

2017 SHOW & SELL INVENTORY & BALANCE SHEET

Scout(s): _____ / _____ Den #(s): _____ / _____

Date: _____ Shift Time: _____ Location: _____

	Product	Beginning Inventory	Ending Inventory	Inventory Sold	Price Each	Total \$ Sold
POPCORN	Chocolate Lover's Tin				\$60	
	Sweet & Savory Tin				\$45	
	Cheese Lover's Collection				\$35	
	Chocolate Caramel Crunch Tin				\$25	
	White Chocolatey Pretzels Tin				\$25	
	18-Pack Kettle Corn Classic				\$20	
	18-Pack Unbelievable Butter				\$20	
	18-Pack Butter Light				\$20	
	Salted Caramel Popcorn with Sea Salt				\$25	
	Premium Caramel Corn w/Nuts				\$20	
	White Cheddar Cheese				\$15	
	Classic Caramel Corn				\$10	
PEANUTS	5 Pack Gift Set				\$55	
	Milk Chocolate Caramel Peanut Delights – 24 oz.				\$35	
	Dark Chocolatey Peanut Clusters – 24 oz.				\$35	
	Honey Cinnamon Almonds – 14 oz.				\$20	
	Honey Roasted Virginia Peanuts – 20 oz.				\$20	
	Salted Jumbo Cashews – 12 oz.				\$20	
	Large Salted Virginia Peanuts – 20 oz.				\$20	
	Small Salted Virginia Peanuts – 12 oz.				\$14	
	Dark Chocolatey Almond Clusters – 10 oz.				\$18	
	Homemade Peanut Brittle – 10 oz.				\$14	
Milk Chocolatey Covered Peanut Clusters – 10 oz.				\$14		
SUBTOTAL						
DONATIONS						
GRAND TOTAL						

Cash from Sales	Donations	Checks	Square Pymts
1s			
5s			
10s			
20s			
50s			
100s			
Coin			
Total:	Total:	Total:	Total:

Total Cash* (incl. donations)	
Total Checks	
Total Square Payments	
TOTAL FUNDS COLLECTED*	

*Does not include the \$100 cash bank (if provided)

Beginning Inventory Verified: _____ / _____

Ending Inventory Verified: _____ / _____

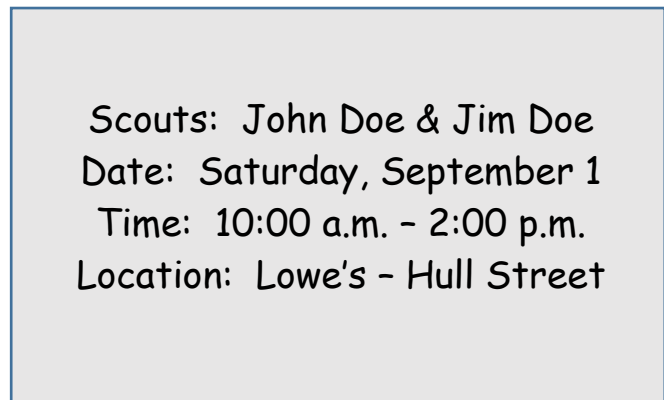
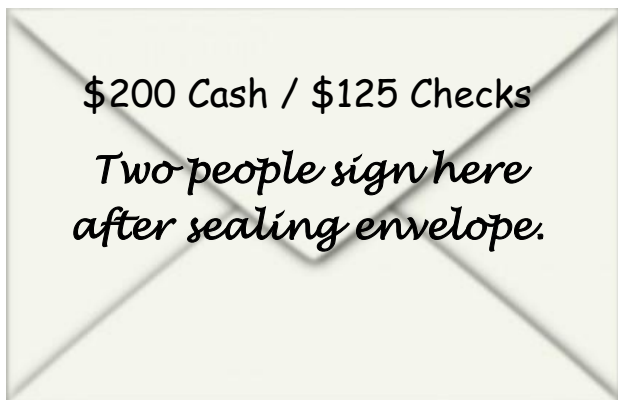
Total Funds Counted Verified: _____ / _____

Cash Bank Provided?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount \$ _____

SHOW & SELL SHIFT MANUAL

1. At the beginning of your shift before you make a sale, do the following (two adults should verify all of the below & sign on the SHOW & SELL INVENTORY & BALANCE SHEET):
 - Count the beginning inventory.
 - Count the money in the CASH BANK envelope (Should be \$100).
 - Verify that there is no other loose cash or checks in the cash box and donation box.
2. During your shift:
 - Please make a note on the Sales Sheets if a customer paid by check (“ck”) or credit card (“cc”).
 - If a Scout leaves early or arrives late, please draw a line on the Sales Form and make note of the Scout(s) selling the items above the line, and below the line so that the sales for the day may be fairly split.
3. At the end of your shift and before the next shift makes a sale, do the following (two adults should verify all of the below & sign on the SHOW & SELL INVENTORY & BALANCE SHEET):
 - Count the ending inventory.
 - Count the cash donations from the donation box (Don’t combine this with the money from the cash box just yet!).
 - From the cash box, count out \$100 in small bills (preferably fives and ones) for the cash bank and place back in the CASH BANK envelope for the next shift.
 - Count the cash collected from sales (do not include the Cash Bank or Donations).
 - Count all checks collected from sales.
 - Place all cash and checks received for sales & donations (do not include the \$100 Cash Bank) in an envelope (see image sample below). Seal it. Write the total dollar amount of cash and checks on the back and have the two people who verified the amount sign over the seal. On the front, write each Scout’s name, Date, Time & Location. Place the envelope in the cash box. Leave the SHOW & SELL INVENTORY & BALANCE SHEET and the sales sheet for your shift with the cash box (or binder).

If you have any questions or need help, please your Popcorn Kernel know. Thanks and happy selling!



(Form prepared by Jo Dee Novak, Huguenot Trail District Kernel)