

Report of BRPS P&C uniform subcommittee May 2015

1. BRPS P&C management committee actions

1.1. The BRPS P&C management committee is asked to note:

- That Debbie Fung has taken over uniform stock control;
- The canteen staff will be picking and packing uniform orders from now on;
- The losses from the April 2015 stock take.

1.2. The BRPS P&C management committee is asked to endorse:

- Offering to pay for tunic alterations whilst size 8 tunics remain out of stock;
- The project to find more reliable software to manage uniform stock control.

2. Work undertaken to date

2.1. Debbie Fung has volunteered to take over the stock control for the uniform shop after Helen Tan's departure. Debbie has a background in the garment industry. Carey Francis has been running the uniform shop recently so that we can understand how the operation works, document the procedures and identify where our processes fail. Carey has drafted standard operating procedures and flow diagrams for the uniform shop; these are not yet complete but are a better starting point than previous volunteers have had.

2.2. We counted the uniform stock take during the holidays at the end of term 1; the previous stock take was during the summer holidays. This April 2015 stock take compared the expected stock on hand (based on starting stock from Jan 2015, goods received and sales) to the physical stock on hand.

2.3. The uniform shop has processed almost 300 online orders since the start of term 1, 2015. We typically receive 10-15 orders per week. Online orders are higher (15-20) than average at the moment due to the recent rain and cold.

2.4. Helen Hogben is leading a project to find more reliable software that we can use for uniform stock control instead of the current spreadsheet.

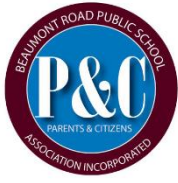
3. Stock control

3.1. There is a loss of \$560 in stock purchase cost. This equates to \$812 lost sales income. See appendix A for the summary table.

3.2. The greatest discrepancies are in summer dresses, sports shirts and bush hats. It is possible that the sales data from new starters, refunds and exchanges in the master spreadsheet is incomplete. Missing sales data would result in higher expected stock on hand.

3.3. Sales data is generated by Flexischools for the online sales and captured on paper forms for counter sales. The majority of orders are online. We sell stock over the counter on two open days before school starts in January and also to new starters who enrol part-way through the year. Sales data is transferred to the master spreadsheet manually from the Flexischools reports and from the paper forms.

3.4. The sales data in the master spreadsheet from online sales and the open days has been double-checked and is correct. There was one mistake on goods receipt quantities, which has now been corrected.



3.5. The paperwork for new starters, refunds and exchanges is harder to keep track of. It is possible that some counter sales were not entered in the master spreadsheet during the handover period when Helen Tan passed the files to Carey. This would mean that the spreadsheet would show higher expected stock on hand.

4. Sales YTD in 2015

4.1. The cold weather also caused an increase in demand for winter tunics and track pants. Unzipped track pants are now advertised online and the smaller sizes of these sold quickly, as the unzipped pants are easier to shorten. We are currently out of stock of some item sizes:

- winter tunics size 8
- track pants – size 4 with and without zips, size 6 unzipped, size 8 unzipped

4.2. We have contacted PSW (tunic supplier) to enquire about a delivery to re-stock size 8 tunics. It is unlikely that we will get another delivery in time for this winter: our tunic material is non-standard for PSW; they have long lead-times and we normally place the order in summer for delivery in autumn. In the meantime we should consider offering to pay for alterations to size 10 tunics, if there are no pre-loved size 8 tunics available in our sale stock.

4.3. We are waiting for a revised delivery date on an outstanding order from BME (track pants). The heavy rain damaged their warehouse and BME needs to assess whether our order, which was already packed on a pallet ready for despatch, has been damaged.

4.4. We are investigating whether BME can supply the winter tunics and summer dresses. Jennifer McCormick is assessing their samples of BRPS uniform materials. Jennifer has a background in the garment industry.

4.5. Fiona Fiennes ran the pre-loved uniform sale in week 1, term 2. The sale was popular and made around \$600. We plan to run another pre-loved sale towards the end of term 2.

5. Inventory management software

5.1. We have begun to document and review the uniform shop procedures and the tools used to record sales (online and counter), refunds, exchanges, goods deliveries and invoice authorisation. Uniform stock counts have often shown stock losses in the past. This could be due to theft but it is much more likely that our procedures are insufficient to record stock movements, in particular refunds and exchanges, accurately.

5.2. We currently use a spreadsheet to record stock transactions and generate reports. There are a number of simple inventory management packages on the market, some of which are free or low cost.

5.3. Helen Hogben is leading a project to find more reliable software that we can use for uniform stock control instead of the current spreadsheet. We use Xero for our P&C financial accounts and Helen has discovered that Xero contains basic inventory functionality. She will be testing whether we can use our existing Xero package to solve our uniform stock problems.

6. Recommendation

6.1. We note the results of the April 2015 stock take.

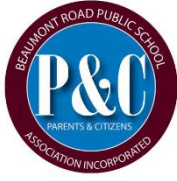


For BRPS P&C management committee: 6 May 2015

6.2. Helen Hogben joins our Technology Subcommittee and researches inventory management and purchasing control software.

7. Ongoing work

- 7.1. Helen Hogben will investigate our Xero set-up and assess their recommended bolt-on modules for inventory control and purchase orders. Debbie and Carey can help Helen later, as they have backgrounds in the garment industry and stock control respectively.
- 7.2. Debbie will take over the stock control for the uniform shop. The orders will be picked and packed by the canteen staff at the end of their shift on Mondays and Thursdays.
- 7.3. There are agreed order quantities for uniform stock, which the P&C Executive authorised in March 2014; these are currently under review. These quantities allow the uniform volunteer to order stock to pre-defined and pre-authorised limits.



For BRPS P&C Executive: 26 April 2015

APPENDIX A – Uniform stock take summary: 17 April 2015

Category	Variance (#)	Stock value	Lost sales income
Summer dresses	-4	-\$226.60	-\$240.00
Winter blouses	4	\$67.10	\$88.00
Winter tunics	0	\$0.00	\$0.00
Sports shirts	-14	-\$284.90	-\$392.00
Sports shorts	0	\$0.00	\$0.00
Sports skorts	-1	-\$20.90	-\$25.00
Track pants (new)	3	\$88.32	\$105.00
Football socks	11	\$96.80	\$121.00
Button jackets	2	\$70.40	\$80.00
Clothing sub-total	1	-\$209.78	-\$263.00
School backpacks	-2	-\$64.62	-\$90.00
Multi-purpose bags	-2	-\$18.71	-\$30.00
Chair bags	-2	-\$16.68	-\$30.00
Band bags	-1	-\$7.65	-\$10.00
Bush hats (new)	-13	-\$154.44	-\$234.00
Flap caps (new)	-9	-\$77.67	-\$144.00
Accessories	1	-\$11.35	-\$11.50
Total stock variances - current styles on sale	-27	\$560.90	\$812.50
Old style stock			
Winter pants	37		
Track pants (fleece)	1		
Track tops	0		
Bush hats (old)	12		
Flap cap (old)	-1		
	<u>12</u>		