

**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 **MS MOLD (THAILAND) CO., LTD.**

Assign date					
Name	Pao	Eiw	Eiw	Eiw	
Month	PIC1	Cross check	Senior	leader (responsibility)	Leader check date
Oct-22	✓	✓	✓	✓	9-Oct-22
Nov-22	✓	✓	✓	✓	9-Dec-22
Dec-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.

Oct-22			
	Branch1	Branch2	ALL
TOTAL SALES	188,000.00		188,000.00
TOTAL COST OF GOOD SOLD	340,278.26		340,278.26
GROSS PROFIT	(152,278.26)	-	(152,278.26)
<b>GROSS PROFIT RATIO</b>	<b>-81.0%</b>	<b>0.0%</b>	<b>-81.0%</b>

Nov-22			
	Branch1	Branch2	ALL
TOTAL SALES	1,018,800.00		1,018,800.00
TOTAL COST OF GOOD SOLD	561,000.00		561,000.00
GROSS PROFIT	457,800.00	-	457,800.00
<b>GROSS PROFIT RATIO</b>	<b>44.9%</b>	<b>0.0%</b>	<b>44.9%</b>

Dec-22			
	Branch1	Branch2	ALL
TOTAL SALES	-		-
TOTAL COST OF GOOD SOLD	836,577.00		836,577.00
GROSS PROFIT	(836,577.00)	-	(836,577.00)
<b>GROSS PROFIT RATIO</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

**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	Branch 1			Branch 2		
	Oct-22	Nov-22	Dec-22	Oct-22	Nov-22	Dec-22
Telephone Expenses	499.00	499.00	499.00			
Car Rent	19,581.00	19,581.00	19,581.00			
Service Fee	20,500.00	20,510.62	20,500.00			
Accounting Fee	11,500.00	11,500.00	11,500.00			
Water Supplies	183.00	183.00	200.00			
Electricity Expenses	1,391.29	1,433.07	1,593.55			

**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
111301	BANK OF Kasikorn Bank	6,143,705.00	6,143,705.00	-
				-

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