

**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

NT Tool Thai Co., Ltd.

Assign date	15/05/2023	15/05/2023	15/05/2023	15/05/2023	
Name	Nami	Pakgad	Rung	Rung	
Month	PIC1	Cross check	Senior	leader (responsibility)	Leader check date
Apr-23	✓	✓	✓	✓	15-May-23
May-23					
Jun-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.

Jan-23			
	Branch1	Branch2	ALL
TOTAL SALES			4,195,922.47
TOTAL COST OF GOOD SOLD			2,741,053.79
GROSS PROFIT	-	-	1,454,868.68
<b>GROSS PROFIT RATIO</b>	<b>0.0%</b>	<b>0.0%</b>	<b>34.7%</b>

Feb-23			
	Branch1	Branch2	ALL
TOTAL SALES			
TOTAL COST OF GOOD SOLD			
GROSS PROFIT	-	-	-
<b>GROSS PROFIT RATIO</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

Mar-23			
	Branch1	Branch2	ALL
TOTAL SALES			
TOTAL COST OF GOOD SOLD			
GROSS PROFIT	-	-	-
<b>GROSS PROFIT RATIO</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

**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	All					
	Apr-23	May-23	Jun-23			
Driver Fee	34,409.06					
Car-Rental	36,000.00					
Rental Office	25,500.00					
Service Fee	44,136.85					
Office Service Expenses	59,800.00					
Professional fee	6,800.00					
Accounting Fee	21,500.00					
Interest Expenses - Loan from related company	8,128.77					
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
1112-02	Current Account 242-1-01269-7	-	-	-
1113-01	Savings Account 001-3-64410-9 TMB	826,837.37	826,837.37	-
1113-02	Savings Account TMB#242-2-32824-1	18,755,165.29	18,755,165.29	-
1113-03	Savings Account 0018-210542-USD	707,263.64	707,263.64	-
1113-04	Savings Account 0018210781 JPY	107,871.94	107,871.94	-
				-
				-
				-

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