



Tuckshop and Canteen Management Consultants

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Stock takes- How to go about them

In accordance with The P&C Accounting manual stock takes are required as a minimum once per term in state schools. Best business practice is once a month.

Without an accurate monthly stock take the monthly Profit and Loss is not accurate. Stock takes should be done on the last trading day of the month.

Every month for a stock take sounds daunting at first but it is just a case of being organised. With that in mind here are some tips used by other schools to help streamline their monthly stock taking.

- Get someone to help you set up a excel spreadsheet so it calculates all the totals for you. The sheet columns should include- Item name/description, supplier name, cost price, quantity on hand, total.
- Write the sheets up in areas so if you have a few extra volunteers to help you can give everyone their own sheet e.g. storeroom, kitchen, fridges, counter area, freezers.
- Write the stock take sheet up in the order you count in. By this I mean start at the top of the storeroom shelf and move down. Then try to keep things in the same spot.
- Remove items off the sheet that are no longer ordered.
- Keep prices updated as they change
- Don't place big orders at the end of the month and do run stock down slightly but not as much as for end of term
- Don't open new boxes and stock up things like the chip rack in the last few days of the month. That way you will be able to count full boxes.
- Advertise for two friends to volunteer for 2 hours per month just to do a stock take.
- Remember to count stock, rather than count stock to the sheets as new items may not be on the sheet.
- Don't forget to sign and date the stock take.

If you don't have a stock take spreadsheet you can download one at www.canteens.com.au

Additional help to manage your Tuckshop or Canteen

-  Tuckshop and Canteen Management Consultants Helpline www.canteens.com.au -
-  QAST is an excellent source of information for Tuckshops and Canteens <http://www.qast.org.au>/ Apply for your member log in details so you can access members only section.
-  Canteens.com.au- Follow us on facebook-www.facebook.com/canteens