15
YS T-shirt	\$ 7
YM T-shirt	\$ 7
YL T-shirt	\$ 7
AS T-shirt	\$ 7
AM T-shirt	\$ 7
AL T-shirt	\$ 7
AXL T-shirt	\$ 7
Cap	\$ 3

8/15/04 Order			
Invoice #: 6359			
Number Ordered	Number Received	Date Received	Total Cost
3	3	08/26/04	\$ 45.00
3	3	08/26/04	\$ 45.00
3	3	08/26/04	\$ 45.00
3	3	08/26/04	\$ 45.00
3	3	08/26/04	\$ 45.00
			\$ -
3	3	08/26/04	\$ 45.00
3	3	08/26/04	\$ 45.00
3	3	08/26/04	\$ 45.00
3	3	08/26/04	\$ 45.00
3	3	08/26/04	\$ 45.00
			\$ -
3	3	08/26/04	\$ 21.00
3	3	08/26/04	\$ 21.00
			\$ -
3	3	08/26/04	\$ 21.00
			\$ -
3	3	08/26/04	\$ 21.00
3	2	08/26/04	\$ 21.00
20	20	08/27/04	\$ 50.00
<i>Subtotal</i>			\$ 605.00
+ 7.75% tax			\$ 46.88
<i>Invoice Total</i>			\$ 651.88

8/28/04 Order			
Invoice #: 6410			
Number Ordered	Number Received	Date Received	Total Cost
3	3	08/29/04	\$ 45.00
9	9	08/29/04	\$ 135.00
2	2	08/29/04	\$ 30.00
1	1	08/29/04	\$ 15.00
2	2	08/29/04	\$ 30.00
4	4	08/29/04	\$ 60.00
			\$ -
			\$ -
			\$ -
			\$ -
2	2	08/29/04	\$ 30.00
2	2	08/29/04	\$ 30.00
			\$ -
1	1	08/29/04	\$ 7.00
5	5	08/29/04	\$ 35.00
11	11	08/29/04	\$ 77.00
5	5	08/29/04	\$ 35.00
			\$ -
3	4	08/29/04	\$ 21.00
12	12	08/29/04	\$ 30.00
<i>Subtotal</i>			\$ 580.00
+ 7.75% tax			\$ 44.95
<i>Invoice Total</i>			\$ 624.95

Total Sales	Current Inventory
6	0
12	0
5	0
4	0
5	0
4	0
1	2
2	1
3	0
2	1
5	0
2	0
3	0
4	0
5	0
14	0
5	0
1	2
6	0
32	0

*Total of 2 Invoices* \$ 1,276.83

### Spirit Wear Sales - Week #1

Type and cost per item		Green Sweatshirts \$20.00						White Sweatshirts \$20.00						T-shirts \$10.00						Caps \$5.00	Total	Payment Method			
Date	Name	YS	YM	AS	AM	AL	AXL	YS	YM	AS	AM	AL	AXL	YS	YM	YL	AS	AM	AL	AXL			1 size		
8/28/04	Mary Jones	1			1																	1	\$45.00	ch #1234	
8/28/04	Tina Gin		1									1						1					\$50.00	ch #501	
8/28/04	Toby Brady						1														1		\$30.00	ch #7612	
8/28/04	Alice Miller			1																			\$20.00	ch #4623	
8/28/04	Cara Ruby		1			1																1	\$45.00	ch #4275	
8/28/04	Sue Crabtree							1						1								1	\$35.00	ch #9812	
8/28/04	Flora Smith													1	1			1					\$30.00	cash	
8/28/04	Bob Thompson			1			1															1	\$45.00	ch #8291	
8/28/04	Dave Harvey												1									1	\$30.00	cash	
8/28/04	Jeff Reynolds	1												1								1	\$35.00	ch #4592	
8/28/04	Tim Donlan		2																			2	\$50.00	ch #5713	
8/28/04	Rachel Burns																2					2	\$30.00	ch #3175	
8/28/04	Cheryl Ona									1		1										1	\$45.00	ch #2436	
8/28/04	Gina Fuller			1													1						\$30.00	cash	
8/28/04	Michael Davis				1														1				\$30.00	ch #7676	
8/28/04	Dinah King					1				1												1	\$45.00	ch #2448	
8/28/04	Joyce Lipton															1	1			1			\$30.00	ch #8424	
8/28/04	Jennifer Ortega							1						1								1	\$35.00	ch #5342	
8/28/04	Pat Anderson	1																				1	\$25.00	cash	
8/28/04	Terri Barnett									1													\$20.00	ch #1956	
8/28/04	Sandy Gerrett	1			1																		\$40.00	ch #8119	
8/28/04	Sharon Black		2																			2	\$50.00	ch #3819	
8/28/04	Gloria Butler											1											\$20.00	ch #8519	
8/28/04	Paul Clark															1					1		\$20.00	cash	
8/28/04	Toni Patrick																4					3	\$55.00	ch #2400	
8/28/04	Leslie Grey					1																	\$20.00	ch #1324	
8/28/04	Anne Drew									1													\$20.00	cash	
8/28/04	Janice Ritter	1			1																	1	\$45.00	ch #4915	
8/28/04	Barbara Green		1									1							1				\$50.00	ch #1516	
8/28/04	Teri Chandler						1															1	\$30.00	ch #606	
8/28/04	Josh O'Connor			1																			\$20.00	ch #82	
8/28/04	Kathy Morgan		1			1																1	\$45.00	ch #2001	
8/28/04	Cindy Reece							1						1								1	\$35.00	ch #7821	
8/28/04	Carol Ryan													1	1			1					\$30.00	ch #191	
8/28/04	Frank Silva			1			1															1	\$45.00	ch #21	
8/28/04	Tanya Martin												1									1	\$30.00	ch #4445	
8/28/04	Kim Murphy	1												1								1	\$35.00	ch #6167	
8/28/04	Jerry Mitchell		2																			2	\$50.00	cash	
8/28/04	Jane Santos																2					2	\$30.00	ch #3045	
8/28/04	Pam Sanford		2																			2	\$50.00	ch #414	
8/28/04	Anita Black											1											\$20.00	ch #1850	
8/28/04	Doug Petty															1					1		\$20.00	ch #1453	
8/28/04	Ray Chase																4					3	\$55.00	ch #818	
8/28/04	Vicki Wheeler					1																	\$20.00	cash	
8/28/04	Janet Wilford										1												\$20.00	ch #2525	
	<i>Totals</i>	6	12	5	4	5	4	1	2	3	2	5	2	3	4	5	14	5	1	6	32	\$1,560.00			