

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 Oriental Motor (Thailand) Co.,Ltd.

Assign date					
Name	Eiw/Ploy/Pao/Ammey	Eiw	Eiw	Eiw	
Month	PIC1	Cross check	Senior	leader (responsibility)	Leader check date
Dec-22	✓	✓	✓	✓	
Jan-23	✓	✓	✓	✓	22-Feb-23
Feb-23	✓	✓	✓	✓	21-Mar-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	11,859,370.76		11,859,370.76
TOTAL COST OF GOOD SOLD	8,293,293.98		8,293,293.98
GROSS PROFIT	3,566,076.78	-	3,566,076.78
GROSS PROFIT RATIO	30.1%	0.0%	30.1%

Jan-23			
	Branch1	Branch2	ALL
TOTAL SALES	13,237,443.00		13,237,443.00
TOTAL COST OF GOOD SOLD	9,218,031.34		9,218,031.34
GROSS PROFIT	4,019,411.66	-	4,019,411.66
GROSS PROFIT RATIO	30.4%	0.0%	30.4%

Feb-23			
	Branch1	Branch2	ALL
TOTAL SALES	15,733,358.00		15,733,358.00
TOTAL COST OF GOOD SOLD	10,798,270.93		10,798,270.93
GROSS PROFIT	4,935,087.07	-	4,935,087.07
GROSS PROFIT RATIO	31.4%	0.0%	31.4%

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)

Month	Branch 1			Branch 2		
	Dec-22	Jan-23	Feb-23			
6100-02 APT-Rental	105,000.00	105,000.00	105,000.00			
6100-06 Office Rental	95,346.68	95,346.68	137,346.68			
6100-07 Service Charges (Office)	95,346.68	95,346.68	95,346.68			
6100-08 Car Rental	33,919.00	33,919.00	33,919.00			
6100-09 Communication Expenses	19,008.40	18,151.40	19,596.30			
6100-10-01 Driver Service Expenses	37,027.28	40,433.85	42,490.41			
6100-12-01 Cleaning Expenses	5,400.00	5,400.00	5,400.00			
6100-16 Professional Expenses	208,234.52	43,000.00	43,000.00			
6100-28 Cloud Service	14,500.00	14,500.00	14,500.00			

3. Special Expense analysis is as follows;

*If abnormal expense happened, please discribe below

Acc code	Acc name	Branch Name	THB	Reason, Reference	
6100-21	Recruitment Expenses		45,500.00	Paid for recruitment service fee - Mr.Kaitisak	

*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	Reason
1003-01	SMBC Bank 10-2010350-1	2,344,570.67	2,344,570.67	-	
1003-02	Mizuho Corporate Bank S/A	467,403.28	467,403.28	-	
1003-03	Bangkok Bank-S/A 101-8-07414-4	17,457,038.62	17,457,038.62	-	
1003-04	Siam Commercial Bank - S/A	30,838,779.10	30,165,066.70	(673,712.40)	Checks that have not been cashed at the bank.
1003-05	Bank of Ayudhya PLC. - S/A	183,709.63	183,709.63	-	This company will record the received of money like this.
1003-06	IPay88	-	-	-	
1004-01	Bangkok Bank-C/A 101-339238-4	-	-	-	
1004-02	Siam Commercial Bank C/A	-	-	-	
1005-01	Mizuho Corporate Bank F/A	800,000.00	800,000.00	-	
1005-02	Bank of Ayudhya PC. Bank F/A	1,900,000.00	1,900,000.00	-	

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