

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 YTF (THAILAND) CO.,LTD.

Assign date					
Name	Ammy	Jim	Toei	Eiw	
Month	PIC1	Cross check	Senior	leader (responsibility)	Leader check date
ธ.ค.-22	✓	✓	✓	✓	15-Nov-22
พ.ย.-22					
ธ.ค.-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.

ธ.ค.-22			
	Branch1	Branch2	ALL
TOTAL SALES	-		3,964,543.00
TOTAL COST OF GOOD SOLD	-		(3,531,090.27)
GROSS PROFIT	-	-	433,452.73
GROSS PROFIT RATIO	0.0%	0.0%	10.9%

พ.ย.-22			
	Branch1	Branch2	ALL
TOTAL SALES	-		2,822,514.00
TOTAL COST OF GOOD SOLD	-		(2,502,044.77)
GROSS PROFIT	-	-	320,469.23
GROSS PROFIT RATIO	0.0%	0.0%	11.4%

ธ.ค.-22			
	Branch1	Branch2	ALL
TOTAL SALES	-		2,930,974.00
TOTAL COST OF GOOD SOLD	-		(2,666,241.70)
GROSS PROFIT	-	-	264,732.30
GROSS PROFIT RATIO	0.0%	0.0%	9.0%

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)

Month	All			Branch 2		
	ธ.ค.-22	พ.ย.-22	ธ.ค.-22	ธ.ค.-22	พ.ย.-22	ธ.ค.-22
Bonus Allowance	8,000.00	8,000.00	8,000.00			
Rental-Office	16,000.00	16,000.00	16,000.00			
Rental car and service fee	4,257.27	4,206.24	4,257.27			
Rental Car	36,273.00	36,273.00	36,273.00			
Rental	3,300.00	3,300.00	3,300.00			
Copy and service charge	807.76	1,269.28	1,009.56			
Telephone & Internet expense	1,875.59	1,859.65	1,861.09			
Electricity Expenses	904.42	985.99	754.86			
Water Supplies	97.58	86.67	192.60			
Audit Fee	4,833.33	4,833.33	4,833.33			
Service-Account	23,000.00	38,000.00	23,000.00			
Royalty Fee	50,000.00	50,000.00	50,000.00			
Depreciation - Office Equipment	3,463.23	3,351.50	3,463.23			
Amortisation - software	1,514.17	1,465.34	1,514.17			
Remark (Explanation)						

3. Special Expense analysis is as follows;

*If abnormal expense happened, please describe 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	Current Account SMBC#101-0-05320-0	300,000.00	300,000.00	-
1113-01	Savings Account BBL#703-0-41119-8	106,918.17	106,918.17	-
1113-02	Savings Account SMBC#201-0-05320-1	4,397,831.92	4,397,831.92	-
1113-03	Savings Account SCB 814-402656-8	868,265.61	868,265.61	-
1114-01	Fixed Account BBL#703-2-02146-6	354,780.66	354,780.66	-
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* If GL and bank statement is not same, please let me know reason below