

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	Treasure Factory Co.,Ltd.				
Assign date	17/12/2022	17/12/2022	17/12/2022	17/12/2022	17/12/2022
Name	Tong	Mui	Mui	Mui	Mui
Month	PIC1	Cross check	Senior	leader (responsibility)	Leader check date
พ.บ.-22	✓	✓	✓	✓	17-Dec-22
ธ.ค.-22					
ก.ค.-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.บ.-22					
	Sukhumvit 39	Headquarters	Phra khanong	Onnut	ALL
TOTAL SALES	4,894,616.25		1,754,481.90	1,086,677.55	7,735,775.70
TOTAL COST OF GOOD SOLD	2,201,321.73		702,600.93	485,225.37	3,389,148.03
GROSS PROFIT	2,693,294.52		1,051,880.97	601,452.18	4,346,627.67
GROSS PROFIT RATIO	55.0%	0.0%	60.0%	55.3%	56.2%
ธ.ค.-22					
	Sukhumvit 39	Headquarters	Phra khanong	Onnut	ALL
TOTAL SALES	5,342,023.02		2,063,466.63	1,106,562.04	8,512,051.69
TOTAL COST OF GOOD SOLD	2,463,946.65		855,422.69	442,027.35	3,761,396.69
GROSS PROFIT	2,878,076.37	-	1,208,043.94	664,534.69	4,750,655.00
GROSS PROFIT RATIO	53.9%	0.0%	58.5%	60.1%	55.8%
พ.บ.-22					
	Sukhumvit 39	Headquarters	Phra khanong	Onnut	ALL
TOTAL SALES	4,882,311.54		1,765,391.73	1,253,019.51	7,900,722.78
TOTAL COST OF GOOD SOLD	2,395,535.99		773,997.84	638,066.52	3,807,600.35
GROSS PROFIT	2,486,775.55	-	991,393.89	614,952.99	4,093,122.43
GROSS PROFIT RATIO	50.9%	0.0%	56.2%	49.1%	51.8%

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	PSI (Sukhumvit 39)			KITBST (Phra-khranong)			People Park (Onnut)		
	ก.บ.-22	ธ.ค.-22	พ.บ.-22	ก.บ.-22	ธ.ค.-22	พ.บ.-22	ก.บ.-22	ธ.ค.-22	พ.บ.-22
Rental Office	49,500.00	65,000.00	65,000.00	207,000.00	207,000.00	207,000.00	108,333.50	108,333.50	108,333.50
Rental Furniture Office	135,000.00	292,500.00	292,500.00	-	-	-	-	-	-
Service Office	135,000.00	292,500.00	292,500.00	138,000.00	138,000.00	138,000.00	108,333.50	108,333.50	108,333.50
Remark (Explanation)	FS (Mar 22) Discount 25% 55,000.00-13,750.00=41,250.00 150,000.00-37,500.00=112,000.00 150,000.00-37,500.00=112,000.00 FS (Apr 22) Discount 10% 55,000.00-5,500.00=49,500.00 150,000.00-15,000.00=135,000.00 150,000.00-15,000.00=135,000.00 FS (Sep 22) 49,500 increase to 65,000 135,000 increase to 292,500 135,000 increase to 292,500			FS (Mar-Apr 22) Discount 66% 198,000 increase to 207,000 135,200 increase to 138,000			FS (Mar 22) Discount 50% for Rental (only) 108,333.5-54,166.75=54,166.75		

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
1112-01	BBL Sukhumvit39 - S/A #030	1,654,724.92	1,654,724.92	-
1112-02	Bank of Bangkok - C/A #030	20,000.00	20,000.00	-
1113-02	BBL Company - S/A #030-8	1,295,468.23	1,295,468.23	-
1113-03	BBL Phrakhanong - S/A #03	2,058,297.58	2,058,297.58	-
1113-04	BBL Asoke - S/A #030-8131	60,612.08	60,612.08	-
1113-05	BBL Onnut - S/A #030-8131	1,594,506.86	1,594,506.86	-

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