

Check List for monthly Bookkeeping or review

Company Name Thai Micro Co.,Ltd.

Assign date	20/4/2023	20/4/2023	20/4/2023	20/4/2023	20/4/2023
Name	Piano	Aim	Aim	Aim	Aim
Month	PIC1	Cross check	Senior	leader (responsibility)	Leader check date
ม.ค.-23	✓	✓	✓	✓	15-Feb-23
ก.พ.-23	✓	✓	✓	✓	16-Mar-23
มี.ค.-23	✓	✓	✓	✓	19-Apr-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.

ม.ค.-23			
	Branch1	Branch2	ALL
TOTAL SALES	16,364,146.03		16,364,146.03
TOTAL COST OF GOOD SOLD	15,078,748.70		15,078,748.70
GROSS PROFIT	1,285,397.33	-	1,285,397.33
GROSS PROFIT RATIO	7.9%	0.0%	7.9%

ก.พ.-23			
	Branch1	Branch2	ALL
TOTAL SALES	15,652,363.23		15,588,077.65
TOTAL COST OF GOOD SOLD	17,214,976.11		12,539,816.46
GROSS PROFIT	(1,562,612.88)	-	3,048,261.19
GROSS PROFIT RATIO	-10.0%	0.0%	19.6%

มี.ค.-23			
	Branch1	Branch2	ALL
TOTAL SALES	16,413,047.50		16,413,047.50
TOTAL COST OF GOOD SOLD	14,719,657.15		14,719,657.15
GROSS PROFIT	1,693,390.35	-	1,693,390.35
GROSS PROFIT RATIO	10.3%	0.0%	10.3%

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)

Branch 1			
Month	ม.ค.-23	ก.พ.-23	มี.ค.-23
Salary-Trade	299,099.94	355,500.00	355,500.00
Overtime-Trade	3,289.61	3,879.78	7,801.83
Social Security Fund	4,830.00	5,850.00	5,850.00
Staff Welfare	21,668.30	31,236.29	30,708.30
Accounting Fee	45,000.00	42,000.00	25,000.00
Travelling Expense	17,777.40	25,290.51	300.00
Telephone & Communication	1,869.00	2,123.00	1,682.00
Electricity	3,919.09	5,396.89	5,441.67
Rent-Office	30,000.00	30,000.00	30,000.00
Express Way	2,150.00	4,250.00	3,478.00
Copier Rental Expense	2,500.00	2,500.00	2,500.00
Insurance Premium	22,137.10	(13,491.17)	4,316.56
Sundry Taxes	2,528.31	2,213.07	4,450.19
Water	142.95	1,805.61	1,805.61
Postal Expense	147.00	1,038.00	713.00

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
1055-00	Bank-C/A Mizuho0764023416	-	-	-
1056-00	Bank-C/A TBank0413002552	4,261.92	4,261.92	-
1058-00	Bank-S/A SCB 399-4157810	194,919.21	194,919.21	-
1060-00	Bank-S/A Mizuho764173664	18,030,044.84	18,030,044.84	-

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