

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 Tsuchiyoshi Matec (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
January-23	✓	✓	✓	✓	10-Feb-23
February-23	✓	✓	✓	✓	10-Mar-23
March-23	✓	✓	✓	✓	10-Apr-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

January-23			
	Head Office	Branch	ALL
TOTAL SALES	12,278,491.00	-	12,278,491.00
TOTAL COST OF GOOD SOLD	10,024,179.13	-	10,024,179.13
GROSS PROFIT	2,254,311.87	-	2,254,311.87
GROSS PROFIT RATIO	18.4%	0.0%	18.4%

February-23			
	Head Office	Branch	ALL
TOTAL SALES	13,870,258.00	-	13,870,258.00
TOTAL COST OF GOOD SOLD	11,342,373.99	-	11,342,373.99
GROSS PROFIT	2,527,884.01	-	2,527,884.01
GROSS PROFIT RATIO	18.2%	0.0%	18.2%

March-23			
	Head Office	Branch	ALL
TOTAL SALES	15,652,472.00	-	15,652,472.00
TOTAL COST OF GOOD SOLD	12,472,922.67	-	12,472,922.67
GROSS PROFIT	3,179,549.33	-	3,179,549.33
GROSS PROFIT RATIO	20.3%	0.0%	20.3%

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		
	January-23	February-23	March-23	January-23	February-23	March-23
Telephone Expenses	10,166.67	8,533.22	14,408.53	-	-	-
Postage Expense	859.00	400.00	459.00	-	-	-
Office Rents	157,894.74	175,894.74	175,894.74	-	-	-
Rental Car	16,000.00	31,000.00	31,000.00	-	-	-
Electricity Expenses	3,903.36	-	4,918.42	-	-	-
accounting software expense Multibook	31,718.38	28,648.86	31,718.42	-	-	-
Consulting Fee	129,201.84	97,500.00	97,500.00	-	-	-
Audit Fee	8,333.33	8,333.33	16,733.37	-	-	-
Computer system fees	20,298.08	19,107.95	19,760.53	-	-	-
Insurance Premium - Building	6,330.54	5,717.91	6,330.54	-	-	-
Insurance Premium - Vehicle	2,450.00	2,212.90	2,293.24	-	-	-
Depreciation - Equipment	6,425.78	5,641.99	5,775.06	-	-	-
Depreciation - Furniture & Textures	956.65	864.03	1,066.34	-	-	-
Depreciation - Vehicle	34,737.66	31,375.93	34,861.78	-	-	-
Depreciation - Tools	20,316.49	18,405.64	20,933.89	-	-	-
Depreciation - Accounting Programme	2,818.52	2,545.82	2,818.52	-	-	-
Depreciation - Re-Pack Machine	4,489.29	4,054.84	4,489.29	-	-	-
Depreciation - Buildings Extra Factory QC Room	242.89	219.39	242.90	-	-	-
Bank Charge	28,269.72	33,965.75	11,198.07	-	-	-
Other Fee	10,282.45	5,700.00	6,900.00	-	-	-
Other Service Charge	40.00	39,490.00	52,854.94	-	-	-
Miscellaneous Expenses	3,858.36	4,218.40	5,598.46	-	-	-
Interest Expenses	51,666.67	51,666.67	51,666.67	-	-	-
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
111201	Current Account SCB Thepharak 019284	-	-	-
111202	Current Account MHC Bangkok 019726	-	-	-
111301	Savings Account SCB Thepharak 724569	137,135.03	137,135.03	-
111302	Savings Account MHC Bangkok 169966	21,069,376.97	21,069,376.97	-
				-
				-

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