**APPENDIX 4**

**STOCKTAKING GUIDELINES – Reviewed 1/4/2015**

1. It is essential that one officer has sole responsibility for the conduct of the stock take and is not involved in the day to day operations of the store. He/She should devise a plan which divides the store into counting areas and allocate staff to each of these locations. He/She should also ensure that a comprehensive listing is available of the types of commodities which should be present in the store. He/She should also :-
   1. Decide on the times/dates for the stocktaking and notify the Finance Officer accordingly.
   2. Decide on staffing arrangements and notify in advance.
   3. Adequately brief staff on the stocktaking procedures to be adopted.
   4. Ensure that the stores are tidy and that all stock lines are clearly identifiable.
2. In order to achieve a clean “cut off” point:-
   1. Deliveries should not be arranged while stocktaking is in progress. However, if necessary, such deliveries must be excluded from the count and processed as “new year” items.
   2. Issues should not be made during the stock take. If this is unavoidable, the issues should be treated as “old year” items.
3. During the stock take duties must be properly segregated, in that :-
   1. Counters should work in pairs, one counting and one recording,
   2. Counting teams should be allocated to a specific area of stores and count each type of commodity found in that location,
   3. Any damaged or obsolete items should be included in the count, inspected by the officer responsible for the stock take and written off later by the appropriate procedure,
   4. The officer responsible for the stock take should check that the count sheets are properly completed and should initial sheets when satisfied that the details are accurate. He/She should also check approximately 15% of stock lines.
   5. The storekeeper should not be involved in the stock take other than to answer queries.
4. If any discrepancies are found when checking the stock take results, these should be followed up until reasons have been found. If it is not possible to find reasons and the total amount involved is significant(e.g. more than £100 in value), the Finance Officer should be informed. If as a result of these findings have to be removed from the stock records, then the appropriate authorisation should be sought. Any such stock must be written-off in accordance with Financial Regulation 15.
5. Subsequent to the stock take the officer responsible must ensure that:-
   1. All stock movements during stocktaking have been correctly treated.
   2. All areas and stores have been counted.
   3. All records from the stock take are retained.
   4. The Finance Officer is notified of any adjustments to stock balances.