

## ANNUAL STOCK TAKE FORM

Check of Stores/Inventory items made at the \_\_\_\_\_  
of the Ministry of \_\_\_\_\_ in \_\_\_\_\_  
on \_\_\_\_\_ Officer in charge of stores \_\_\_\_\_  
Designation \_\_\_\_\_ Date of last check \_\_\_\_\_

| Ledger Folio | Item | Ledger Balance | Actual Stock | Surplus | Deficit | Value of Surpluses | Value of Deficits |
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We certify, as a result of our check, that surpluses to the value of \_\_\_\_\_ and deficits to the value of \_\_\_\_\_, as listed on sheet numbers \_\_\_\_\_ to \_\_\_\_\_ of this schedule, were discovered and have been adjusted on the Tally Cards/Store Ledger/Inventory.

**Board of Survey Team**

**I confirm the finding  
the Board**

Name & Ministry

Signature & Date

Chair \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

\_\_\_\_\_  
Officer in charge of stores (Signature)

Recommendation by the BOS Team: \_\_\_\_\_

Head of Department \_\_\_\_\_

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

Recommendation

Approved/Not approved \_\_\_\_\_ Date \_\_\_\_\_

Minister for Economy/Permanent Secretary for Economy/  
Deputy Secretary for Economy

# ANNUAL STOCK TAKE FORM

Continuation sheet no \_\_\_\_\_

| Ledger Folio | Item | Ledger Balance | Actual Stock | Surplus | Deficit | Value of Surpluses | Value of Deficits |
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