

# 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 Ringer Hut Co.,Ltd.

Assign date					
Name	JEAN SAN	AU SAN	JAMES SAN	VII SAN	VII SAN
Month	PIC1	Cross check	PIC2	leader (responsibility)	Leader check date
Oct-22	✓	✓	✓	✓	10-Oct-22
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.

PROFIT AND LOSS	
	Oct-22
TOTAL SALES	138,688.80
GROSS PROFIT	138,688.80
GROSS PROFIT RATIO	100.0%

## 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	Aug-22	Sep-22	Oct-22
Contribution to Social Security Fund	2,850.00	2,850.00	1,710.00
Office Rental	70,000.00	70,000.00	70,000.00
Rent Copy Machine - Ricoh	3,100.00	3,100.00	3,100.00
Service fee - Ricoh	2,263.75	2,054.55	2,128.35
Service Accounting Fee - TCF	85,000.00	85,000.00	85,000.00
Tel. & Fax & Internet	1,669.43	1,678.44	1,700.29
Depreciation - Equipment	74.62	72.22	74.62
Depreciation - Computer	1,115.31	1,060.01	1,083.74
Depreciation - Software	118.88	115.04	118.88
Bank Charge	2,110.00	2,660.00	2,110.00
Audit Fee	4,580.00	4,580.00	4,580.00
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

\*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

### Financial Statement Oct 2022

#### Reconcile GL with Statement

Mizuho H10-764-0224 78

Financial Statement 2WD

Plus Statement 26/10/2022  
Statement 26/10/2022  
Statement 26/10/2022  
Statement 26/10/2022

Total -

deduct Statement 26/10/2022

Total -

Statement 26/10/2022

Acc. code	Accounting name	GL	Statement	Dif
1112-01	Current Account Mizuho H10-764-0224 78	6,774,553.20	6,774,553.20	-
1113-01	Savings Account Mizuho H15-764-172626	-	-	-
				-
				-
				-

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