OPEN-TO-BUY BUDGET

Season:_____

Department:_____

Category:_____

Steps		Retail	Net	
1. Projected Sales		$ 175,000	$ 87,500	
2. Clearance Sales		$ -	$ -	
3. Planned End-of-Season Inventory		$ 100,000	$ 50,000	
4. Total Merchandise Required (1+2+3)		$ 275,000	$ 137,500	
5. Start-of-Season Inventory		$ 120,000	$ 60,000	
6. Return to Vendors		$ -	$ -	
7. Open-to-Buy (4-5+6)		$ 155,000	$ 77,500	
8. Actual Purchases (see chart below)		$ 200,000	$ 100,000	
9. Beginning Inventory		$ 120,000	$ 60,000	
10. Total Inventory (8+9)		$ 320,000	$ 160,000	
11. Actual Sales		$ 225,000	$ 112,500	
12. Actual End-of-Season Inventory		$ 95,000	$ 47,500	
(transfer to line 5 for next month)				

									Actual	Remaining		
					Running OTB		Invoice No.	Date	Purchase		Purchase	
Vendor	P.O.#	Cost			Balance		Date	Rec'd	(exc freight)		Balance	
TOTAL												