

Stock Count and Discrepancy Record

A stocktake record with count locations, item references, book and physical quantities, calculated variances, recounts and adjustment approval.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records quantities and discrepancy decisions. It does not update stock software, post accounting entries or provide tax or valuation advice.

GOV.UK describes the accounting records different businesses must keep. Traditional accounting for a self-employed business includes the value of closing stock and work in progress; company records can include stock held and stocktakes used to work it out. A count supports those records but does not replace the accounts or determine the correct valuation method.

2. Count controls

Count reference *

Locations and stock included *

Movement cut-off date and time

How deliveries and issues during the count are controlled

Explain how stock movements during counting will be identified and reconciled. Include the cut-off reference so a second person can reproduce the count.

Counter

Independent verifier

3. Stock lines

Stock line (copy this block for each one)

Item code and description *

Bin or location *

Counting unit *

Book quantity *

Physical quantity *

Physical less book quantity (if applicable; worked out automatically in the app)

Recount quantity

Explanation and evidence for a discrepancy

Supporting photos (photos: attach, or note the file names)

4. Reconciliation

Uncounted, damaged, third-party or quarantined stock

Proposed adjustments and supporting references

Adjustment approver

Adjustment approval date

Inventory update reference, if performed separately

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *



Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.