

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 SEIDENSHA ELECTRONICS (THAILAND) CO.,LTD.

Assign date					
Name	AAE SAN	WI SAN	MINT SAN	VY SAN	VY SAN
Month	PIC1	Cross check	PIC2	Leader (responsibility)	Leader check date
February-23	✓	✓	✓	✓	20-Mar-23
March-23	✓	✓	✓	✓	20-Apr-23
April-23	✓	✓	✓	✓	19-May-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

February-23			
	Head Office	Branch	ALL
TOTAL SALES	1,858,000.00	-	1,858,000.00
TOTAL COST OF GOOD SOLD	1,247,606.51	-	1,247,606.51
GROSS PROFIT	610,393.49	-	610,393.49
GROSS PROFIT RATIO	32.9%	0.0%	32.9%

March-23			
	Head Office	Branch	ALL
TOTAL SALES	8,553,500.00	-	8,553,500.00
TOTAL COST OF GOOD SOLD	5,699,761.44	-	5,699,761.44
GROSS PROFIT	2,853,738.56	-	2,853,738.56
GROSS PROFIT RATIO	33.4%	0.0%	33.4%

April-23			
	Head Office	Branch	ALL
TOTAL SALES	995,250.00	-	995,250.00
TOTAL COST OF GOOD SOLD	727,130.51	-	727,130.51
GROSS PROFIT	268,119.49	-	268,119.49
GROSS PROFIT RATIO	26.9%	0.0%	26.9%

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	Head Office			Branch		
	February-23	March-23	April-23	February-23	March-23	April-23
Bank Charge Expense	1,407.00	7,709.60	388.00	-	-	-
Accounting Expense	23,000.00	53,000.00	23,000.00	-	-	-
Insurance Expense	1,367.69	1,179.86	1,443.81	-	-	-
Miscellaneous Expense	200.00	159.90	-	-	-	-
Supply used office	1,919.35	3,256.53	1,178.22	-	-	-
Rent-Office	25,000.00	25,000.00	25,000.00	-	-	-
Travelling-Domestic	13,780.00	8,160.00	8,310.00	-	-	-
Gasoline	46,360.10	43,875.00	30,763.61	-	-	-
Rent-Car	23,647.00	23,647.00	23,647.00	-	-	-
Telephone Expenses	5,150.80	6,008.20	5,289.30	-	-	-
Postage & Telegramm	2,008.00	1,207.00	966.00	-	-	-
Internet expense	2,456.71	2,644.93	2,582.19	-	-	-
Depreciation - Office equipment	1,423.21	1,526.81	1,440.33	-	-	-
Depreciation - Furniture & Fixture	223.23	247.15	239.18	-	-	-
Depreciation - Tool & Equipment	16,848.34	18,653.52	18,051.79	-	-	-
			-	-	-	-
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
101301	Bank in current account Mizuho # H10-764-020175	6,959,936.83	6,959,936.83	-
101302	Bank in current account BBL # 101-3-43404-6	-	-	-
101501	Bank in saving account Mizuho # H15-764-170404	219,896.78	219,896.78	-
101502	Bank in saving account BBL # 101-8-68350-6	16,246,177.24	16,246,177.24	-
101505	Savings Account BBL # 736-044787-9	1,184.83	1,184.83	-
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* If GL and bank statement is not same, please let me know reason below

5. Deposit is as follows;

Acc code	Acc name	Branch Name	THB	Reason, Reference
106100	Deposit		485,000.00	2023 :ANT:INV2023020009: 50%:ref.BL202302001 0
106100	Deposit		350,000.00	2023 :ANT:INV2023030003: 50%:ref.QT202301001 4
106100	Deposit		138,000.00	2023 :NANA:INV2023/027:Q T-005-02-03-203- A1:30%

6. Prepaid Income is as follows;

Acc code	Acc name	Branch Name	THB	Reason, Reference
206200	Prepaid Income		595,000.00	IV0223-019: Faurecia:DOWN50%OF 1,190,000 this is not finish 100% yet
206200	Prepaid Income		660,000.00	IV0323-002 : Summit:DOWN40%OF 1,650,000 this is not finish 100% yet
206200	Prepaid Income		312,000.00	IV0423-009 :CH INDUSTRY :DOWN 40% of 780,000 this is not finish 100% yet