

DEBTOR: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

**OFFICE OF THE UNITED STATES TRUSTEE**  
**REGION 11**  
**MONTHLY OPERATING REPORT**  
**CHAPTER 11**  
**BUSINESS OPERATIONS w/ Financial Statements**

**COVER SHEET AND QUESTIONNAIRE**

For Period Ended: \_\_\_\_\_

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***FILE THIS REPORT WITH THE COURT NO LATER THAN 21 DAYS AFTER THE END OF THE MONTH***

Debtor must attach each of the following reports / documents unless the U. S. Trustee has waived the requirement in writing.

Report/Document	Previously	REQUIRED REPORTS/DOCUMENTS
Attached	Waived	
<input type="checkbox"/>	<input type="checkbox"/>	1 Cash Flow Statement ( <i>Page 2</i> )
<input type="checkbox"/>	<input type="checkbox"/>	2 Bank Reconciliation(s), Taxes Payable and Narrative ( <i>Page 3</i> )
<input type="checkbox"/>	<input type="checkbox"/>	3 Cash Receipts and Disbursement Details ( <i>Pages 4 and 5</i> )
<input type="checkbox"/>	<input type="checkbox"/>	4 Rental Property Detail ( <i>Page 6</i> )
<input type="checkbox"/>	<input type="checkbox"/>	5 Balance Sheet and Profit & Loss Statement ( <i>Pages 7 and 8</i> )
<input type="checkbox"/>	<input type="checkbox"/>	6 Supporting Schedules ( <i>Page 9</i> )
<input type="checkbox"/>	<input type="checkbox"/>	7 <b>Bank Statements for All Bank Accounts</b> (redact all but last four digits of bank account numbers)

QUESTIONNAIRE	Yes	No
Please answer the questions below for the month being reported:		
1. Did you deposit all receipts into your DIP account this month?	_____	_____
2. Are all insurance policies current and in effect?	_____	_____
3. Have all post-petition taxes and payroll items been timely paid?	_____	_____
4. Have all post-petition tax returns and payroll reports been timely filed?	_____	_____
5. Did you pay all your post-petition bills on time this month?	_____	_____
6. Are you current on U.S. Trustee quarterly fees payments?	_____	_____
7. Did you borrow money from anyone this month?	_____	_____
8. Did you pay any bills you owed before you filed for bankruptcy?	_____	_____
9. Do you have any bank accounts open other than the DIP account(s)?	_____	_____
10. Have you paid your attorney or other professionals this month?	_____	_____
10a. If yes, did you have Court approval to do so?	_____	_____
11. Did you have any unusual or significant expenses this month?	_____	_____

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***I declare under penalty of perjury that this Monthly Operating Report, and any statements and attachments are true, accurate and correct to the best of my belief.***

Executed on: \_\_\_\_\_ Signature (Debtor): \_\_\_\_\_  
Print name: \_\_\_\_\_

DEBTOR: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

**CASH FLOW STATEMENT -BUSINESS OPERATIONS**

Month Reporting:

**CASH FLOW SUMMARY (SEE NOTE A)**

<b>1. Beginning Cash Balance</b> (from last month's report)	\$ _____ (1)
<b>2. Cash Receipts</b>	
Rents collected	_____
Funds borrowed	_____
Sales Revenue	_____
Collection on receivables	_____
Capital contributions from owners or insiders	_____
Sale of assets	_____
Other _____	_____
Total Cash Receipts	\$ _____ -
<b>3. Cash Disbursements</b>	
Mortgage / Secured debt payment	_____
Administrative	_____
Asset purchases	_____
Compensation to owner	_____
Insurance expense	_____
Inventory purchases	_____
Legal / Professional Fees	_____
Maintenance (repairs/upkeep)	_____
Other Salaries	_____
Payroll or other taxes	_____
Real property taxes	_____
U.S. Trustee Fees	_____
Utilities and Telephone Expenses	_____
Other _____	_____
Other _____	_____
Total Cash Disbursements	\$ _____ -
<b>4. Net Cash Flow for Month</b> (Total Cash Receipts less Total Cash Disbursements)	\$ _____ -
<b>5. Ending Cash Balance</b> (Beginning Cash Balance + Net Cash Flow for month)	\$ _____ - (2)

**CALCULATION OF DISBURSEMENTS FOR UNITED STATES TRUSTEE QUARTERLY FEES**

Total Cash Disbursements for the Month <i>(from above)</i>	\$ _____ -
Less: Transfers between debtor bank accounts <i>(only if included in Disbursements above)</i>	_____
Add: Any amounts paid on behalf of the debtor by others	_____
<b>Disbursements for U.S. Trustee Fee Calculation</b>	\$ _____ -

(A) The term "cash" includes all forms of currency i.e., checks, cash, money orders, etc.

