

Managing Merchandise for Sale

Part of the KCFA mission is to provide various supports for the Kona Coffee Farmers. Purchasing and reselling merchandise for our Coffee Farmer Members is part of this mission. To this purpose, KCFA purchases goods at wholesale and in bulk and sells at cost-plus, enough to make a small profit to supplement operating costs.

Historically KCFA for most of the year offers about 20 to 30 different items for sale. Farmers are able to buy such items over the KCFA Web Page, at Fundraising events and generally at a Volunteer's location of storage.

One of the important aspects of this arrangement is the need of having a certain amount of merchandise inventory "On Hand".

To make this all work efficiently, several practices are recommended.

- One Volunteer to be responsible for purchasing tasks
- Whenever possible Purchase orders to be used.
- Prudent and diligent purchasing of merchandise
- Working in concert with treasurer for transparent transactions
- Providing safe and controllable storage
- Treasurer to maintain a "Inventory Control" system in Quickbooks
- Provide to Treasurer, for reconciliation, a "Physical Inventory" at least twice a year
- Utilize standard Sales receipt form (triplicate) for **all sales** except Web Page sales
- Maintain effective inventory controls at Fundraising Events
- Treasurer to reconcile Fundraising Events and issue report within 2 weeks of the event.
- Treasurer to issue semi-annual inventory status report based on **Physical Inventory**