

# Inventory Reconciliation Report

Store Name: Sample Retail Outlet #21

Report Date: 2024-06-27

Audit Period: 2024-06-01 to 2024-06-25

Auditor: Jane Doe

## Inventory Summary

Total Items	Total Units (System)	Total Units (Counted)	Total Discrepancy
8	1,250	1,228	-22

## Itemized Reconciliation

SKU	Item Name	System Qty	Counted Qty	Discrepancy	Remarks
1001	Cotton T-Shirt - Blue M	150	148	-2	
1002	Cotton T-Shirt - Red L	120	120	0	
1003	Denim Jeans - 32	200	198	-2	
1004	Leather Belt - Black	80	80	0	
1005	Sneakers - White 9	70	68	-2	
1006	Baseball Cap	300	295	-5	Possible theft, check CCTV
1007	Summer Dress - S	180	178	-2	
1008	Canvas Tote Bag	150	141	-9	Stock damage

## Comments & Observations

Regular shrinkage observed in some high-theft items. Items with significant discrepancies marked for further investigation and damage review. Recommend stricter stockroom access controls.

### Auditor Signature:

Date: \_\_\_\_\_