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(1) Current month beginning cash balance should equal the previous month's ending balance.

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(2) Ending Cash Balance should equal page 3, reconciled total of all bank accounts.

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**BANK and CASH RECONCILIATIONS**

Month ending:	Acct #1	Acct #2	Acct #3	Cash
Name of Bank:				
Last four digits of account				
Purpose of Acct (Operations, Payroll, etc.)				
Type of account (Checking or Savings)				
<b>Balance per Bank Statement or Cash (@ end of month)</b>				
<b>ADD:</b> Cash receipts not yet credited by bank (attach list)				
<b>SUBTRACT:</b> O/S checks not yet cleared bank (attach list)				
Other reconciling items (attach list)				
<b>Month end Balance (Must agree with books)</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OF ALL ACCOUNTS and CASH</b>				\$ - (2)

Note: Attach a copy of the bank statement for each account

**POST-PETITION TAXES PAYABLE SCHEDULE**

	Begin Balance	+ Amt accrued this month	- Amt paid this month	End Balance
Income Tax Withheld from paychecks				
Payroll Tax Withheld from paychecks				
401(k) Retirement Withheld from paychecks				
Employer Payroll Taxes due				
Sales, Use and Excise taxes collected				
Property taxes				

**NARRATIVE**

Please provide a brief description of any significant business and legal actions taken by the debtor, its creditors, or the court during the reporting period, any unusual or non-recurring transactions that are reported in the cash flow statement and any significant changes in the financial condition of the debtor which have occurred subsequent to the report date.


(2) Total of all accounts should equal page 2, line 5 - Ending Cash Balance.

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For Period: \_\_\_\_\_ to \_\_\_\_\_

**Debtor In Possession Account:**

**Total Cash Receipts** \$ \_\_\_\_\_ (1)

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For Period: \_\_\_\_\_ to \_\_\_\_\_

**Debtor In Possession Account:**

### Total Cash Disbursements

\$ \_\_\_\_\_ (1)

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DEBTOR: \_\_\_\_\_

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**RENTAL INFORMATION by PROPERTY**

	Property #1	Property #2	Property #3	Property #4
Property Address				
Type of property (commercial, apartment, land, etc.)				
Number of units in building - total				
Number of units in building - rented this month				
Gross \$ rent due this month - if all units were rented				
Net \$ rent due this month - based only on units rented				
<b>Actual Net rent collected this month - per property</b>				
<b>TOTAL RENT COLLECTED THIS MONTH</b>				

(3)

*If Net Rent Due this month is greater than the Actual Net Rent Collected, please explain why below:*


*Any Net Rent Due that was not collected this month should be added to the "Amounts Owed to You" on page 3.*

(3) Total rent collected should equal page 2, line 2 - "Rents Collected".

DEBTOR: \_\_\_\_\_

CASE NO: \_\_\_\_\_

**COMPARATIVE BALANCE SHEET**

For Period Ended: \_\_\_\_\_

**ASSETS**

## Current Assets:

Cash (should equal Page 2, line 5)

Accounts Receivable (from Page 9)

Receivable from Officers, Employees, Affiliates

Inventory

Other Current Assets :(List) \_\_\_\_\_

## Total Current Assets

## Fixed Assets:

Land

Building

Equipment, Furniture and Fixtures

## Total Fixed Assets

Less: Accumulated Depreciation

## Net Fixed Assets

Other Assets (List): \_\_\_\_\_

**TOTAL ASSETS****LIABILITIES**

Post-petition Accounts Payable (from Page 9)

Post-petition Accrued Professional Fees (from Page 9)

