

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 CRE (Thailand) Co., Ltd.

Assign date					
Name	AIM	MEW	RUNG	RUNG	
Month	PIC1	Cross check	Senior	leader (responsibility)	Leader check date
Oct-22	✓	✓			
Nov-22	✓	✓			
Dec-22	✓		✓	✓	20-Jan-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.

Oct-22			
	Branch1	Branch2	ALL
TOTAL SALES	308,592.40		308,592.40
TOTAL RENTAL COST/SERVICE COST/	586,877.76		586,877.76
GROSS PROFIT	(278,285.36)	-	(278,285.36)
GROSS PROFIT RATIO	-90.2%	0.0%	-90.2%

Nov-22			
	Branch1	Branch2	ALL
TOTAL SALES	350,268.70		350,268.70
TOTAL COST OF KEEP IT	576,854.17		576,854.17
GROSS PROFIT	(226,585.47)	-	(226,585.47)
GROSS PROFIT RATIO	-64.7%	0.0%	-64.7%

Dec-22			
	Branch1	Branch2	ALL
TOTAL SALES			416,608.36
TOTAL COST OFKEEP IT			616,015.45
GROSS PROFIT	-	-	(199,407.09)
GROSS PROFIT RATIO	0.0%	0.0%	-47.9%

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)

Branch 1						
Month	Oct-22	Nov-22	Dec-22			
Rental Expenses	231,177.80	231,177.80	231,177.80			
Leasehold Amortization	45,227.08	45,227.08	45,227.08			
Eletric Expenses	27,864.20	27,360.74	29,010.40			
Water Expenses	1,302.28	1,067.72	995.38			
Security Fee	52,602.00	5,100.00	52,602.00			
Advertising Fee	25,164.06	25,339.20	2,379.64			
Telephone Fee	6,119.00	6,316.95	10,012.94			
Car Rental	36,808.00	18,404.00	18,404.00			
Internet Charges	1,234.51	1,068.00	1,058.00			
Office Rent	15,000.00	15,000.00	15,000.00			
Accounting Fee	5,000.00	5,000.00	5,000.00			
Professional Fees-Other	127,500.00	470,542.19	333,600.00			
Remark (Explanation)						

3. Special Expense analysis is as follows;

\*If abnormal expense happened, please describe 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
1141-00	Saving-Mizuho H15-764-179513	42,559.29	42,559.29	-
1142-00	Saving-Sumitomo #2010106500	284,407.01	284,407.01	-
1143-00	Saving -Kasikorn #0221809750	1,053,775.91	1,053,775.91	-
1144-00	Saving-Krungsri #2108605020	1,178,887.30	1,178,887.30	-
1145-00	Saving-Kasikorn (SS) #0373775282	2,481,834.68	2,481,834.68	-
1146-00	Saving-Bangkok Bank(SS) #1019138955	7,988.98	7,988.98	-
1147-00	Saving-Bangkok Bank(SS)#8777341358	1,013.38	1,013.38	-
1148-00	Saving-Krungsri #6701311542	1,708.13	1,708.13	-
1151-00	Time- Dps. - Kasrikorn #0221817508	205,795.45	205,795.45	-
Petty cash	Petty cash	4,000.00	4,000.00	-

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