

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 Daiwa Asia Co.,Ltd.

Assign date					
Name	Jim	Rin	Rin	Rin	
Month	PIC1	Cross check	Senior	leader (responsibility)	Leader check date
ธ.ค.-22	✓	✓	✓	✓	23-Jan-23
ม.ค.-23	✓	✓	✓	✓	23-Feb-23
ก.พ.-23	✓	✓	✓	✓	22-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.

ธ.ค.-22			
	Branch1	Branch2	ALL
TOTAL SALES			45,394,731.31
TOTAL COST OF GOOD SOLD			41,404,913.13
GROSS PROFIT		-	3,989,818.18
GROSS PROFIT RATIO	0.0%	0.0%	8.8%

ม.ค.-23			
	Branch1	Branch2	ALL
TOTAL SALES			39,839,037.95
TOTAL COST OF GOOD SOLD			35,566,537.72
GROSS PROFIT	-	-	4,272,500.23
GROSS PROFIT RATIO	0.0%	0.0%	10.7%

ก.พ.-23			
	Branch1	Branch2	ALL
TOTAL SALES			39,828,445.44
TOTAL COST OF GOOD SOLD			35,699,874.76
GROSS PROFIT	-	-	4,128,570.68
GROSS PROFIT RATIO	0.0%	0.0%	10.4%

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			Branch 2		
	ธ.ค.-22	ม.ค.-23	ก.พ.-23	ธ.ค.-22	ม.ค.-23	ก.พ.-23
Retirement allowance	39,000.00	39,000.00	39,000.00			
Rental office expense	36,800.00	36,800.00	36,800.00			
Service office expense	68,293.33	68,293.33	68,293.33			
Depreciation	71,708.19	71,708.19	71,708.19			
Rental expense	151,388.00	133,638.00	133,638.00			
Utilities	26,793.77	26,393.87	32,562.52			
Repair and maintenance	165,401.33	14,881.78	128,805.48			
Insurance Expense	45,937.03	12,279.62	13,624.69			
Telephone - Local	13,614.23	13,794.70	13,523.80			
Telephone - Oversea	4,200.00	1,701.80	2,814.10			
Internet Charge	42,500.00	42,500.00	42,500.00			
Membership fee	1,794.26	21,067.58	13,250.49			
Accounting fee	45,000.00	45,000.00	45,000.00			
Professional fee - Other	193,810.00	173,950.00	209,000.00			
Interest PN	88,718.49	134,047.20	90,256.64			
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

Acc code	Accounting name	GL	Statement	Dif
1132	C/A SMBC#10-2010392-1	299,000.00	299,000.00	-
1133	C/A BBL Bangkok#179-3-06090-4	-	-	-
1134	C/A BBL Parithong (Chonburi) #465-3-08963-3	-	-	-
1135	C/A BAY Krungsri#110-0-27232-9	35,255.66	35,255.66	-
1142	S/A SMBC#20-2010392-1	120,378.24	120,378.24	-
1144	S/A BBL Bangkok#179-4-49131-4	27,027,238.23	27,027,238.23	-
1145	S/A BBL Parithong (Chonburi) #465-0-50518-5	5,254,594.27	5,254,594.27	-
1146	S/A BAY Krungsri#210-0-81923-9	1,557,570.38	1,557,570.38	-
1147	S/A Mizuho #H15-764-176955	882,966.09	882,966.09	-
1148	S/A BAY #210-8-50420-7	2,293,898.41	2,293,898.41	(30,215.26)
				Adj. Ex.rate Bank BAY USD
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* If GL and bank statement is not same, please let me know reason below