

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 Tokyo Sumida Co.,Ltd.

Assign date					
Name	Jim	Rin	Rin	Rin	
Month	PIC1	Cross check	Senior	leader (responsibility)	Leader check date
Jan-23	✓	✓	✓	✓	6-Feb-23
Feb-23	✓	✓	✓	✓	8-Mar-23
Mar-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.

Dec-22			
	Branch1	Branch2	ALL
TOTAL SALES			232,336.45
TOTAL COST OF GOOD SOLD			91,121.39
GROSS PROFIT		-	141,215.06
GROSS PROFIT RATIO	0.0%	0.0%	60.8%

Jan-23			
	Branch1	Branch2	ALL
TOTAL SALES			-
TOTAL COST OF GOOD SOLD			93,171.39
GROSS PROFIT	-	-	(93,171.39)
GROSS PROFIT RATIO	0.0%	0.0%	0.0%

Feb-23			
	Branch1	Branch2	ALL
TOTAL SALES			908,918.99
TOTAL COST OF GOOD SOLD			111,777.25
GROSS PROFIT	-	-	797,141.74
GROSS PROFIT RATIO	0.0%	0.0%	87.7%

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		
	Dec-22	Jan-23	Feb-23	Dec-22	Jan-23	Feb-23
Accounting Fees-Admin	11,750.00	11,750.00	11,750.00			
Office Rent and Services	22,500.00	22,500.00	22,500.00			
Other services	49,722.60	23,002.60	53,844.93			
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
7004200	Audit Fee		58,000.00	

*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	Diff
1111000	Kasikorn bank S/A #037-1-68040-3	306,552.39	306,552.39	-
1111200	Kasikorn bank C/A#038-3-59690-4	467.23	467.23	-
				-
				-
				-
				-

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