

PERIOD:

MONTHLY ACCOUNTING CHECKLIST				
CLIENT NAME: <u>Jules Singapore</u>				
PIC 1 (Inputter): <u>Alvi</u>	Target Date: <u>22 Februari 2023</u>			
PIC 2 (Peer Review): <u>Leyn</u>	Review Date: <u>27 Februari 2023</u>			
PIC 3 (Senior Checker): <u>Aji</u>	Send Date: <u>27 Februari 2023</u>			
Review of Balance Sheet Account				
Point 1. Balance of Account is same with Comparative Data				
Point 2. There are no long outstanding transactions that should no longer be recorded on the balance sheet				
Account Name	Comparative Data	Point 1 (Yes/No)	Point 2 (Yes/No)	Notes (If No)
Cash & Bank	Cash Book & Bank Statement	✓	✓	
Trade Receivable	Outstanding Invoices (AR Aging Table)	N/A	N/A	
Other Receivable	Detail List	N/A	N/A	
Inventory	Stock Opname Data	N/A	N/A	
Prepaid Tax	Detail List	N/A	N/A	
Prepaid Expense	Prepayment Schedule (Table)	✓	✓	
Advances	Detail List	✓	✓	
Other Current Assets	Detail List	✓	X	waiting Confirmation
Fixed Assets	FA Table	✓	✓	
Trade Payable	Outstanding Payables (AP Aging Table)	N/A	N/A	
Other Payable	Detail List	N/A	N/A	
Accrued Expense	Detail List	✓	✓	
Tax Payable	Monthly SPT (WHT & VAT)	✓	✓	
Loan	Detail List & Loan Agreement	✓	✓	
Equity	Notary Deed	N/A	N/A	
<< Additional Account if any >>				
<< Additional Account if any >>				
Review of Profit Loss Account		Yes/No	Notes (If No)	
Total sales equal to sales data from clients		N/A		
COGS is calculated properly		N/A		
There is no unexplainable fluctuation (significant increase/decrease) compared monthly in PL		✓		
There is no monthly expenses that are missing (exp. Depreciation, Salary, Rent, etc)		✓		
There is no out of ordinary costs (Expenses that occur only this month, etc)		✓		
GL of every PL account have been check to make sure there is no input errors (ex. Rent recorded in Salary account)		✓		
Delivery and Documentation		Yes/No	Notes (If No)	
Email Financial Statement only to PICs who have the right to access salary data		✓		
All related data are well documented on the server		✓		

<u>Aji</u>	<u>Leyn</u>
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