The 10 days after a stock count: a results checklist

The count is over, but the differences are still only on paper. This checklist helps turn the results into book entries and concrete actions within 10 days. Write an owner and a date against each point.

Organisation: _____ Count date: _____ Owner of results: _____

1 Days 1–2: collecting the data

	Owner	Date
☐ All count sheets collected, page count and signatures checked		
☐ Count sheet data entered in Excel or 1C, a second person spot-checked the entry		
☐ Counted stock compared with the books, list of differences prepared		
☐ Differences sorted by value, the 20 largest flagged separately		
☐ Items with large differences recounted		

2 Days 3–5: analysing differences

	Owner	Date
☐ Each difference placed in one of four baskets: document, mix-up between items, unit of measure, real loss or surplus		
☐ Receipts and issues around the cut-off date reviewed again		
☐ Mix-ups between similar items identified in pairs and documented		
☐ Written explanations obtained from the people accountable for the stock		
☐ Preliminary results reviewed with the chief accountant		

3 Days 6–8: decisions and documents

	Owner	Date
☐ Variance statement finalised and signed		
☐ Committee minutes drawn up with causes of differences and proposals		
☐ Management decision issued: write-off, recovery from those responsible or recording a surplus		
☐ List of missing and unrecorded fixed assets approved separately		

4 Days 9–10: correcting the books and closing

	Owner	Date
☐ Correcting entries posted in 1C and spot-checked		
☐ Fixed asset register updated: location, custodian and condition		
☐ Action plan drawn up to prevent repeats, with an owner and deadline for each action		
☐ Date of the next sample count set		
☐ All documents filed in one folder and archived		

> The days are a guide: in a small warehouse the work finishes sooner. Adapt the documents and procedure to the national standard NSBU No. 19 "Organisation and conduct of inventory" and your organisation's accounting policy.

Committee chair _____ Chief accountant _____

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