

## 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 ASAHI SEIKEI (THAILAND) CO.,LTD.

Assign date	Nami	Rung	KIK	KIK	
Name					
Month	PIC1	Cross check	Senior	leader (responsibility)	Leader check date
Oct-22	✓	✓	✓	✓	23-Jan-23
Nov-22					
Dec-22					

✓

### 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.

Oct-22			
	Branch1	Branch2	ALL
TOTAL SALES	1,163,000.00		1,163,000.00
TOTAL COST OF GOOD SOLD	2,121,024.69		2,121,024.69
GROSS PROFIT	(958,024.69)	-	(958,024.69)
GROSS PROFIT RATIO	-82.4%	0.0%	-82.4%

Nov-22			
	Branch1	Branch2	ALL
TOTAL SALES			-
TOTAL COST OF GOOD SOLD			-
GROSS PROFIT	-	-	-
GROSS PROFIT RATIO	0.0%	0.0%	0.0%

Dec-22			
	Branch1	Branch2	ALL
TOTAL SALES			-
TOTAL COST OF GOOD SOLD			-
GROSS PROFIT	-	-	-
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	Branch 1					
	Oct-22	Nov-22	Dec-22			
OTHER PUBLIC UTILITY EXP.	90,848.00					
DEPRECIATION-MACHINERY AND EQUIPM	287,963.66					
RENTAL FACTORY	134,832.00					
RENTAL OFFICE	25,281.00					
CLEANING EXPENSE	14,200.00					
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
TERMINATE FEE			3,264,380.00	

\*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
111110	PETTY CASH	42,456.00	42,456.00	-
111301	MIZUHO:S/A H1576417443	14,624.35	14,624.35	-
111302	SCB:S/A 8772341772	10,493.41	10,493.41	-
111303	BBL:S/A 5967041582	39,032.46	39,032.46	-
				-
				-
				-
				-
				-

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