



SHEET NO.....

ARUSHA CITY COUNCIL

INVENTORY (STOCK) TAKING SHEET AS AT 30TH JUNE, 2025

Includes; All consumables held for distribution/consumption during accounting period

VILLAGE.....

DEPARTMENT.....

S/N	DESCRIPTION	L/F	UNIT MEASURE	LDGER BALANCE	PHYSICAL COUNT	VARIANCE	UNIT COST	STOCK VALUE	REMARKS

We stock taking team, we declare that all information above are true and fairly presented for final accounts

TEAM MEMBER; STOREKEEPER

NAME

DESIGNATION

SIGNATURE

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INTERNAL AUDITOR

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EXTERNAL AUDITOR

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PROPERTY INSPECTOR.

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SHEET NO.....

ARUSHA CITY COUNCIL

INVENTORY (WIP) TAKING SHEET AS AT 30TH JUNE, 2025

(Write all work in progress (WIP) in capital nature and determined on stages of completion)

VILLAGE.....

DEPARTMENT.....

S/N	DESCRIPTION	Previous	Added 2024/2025	TOTAL	REMARKS

We stock taking team, we declare that all information above are true and fairly presented for final accounts

TEAM MEMBERS: NAME

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DESIGNATION

SIGNATURE

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SHEET NO.....

ARUSHA CITY COUNCIL

PROPERTY, PLAN AND EQUIPMENT TAKING SHEET AS AT JUNE 2025

Includes; Land and buildings, furnitures and fittings (office and residential furnitures/equipments)

Computers, Motorvehicles, Motorcycles, Machinery and other longterm capital

VILLAGE.....

WAR

DEPARTMENT.....

CENTRE/UNIT NAME.....

S/N	DESCRIPTION	IDENTIFICATION CODE	COST	PHYSICAL COUNT	REMARKS

We stock taking team, we declare that all information above are true and fairly presented for final accounts

TEAM MEMBERS:	NAME	DESIGNATION	SIGNATURE
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