SITE survey. APP

SITE SURVEY REPORT

Stock Count and Discrepancy Record

Prepared for	Harcourt Builders Merchants Ltd
Date	30 Sep 2026
Site	Harcourt Builders Merchants, Lincoln
Prepared by	J. Fenwick

FORM

Stock Count and Discrepancy Record

1. Record details and scope

Project	Harcourt Builders Merchants, Lincoln: quarter 3 stock count
Client or organisation	Harcourt Builders Merchants Ltd
Site or premises address	Unit 6, Saxilby Road Trade Park, Lincoln LN1
Record date	30 Sep 2026
Person completing the record	J. Fenwick

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	SC-LIN-2609-Q3
Locations and stock included	Main warehouse bays A to D and the fixings cage. Timber yard and showroom excluded, counted separately.
Movement cut-off date and time	2026-09-30 17:30
How deliveries and issues during the count are controlled	Goods-in closed from 17:30, late deliveries left unbooked in the quarantine bay. Trade counter issued only from held stock in bay Z, logged on sheet SC-Z.
Counter	J. Fenwick
Independent verifier	R. Abbas, branch accountant

3. Stock lines

Stock line 1: FX-5050 wood screws 5 x 50 mm, box of 200

Item code and description	FX-5050 wood screws 5 x 50 mm, box of 200
Bin or location	Cage C3

Counting unit	Box
Book quantity	148
Physical quantity	136
Physical less book quantity	-12
Recount quantity	136
Explanation and evidence for a discrepancy	12 boxes short. Two trade sales on 29 September keyed to FX-5060 in error, 10 boxes. 2 boxes unexplained.

Stock line 2: PB-1224 plasterboard 12.5 mm, 2400 x 1200

Item code and description	PB-1224 plasterboard 12.5 mm, 2400 x 1200
Bin or location	Bay B2
Counting unit	Sheet
Book quantity	320
Physical quantity	320
Physical less book quantity	0

Stock line 3: CM-25 general purpose cement, 25 kg

Item code and description	CM-25 general purpose cement, 25 kg
Bin or location	Bay A4
Counting unit	Bag
Book quantity	84
Physical quantity	89
Physical less book quantity	5
Recount quantity	89
Explanation and evidence for a discrepancy	5 bags over. Delivery note DN-55812 received 28 September but not booked in.

Stock line 4: AD-0750 tile adhesive, 20 kg

Item code and description	AD-0750 tile adhesive, 20 kg
Bin or location	Bay D1
Counting unit	Bag

Book quantity	40
Physical quantity	37
Physical less book quantity	-3
Recount quantity	37
Explanation and evidence for a discrepancy	3 bags split and moved to quarantine bay Q, not counted as saleable.

Supporting photos



Lines counted	4
Lines with a variance	3
Net variance (units)	-10

4. Reconciliation

Uncounted, damaged, third-party or quarantined stock	Quarantine bay Q: 3 split adhesive bags. Customer reserved stock in bay R not counted, list RS-0930.
Proposed adjustments and supporting references	FX-5050 minus 2 after correcting the miskeyed sales. CM-25 plus 5 by booking in DN-55812. AD-0750 minus 3 to damaged stock. Sheet ADJ-LIN-0930.
Adjustment approver	W. Ellis, branch manager
Adjustment approval date	1 Oct 2026
Inventory update reference, if performed separately	Stock system updated by R. Abbas on 1 October, journal INV-J-2210

5. Actions and review

Are further actions required?	Yes

Further action 1: Look into the 2 unexplained FX-5050 boxes against September trade counter sales.

Action and evidence reference	Look into the 2 unexplained FX-5050 boxes against September trade counter sales.
Person responsible	R. Abbas
Target date	9 Oct 2026
Action status	In progress

Further action 2: Remind trade counter staff to check product codes on screw sales.

Action and evidence reference	Remind trade counter staff to check product codes on screw sales.
Person responsible	W. Ellis
Target date	3 Oct 2026
Action status	Completed
Completion evidence	Covered at the team huddle on 2 October, notes TH-1002.
Outstanding limitations and information to pass on	Timber yard and showroom counted separately. 2 FX-5050 boxes still unexplained.
Record status	Ready for review
Reviewed by	W. Ellis
Review date	1 Oct 2026
Author signature	

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