Post-petition Taxes Payable

Post-petition Loans Payable

Other Post-petition Payable(List): \_\_\_\_\_

## Total Post Petition Liabilities

## Pre Petition Liabilities:

Secured Debt

Priority Debt

Unsecured Debt

## Total Pre Petition Liabilities

**TOTAL LIABILITIES****OWNERS' EQUITY**

Owner's/Stockholder's Equity

Retained Earnings - Prepetition

Retained Earnings - Post-petition

**TOTAL OWNERS' EQUITY****TOTAL LIABILITIES AND EQUITY**

(1) Petition date values are taken from the Debtor's balance sheet as of the petition date or are the values listed on the Debtor's schedules.

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DEBTOR: \_\_\_\_\_

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**PROFIT AND LOSS STATEMENT**

For Period \_\_\_\_\_ to \_\_\_\_\_

	Current Month	Accumulated Total (1)
Gross Operating Revenue		
Less: Discounts, Returns and Allowances	( _____ )	( _____ )
<b>Net Operating Revenue</b>	<u>\$ -</u>	<u>\$ -</u>
Cost of Goods Sold	_____	_____
<b>Gross Profit</b>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses		
Officer Compensation		
Selling, General and Administrative		
Rents and Leases		
Depreciation, Depletion and Amortization		
Other (list): _____		
	_____	_____
Total Operating Expenses	<u>\$ -</u>	<u>\$ -</u>
<b>Operating Income (Loss)</b>	<u>\$ -</u>	<u>\$ -</u>
Non-Operating Income and Expenses		
Other Non-Operating Expenses		
Gains (Losses) on Sale of Assets		
Interest Income		
Interest Expense		
Other Non-Operating Income		
	_____	_____
Net Non-Operating Income or (Expenses)	<u>\$ -</u>	<u>\$ -</u>
Reorganization Expenses		
Legal and Professional Fees		
Other Reorganization Expense		
	_____	_____
Total Reorganization Expenses	<u>\$ -</u>	<u>\$ -</u>
<b>Net Income (Loss) Before Income Taxes</b>	<u>\$ -</u>	<u>\$ -</u>
Federal and State Income Tax Expense (Benefit)	_____	_____
<b>NET INCOME (LOSS)</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

(1) Accumulated Totals include all revenue and expenses since the petition date.

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DEBTOR: \_\_\_\_\_

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**SUPPORTING SCHEDULES**

For Period: \_\_\_\_\_ to \_\_\_\_\_

**ACCOUNTS RECEIVABLE AND POST PETITION PAYABLE AGING**

<u>Due</u>	<u>Accounts Receivable</u>	<u>Post Petition A/P</u>
Under 30 days		
30 to 60 days		
61 to 90 days		
91 to 120 days		
Over 120 days		
<b>Total Post Petition</b>	\$ -	
<b>Pre Petition Amounts</b>		
Total Accounts Receivable	\$ -	
Less: Bad Debt Reserve	( )	
<b>Net Accounts Receivable</b>	\$ -	
	<b>Total Post Petition Accounts Payable</b>	\$ -

\* Attach a detail listing of aged accounts receivable and post-petition accounts payable

**SCHEDULE OF PAYMENTS TO ATTORNEYS AND OTHER PROFESSIONALS**

	<u>Prior Mo Balance Due</u>	<u>+ Current Month's Accrual</u>	<u>- Paid in Current Month</u>	<u>Date of Court Approval</u>	<u>Current Month-end Balance Due *</u>
Debtor's Counsel	\$				
Counsel for Unsecured Creditors' Committee					
Trustee's Counsel					
Accountant					
Other: _____					
<b>Total</b>	\$ -	\$ -	\$ -		\$ -

\*Balance due to include fees and expenses incurred but not yet paid.

**SCHEDULE OF PAYMENTS AND TRANSFERS TO PRINCIPALS/EXECUTIVES\*\***

<u>Payee Name</u>	<u>Position</u>	<u>Nature of Payment</u>	<u>Amount</u>
			\$

\*\*List payments and transfers of any kind and in any form made to or for the benefit of any proprietor, owner, partner, shareholder, officer or director.