

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

From the description and explanation in the previous chapters. The writer concludes that Procedure of Making Goods Inventory at Secretarial Department of Ungaran City is:

a. Preparation of Inventory

Secretariat Department of Ungaran City did preparation of inventory such as forming the inventory team and performing the inventory team to giving information about the purpose of inventory activity.

b. Realization of Inventory

Secretariat Department of Ungaran City used two methods to make goods inventory. The methods are:

- 1) Physical inventory which comes from the beginning of data inventory if the data were not found by the team. The team has to do additional inventory technique to know the condition, specification, and location.
- 2) Goods Region Estimation result of inventory.

Secretariat Department did estimation of goods region result inventory which will be served in financial report.

c. Reporting Inventory Result

The result of inventory activity is reported in the report of inventory result.

4.2 Suggestion

During the field study, the writer found that procedure of making goods inventory at Secretariat Department of Ungaran City is done very well, to achieve the goal target. Above all, for everybody's goodness, the writer suggests the company to:

1. Motorcycle and goods which one superannuated should be auctioned to do revolution.
2. Every regional work unit should submit the report of eradicating goods region which is useless.
3. Secretariat Department of Ungaran Region should form responsible team to help Division of Regional Property Management to make goods inventory.