

Check List for monthly Bookkeeping or review

Company Name CYC Metal Co.,Ltd.

Assign date	26-12-22	26-12-22	26-12-22	26-12-22	26-12-22
Name	Kao	Ploy	Ploy	Ploy	Ploy
Month	PIC1	Cross check	Senior	leader (responsibility)	Leader check date
Aug-22	✓	✓	✓	✓	26-Dec-22
Sep-22					
Oct-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.

Jun-22			
	Branch1	Branch2	ALL
TOTAL SALES	44,967,474.42		44,967,474.42
TOTAL COST OF GOOD SOLD	34,935,340.90		34,935,340.90
GROSS PROFIT	10,032,133.52	-	10,032,133.52
GROSS PROFIT RATIO	22.3%	0.0%	22.3%

Jul-22			
	Branch1	Branch2	ALL
TOTAL SALES	64,850,253.70		64,850,253.70
TOTAL COST OF GOOD SOLD	46,752,378.69		46,752,378.69
GROSS PROFIT	18,097,875.01	-	18,097,875.01
GROSS PROFIT RATIO	27.9%	0.0%	27.9%

Aug-22			
	Branch1	Branch2	ALL
TOTAL SALES	57,133,109.77		57,133,109.77
TOTAL COST OF GOOD SOLD	46,354,415.78		46,354,415.78
GROSS PROFIT	10,778,693.99	-	10,778,693.99
GROSS PROFIT RATIO	18.9%	0.0%	18.9%

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			
	Jun-22	Jul-22	Aug-22	
External contract for checking service	462,915.10	1,081,979.50	1,023,508.13	521210
Wage and services	369,600.00	32,800.00	508,845.50	521312
Salary	1,181,403.00	1,178,822.00	1,175,615.34	521410
Overtime	285,838.00	363,013.00	361,909.00	521430
Welfare	370,510.00	349,900.00	355,210.00	521440
Social Security Expenses	10,847.00	10,810.00	53,217.50	521450
Salary-Fac	139,873.00	139,873.00	139,873.00	531110
Welfare-Fac.	99,955.00	99,785.00	99,700.00	531140
Social Insurance-Fac.	450.00	450.00	2,250.00	531210
Electricity-Factory	1,107,610.14	1,118,281.10	1,122,375.08	533110
Depreciation-Building	4,385,685.10	4,422,527.39	620,464.63	535221
Depreciation.-Building Improvement			297,097.13	535222
Depreciation.-Wastewater treatment			202,171.91	535224
Depreciation.-Machinery			2,789,815.36	535231
Depreciation.-Tool & Equipment			384,009.26	535233
Depreciation-Electricity system			117,012.04	535236
Insurance Expenses	60,799.64	60,799.64	-	538120
The wastewater	207,338.96	158,470.56	184,702.52	538130
Salary-Adm.	571,120.00	571,120.00	571,120.00	611110
Overtime-Adm.	2,361.00	6,528.00	4,098.00	611120
Welfare-SGA.	36,900.00	65,365.00	17,965.00	611210
Social Insurance-Adm.	744.00	744.00	3,718.55	611310
Insurance,Medical fee	37,478.91	68,325.67	-	611410
Car Rental	59,523.00	56,603.00	56,603.00	612310
Manpower Expense-Driver Fee	29,651.00	34,334.00	28,643.90	612410
Telephone Expense	46,482.79	44,739.40	44,146.51	614110
Electricity-Adm.	79,958.73	80,156.35	59,072.37	615110
Security charge	101,702.14	101,702.14	101,702.14	615220
Insurance Expenses	3,199.98	3,199.98	-	615230
Cleaning Expenses	38,856.96	39,046.80	39,429.84	615310
rental expenses	56,561.86	34,794.91	30,981.94	616130
Professional Fee	59,000.00	182,500.00	114,000.00	617110
Consult fee	40,000.00	40,000.00	40,000.00	617210
Audit Fee	40,000.00	40,000.00	20,833.32	617220
Accounting Service Fee	60,000.00	90,000.00	94,500.00	617230
Dep.-Building Improvement	61,055.69	62,868.07	2,366.81	619233
Dep.-Office equipment			3,277.39	619234

Dep-Electricity system			6,158.53	619236
Dep.-Land improvement			41,492.74	619240
Dep.-Computer Hardware			4,069.08	619241
Dep.-Computer Software			5,553.41	619242
Salary-SGA.	31,566.00	39,899.00	14,650.68	621410
Welfare-SGA.	12,066.00	18,350.00	1,495.00	621450
Social Insurance-SGA	299.00	299.00	744.95	621460
Remark (Explanation)			Insurance Expenses: We don't have detail prepaid expense.	

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
112110	BAY C/A#1100-286303	257,009,362.48	257,009,362.48	-
112210	MIZUHO C/A#H10-764-019108	163,402.40	163,402.40	-
112310	UFJ S/A#0055713 (JPY)	158,490.63	158,490.63	-
112320	BAY S/A #2108-500205 (USD)	741,970.06	741,970.06	-
112330	BBL S/A#582-0-94822-1	19,051,797.99	19,051,797.99	-
112340	Kbank S/A#005-1-25946-7	3,734,060.39	3,734,060.39	-

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