

Yearbook Analysis

June 30, 20 _____

MCPS Form 281-25
May 2022

Internal Audit Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)
850 Hungerford Drive, Rockville, Maryland 20850

Name and title of person completing this form _____

Date form completed ____/____/____

School _____ School Number _____

ANALYSIS OF THE NUMBER OF YEARBOOKS

_____	Number delivered to school by Yearbook Company
_____	Number of overrun school returned to Yearbook Company
=====	Number available for sale (A)
_____	Number sold by Yearbook Company
_____	Number sold by school (sponsor must maintain sale and collection of funds records)
=====	Number sold (B)
_____	Number given away at no cost (sponsor must maintain a list of names to whom yearbooks were given) (C)
_____	Number of unsold Yearbook (A - B - C)
_____	Number of Yearbooks left in inventory (counted by sponsor)
=====	Number of Yearbooks unaccounted for*
	*Explanation of unaccounted Yearbooks (Further research/investigation may be required.)

ANALYSIS OF YEARBOOK SALES

_____	Sold by Yearbook Company (from Yearbook Company Online Sales Report)
_____	Sales Tax—Yearbook Company
=====	Sold by School (from SFO Account History Report)
_____	TOTAL RECEIPTS
_____	Advertising sales from vendor and school
=====	TOTAL SALES
_____	Cost of Yearbooks from final invoice (<i>Total cost including shipping charges NOT total payments made by school</i>)
_____	Sales Tax—Yearbook Company
_____	Sales Tax—School
=====	TOTAL COST
_____	PROFIT/(LOSS)

RECONCILIATION OF YEARBOOK SALES AT SCHOOL(\$):

_____	School sales per sponsor record
_____	School sales per SFO Account History Report
=====	VARIANCE