

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 Kasumigaseki Capital Co., Ltd.

Assign date					
Name					
Month	PIC1	Cross check	Senior	leader (responsibility)	Leader check date
Oct-22	✓	✓	✓	✓	2-Nov-22
Nov-22	✓	✓	✓	✓	6-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.

Sep-22			
	Branch1	Branch2	ALL
TOTAL SALES			-
TOTAL COST OF GOOD SOLD			-
GROSS PROFIT	-	-	-
GROSS PROFIT RATIO	0.0%	0.0%	0.0%

Oct-22			
	Branch1	Branch2	ALL
TOTAL SALES			-
TOTAL COST OF GOOD SOLD			-
GROSS PROFIT	-	-	-
GROSS PROFIT RATIO	0.0%	0.0%	0.0%

Nov-22			
	Branch1	Branch2	ALL
TOTAL SALES			-
TOTAL COST OF GOOD SOLD			-
GROSS PROFIT	-	-	-
GROSS PROFIT RATIO	0.0%	0.0%	0.0%

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		
	Sep-22	01/010/2022	Nov-22	Sep-22	01/010/2022	Nov-22
Accounting Fee	51,000.00	51,000.00	51,000.00			
Professional Fee	20,400.00	20,400.00	20,400.00			
Office Service	33,628.00	33,628.00	33,628.00			
Telephone Expenses	499.00	499.00	499.00			
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
11120100	SMBC Current Account	10,000.00	10,000.00	-
11120200	Mizuho Current Account	-	-	-
11120300	BAY (MUFG) Current Account	-	-	-
11120400	BAY (Local) Current Account	2,700.00	2,700.00	-
11130100	SMBC Saving Account	5,814,652.37	5,814,652.37	-
11130200	Mizuho Saving Account	2,990.87	2,990.87	-
11130300	BAY (MUFG) Saving Account	10,019,882.40	10,019,882.40	-
11130400	BAY (Local) Saving Account	2,703.61	2,703.61	-

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