				MO	NTHLY	BOOKKEEPIN	IG CHECK	LIST		
CLIENT NAME: DATA CONN	ECT TEC	HNOLOGI	ES PTE Ltd	d.						
Preparer Name: Jenelyn G. Villegas TEAM:							KELVIN		Deadline:	3/8/202
1st Reviewer: Sandy						1st Review Date:		/8/2023	Target Submission Date:	3/8/202
2nd Reviewer: Raffy Peñaflor						2nd Review Date:		/8/2023	Actual Submission Date:	2/5/222
3rd Reviewer: Kelvin Gonzales Review of Balance Sheet Account						3rd Review Date:	e: 3/8/2023		Date of Complete Info Receipt:	3/6/202
1st Reviewer: Petty Cash Su		and Bank	Statemer	nt is equal with	Voucher	Summary				
2nd Reviewer: Voucher Sun						•				
3rd Reviewer: Financial Sta	tement .	Analytics							_	
Account Name							PIC	1st Review	2nd Review	3rd Review
Cash	Petty Cash Summary and Bank Statement/E					Reconciliation	/	/		✓
Trade Receivable		Accounts Receivable Aging and/or Sales Summary					N/A	N/A	N/A	N/A
Other Receivable		Detail List	Detail List					N/A	N/A	N/A
Inventory		Inventory	Inventory List					N/A	N/A	N/A
Prepaid Tax		Amortizat	Amortization Schedule					N/A	N/A	N/A
Prepaid Expense		Prepayme	nt/Amortiz	ation Schedule (T	able)		/	/		X
Advances		Detail List					N/A	N/A	N/A	N/A
Other Current Assets		Detail List					N/A	N/A	N/A	N/A
Fixed Assets		Lapsing Schedule					N/A	N/A	N/A	N/A
Trade Payable		Outstanding Payables (AP Aging Table)					N/A	N/A	N/A	N/A
Other Payable		Detail List					N/A	N/A	N/A	N/A
Accrued Expense / Accruals		Payment S	Schedule				/	/		X
Tax Payable		Monthly V	VHT (EWT,	FWT, WTC) & VA	Т		/	/		X
Government Remittance		Social Contribution (SSS, PHIC, HDMF)					/	/		X
Loan		Loan Cont	Loan Contract and Amortization Schedule					N/A	N/A	N/A
Equity		Notary Deed, AOI & GIS					N/A	N/A	N/A	N/A
<< Additional Account if any >>										
<< Additional Account if any >>										
,										
<< Additional Account if any >> Review of Profit Loss Account							PIC	1st Review	2nd Review	3rd Review
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						/	/		✓	
Submission & Archiving						PIC	1st Review	2nd Review	3rd Review	
Email Financial Statement to Cli	ient									
All related data are well documented on the server (one drive)							/	/		
								PIC Signature	- Comb	
								1st Reviewer Sign	ature	
								2nd Reviewer Sign	nature	
									1 200	
								3rd Reviewer Sign	ature	