

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

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 \$ _____

| | |
|-----------------------|------|
| 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.