

Check List for monthly Bookkeeping or review

Company Name **Miyama Precision (Thailand) Co.,Ltd.**

Assign date	11-01-23	12-01-23	12-01-23	12-01-23	12-01-23
Name	Kao	Aim	Aim	Aim	Aim
Month	PIC1	Cross check	Senior	leader (responsibility)	Leader check date
Oct-22	✓	✓	✓	✓	12-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	13,738,306.41		13,738,306.41
TOTAL COST OF GOOD SOLD	9,410,701.32		9,410,701.32
GROSS PROFIT	4,327,605.09	-	4,327,605.09
GROSS PROFIT RATIO	31.5%	0.0%	31.5%

Nov-22			
	Branch1	Branch2	ALL
TOTAL SALES	15,637,937.10		15,637,937.10
TOTAL COST OF GOOD SOLD	11,785,417.81		11,785,417.81
GROSS PROFIT	3,852,519.29	-	3,852,519.29
GROSS PROFIT RATIO	24.6%	0.0%	24.6%

Dec-22			
	Branch1	Branch2	ALL
TOTAL SALES	10,326,725.23		10,326,725.23
TOTAL COST OF GOOD SOLD	8,738,395.06		8,738,395.06
GROSS PROFIT	1,588,330.17	-	1,588,330.17
GROSS PROFIT RATIO	15.4%	0.0%	15.4%

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	
Wages	600,657.00	603,542.00	594,648.00	5222a
Allowances	426,149.00	459,647.00	433,137.00	5222b
Legal Welfare	12,030.00	12,103.00	11,800.00	5222e
Employee Benefit	12,676.96	13,218.34	21,846.96	5222f
Rent Expenses-Other	42,900.00	42,500.00	42,500.00	5223d-9
Salaries	315,416.00	327,516.00	331,916.00	6120
Allowances	125,154.65	138,042.00	128,516.65	6130
Legal Welfare	1,800.00	2,196.00	2,250.00	6160
Employee Benefits	32,079.58	107,987.30	85,208.94	6170
Rental Fee	80,156.35	79,958.73	73,736.35	6350
Utilities	58,042.34	68,581.81	47,858.69	6360
Accounting Fee	24,000.00	24,000.00	24,000.00	6451
Insurance Expenses	6,334.65	6,130.30	6,334.65	6391
Security expenses	17,680.00	17,680.00	17,680.00	6392

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
1141	S/A-BBL#101-8-79559-9	25,836.45	25,836.45	-
1142	A/C SMBC# 2110051202	6,598,191.03	6,598,191.02	(0.01)
1143	S/A-BBL#279-5-56637-7	841,272.66	841,272.66	-
1146	S/A SMBC#201-0-05120-1	44,500,200.01	44,500,200.01	-
1157	Fixed-BBL #279-2-44438-8	274,002.05	274,002.05	-

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