

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 **Jasco (Thailand) Co.,Ltd.**

Assign date	10/4/2023	10/4/2023	10/4/2023	10/4/2023	10/4/2023
Name	Piano san	Porpia san	Porpia san	Aim san	Aim san
Month	PIC1	Cross check	PIC2	leader (responsibility)	Leader check date
ก.ค.-23	✓	✓	✓	✓	10-Apr-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.

ก.ค.-23		
	HQ	ALL
TOTAL SALES	902,995.33	902,995.33
TOTAL COST OF GOOD SOLD	239,586.80	239,586.80
GROSS PROFIT	663,408.53	663,408.53
GROSS PROFIT RATIO	73.5%	73.5%

ก.พ.-23		
	HQ	ALL
TOTAL SALES	573,794.77	573,794.77
TOTAL COST OF GOOD SOLD	386,624.10	386,624.10
GROSS PROFIT	187,170.67	187,170.67
GROSS PROFIT RATIO	32.6%	32.6%

ก.ค.-23		
	HQ	ALL
TOTAL SALES	1,096,249.57	1,096,249.57
TOTAL COST OF GOOD SOLD	353,233.67	353,233.67
GROSS PROFIT	743,015.90	743,015.90
GROSS PROFIT RATIO	67.8%	67.8%

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	HQ		
	ก.ค.-23	ก.พ.-23	ก.ค.-23
Salaries	333,382.61	293,382.61	293,382.61
Allowances	124,523.19	136,035.06	133,666.94
Legal Welfare	3,660.00	2,910.00	2,910.00
Provident Fund	300.00	300.00	1,575.00
Office Rent	35,000.00	35,000.00	35,000.00
Rent-Service Fees	22,869.00	22,869.00	22,869.00
Depreciation	25,233.57	22,791.47	25,233.57
Utilities	5,672.00	2,072.00	6,128.00
Insurance Expenses	1,432.87	1,294.21	1,432.87
Telephone-Local	2,695.03	1,677.47	2,167.50
Telephone-Overseas	294.00	(188.88)	79.50
Internet Charges	751.43	730.88	751.43
Accounting Fee	20,000.00	30,000.00	20,000.00
Sundry Taxes	792.92	716.19	792.92

3. Special Expense analysis is as follows;

*If abnormal expense happened, please discribe below

Acc code	Acc name	Branch Name	THB	Reason, Reference
6240	Advertising & Promotion		191,340.00	
			#N/A	

* 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
1132	C/A Bank of Ayudhya 110800088	2,885,746.36	2,885,746.36	-
1142	S/A Bank of Ayudhya 210860171	112,369.09	112,369.09	-
				-
				-
				-
				-

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