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   Kiseki Plant Factory Co.,Ltd

Assign date					
Name	Eiw/Ploy/Pao/Ammy	Lin	Lin	Eiw	
Month	PIC1	Cross check	Senior	ader (responsibilit	Leader check date
Dec-22					
Jan-23					
Feb-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.

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

Jan-23	Branch1	Branch2	ALL
TOTAL SALES			-
TOTAL COST OF GOOD SOLD			-
GROSS PROFIT		-	-
GROSS PROFIT RATIO	**0.0%**	**0.0%**	**0.0%**

Feb-23	Branch1	Branch2	ALL
TOTAL SALES	-		-
TOTAL COST OF GOOD SOLD	201,143.72		201,143.72
GROSS PROFIT	(201,143.69)	-	(201,143.69)
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, please carefully to check. (such as rental fee, accounting fee, Depreciation and so on)
(Please select expense by Senior staff)

	Branch 1			Branch 2		
Month	Dec-22	Jan-23	Feb-23	Dec-22	Jan-23	Feb-23

3. Special Expense analysis is as follows;
*If abnormal expense happened, please discribe below

Acc code	Acc name	Branch Name	THB	Reason, Reference
3000-01	Capital		16,400,000.00	
1690-00	Construction In Progress		34,902,000.00	
2500-01	Loans Payable		5,000,000.00	

*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
1112-01	Current Deposit-KSB 149-3-42127-8	-	-	-
1112-02	Saving Deposit-KSB 149-3-42162-6	4,167,512.82	4,167,512.82	-
				-
				-
				-
				-
				-
				-
				-

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