FREE CHECKLIST | OPSEDGE HOSPITALITY

Year-End Inventory Count

The December 31 count sets your full-year cost of goods and your January starting point. Get it right once.

HOW TO USE THIS SHEET

Plan the count a week ahead, run it with teams of two, and check it before anyone goes home. One missed rack or a unit error moves December and January in opposite directions, and the year-end number is the one your accountant and the tax return use.

One week out

- [ ] Date, time and cutoff set (after close Dec 31 or before open Jan 1) OK / FIX
- [ ] Count sheets updated: new items added, dead items removed, units checked OK / FIX
- [ ] Prices updated to the latest invoice for the top 80% of spend OK / FIX
- [ ] Count teams of two assigned by area with a map of the building OK / FIX
- [ ] Orders cut back so storage is as light as possible on count day OK / FIX

Count day

- [ ] All December invoices in; any delivery after cutoff kept separate OK / FIX
- [ ] Every area counted: dry storage, walk-in, freezer, line, bar, storage, off-site OK / FIX
- [ ] Open product counted in the same unit as the sheet (case, each, lb, tenths) OK / FIX
- [ ] Transfers between kitchen and bar logged before counting OK / FIX
- [ ] Each area signed off by both counters OK / FIX

Before anyone leaves

- [ ] Extensions checked: count x unit cost, no blank prices OK / FIX
- [ ] Each category compared to last month; a move over 15% with no reason gets recounted OK / FIX
- [ ] Total compared to November and to last year-end OK / FIX
- [ ] Sheets saved, signed and sent to the bookkeeper the same week OK / FIX

Worksheet

CATEGORY	NOV 30 $	DEC 31 $	CHANGE %	REASON IF OVER 15%
Proteins				
Produce				
Dairy				
Dry goods				
Liquor				
Beer				
Wine				
Paper and supplies				

QUICK CHECKS

Typical food inventory	**4 to 7 days of food cost**
Recount trigger	**15% category swing**
Count team	**2 people per area**

OPERATOR NOTE

Overstating Dec 31 inventory makes this year look better and next January look worse by the same amount. The money does not disappear, it just lands in the wrong month.

Read the full guide, with worked examples and the formulas: opsedgehospitality.com/year-end-inventory-count-guide

Run your own numbers with the free calculators at opsedgehospitality.com/free-tools. Ready-made workbooks and playbooks: opsedgehospitality.com/shop