NAME OF ORGANIZATION _____

REPORTS ARE DUE TO HAS TREASURER BY THE END OF EACH WEEK.

INVENTORY AND SALES CONTROL WORKSHEET

NAME OF ITEM	BEGINNING INVENTORY	+ PURCHASES	= TOTAL NUMBER FOR SALE	- ENDING INVENTORY	= NUMBER SOLD	X SELLING PRICE	= TOTAL SALES

	DEPOSIT #	DEPOSIT AMOUNT	
Deposits for this event should be made no later than three (3) days from the conclusion of the event.	_____	_____	TOTAL SALES FOR PERIOD _____
Deposits for this sale should not be combined with other HSA deposits.	_____	_____	TOTAL DEPOSITED FOR PERIOD _____
Deposits need to be made and recorded on this report prior to turning in to the HSA Treasurer.	_____	_____	CASH OVER/SHORT FOR PERIOD _____

_____
ORGANIZATION OFFICER

_____
MEMBER IN CHARGE OF OPERATION

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*ATTACH EXTRA SHEETS AS NEEDED.

NAME OF ITEM	BEGINNING INVENTORY	+ PURCHASES	= TOTAL NUMBER FOR SALE	- ENDING INVENTORY	= NUMBER SOLD	X SELLING PRICE	= TOTAL SALES