

**Check List for monthly Bookkeeping or review**

\*Please attached email by PDF, when you send FS to Japanese or clients. (some points also attach evidence \*Ex, Invoice)

Company Name

Suntory Beverage & Food (Thailand) Limited

Assign date					
Name	MAI SAN	MAI SAN	MINT SAN	VY SAN	VY SAN
Month	PIC1	Cross check	PIC2	leader (responsibility)	Leader check date
February-23	✓	✓	✓	✓	6-Mar-23
March-23	✓	✓	✓	✓	7-Apr-23
April-23	✓	✓	✓	✓	5-May-23

**1. Gross profit analysis. Please see the details as follows;**

\*if gross profit ratio is abnormal, please recheck sales, purchase, end of inventory and so on.

February-23			
	Head Office	Branch	ALL
TOTAL Service income	-	-	-
TOTAL COST OF Service	1,026,382.81	-	1,026,382.81
GROSS PROFIT	(1,026,382.81)	-	(1,026,382.81)
GROSS PROFIT RATIO	0.0%	0.0%	0.0%

March-23			
	Head Office	Branch	ALL
TOTAL Service income	-	-	-
TOTAL COST OF Service	1,901,360.35	-	1,901,360.35
GROSS PROFIT	(1,901,360.35)	-	(1,901,360.35)
GROSS PROFIT RATIO	0.0%	0.0%	0.0%

April-23			
	Head Office	Branch	ALL
TOTAL Service income	-	-	-
TOTAL COST OF Service	1,623,319.23	-	1,623,319.23
GROSS PROFIT	(1,623,319.23)	-	(1,623,319.23)
GROSS PROFIT RATIO	0.0%	0.0%	0.0%

**2. Fixed Expense analysis is as follows;**

\*if expense which happen every month similar amount is abnormal or did not record, pelase carefully to check. (such as rental fee, accounting fee, Depreciation and so on  
(Please select expense by Senior staff)

Month	Head Office			Branch		
	January-23	February-23	March-23	January-23	February-23	March-23
Rent expenses	110,434.05	122,186.70	272,414.70	-	-	-
Electricity	18,592.10	15,781.69	-	-	-	-
Insurance	4,526.58	1,794.97	1,737.08	-	-	-
Accounting fees	-	30,000.00	-	-	-	-
Audit fee	26,833.33	26,833.33	27,313.33	-	-	-
Traveling & Transportation Expenses	43,447.66	100,810.20	30,299.25	-	-	-
Overseas Traveling Expenses	32,545.00	26,590.00	30,959.44	-	-	-
Miscellaneous Expense	14,894.61	18,301.96	-	-	-	-
Depreciation expense	281,746.61	307,757.72	294,352.99	-	-	-
Remark (Explanation)						

**3. Special Expense analysis is as follows;**

\*If abnormal expense happened, please discribe below

Acc code	Acc name	Branch Name	THB	Reason, Reference

\*Attached Evidence in email, (if have)

**4. We have already checked the bank statement with GL.**

\*bank statement and GL amount have to be same

Acc code	Accounting name	GL	Statement	Dif
1112-01	HSBC CA 002-227635-001	25,344,797.20	25,344,797.20	-
1113-01	Cash - SMBC - CA #1010051600	384,990.62	384,990.62	-
				-
				-
				-

\* If GL and bank statement is not same, please let me know reason below