

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF TENNESSEE**

**IN RE**

**CASE NO.** \_\_\_\_\_

\_\_\_\_\_  
**(Case Name)**

**CHAPTER 11**

\_\_\_\_\_  
**Debtor(s)**

**MONTHLY OPERATING REPORT  
FOR INDIVIDUALS**

**FOR MONTH ENDING \_\_\_\_\_, 20\_\_**

**Comes now \_\_\_\_\_, debtor in possession,  
and hereby submits its Monthly Operating Report for the period commencing  
\_\_\_\_\_ and ending \_\_\_\_\_ as shown by the report and  
exhibits consisting of \_\_\_\_\_ pages and containing the following, as indicated:**

- \_\_\_\_\_ **Statement of Income (Loss)**
- \_\_\_\_\_ **Statement of Assets and Liabilities**
- \_\_\_\_\_ **Reconciliation of Cash/Cash Disbursements Detail (Exhibit A)**
- \_\_\_\_\_ **Detail of Post-Petition Liabilities (Exhibit B)**
- \_\_\_\_\_ **Transfer of Property (Exhibit C)**
- \_\_\_\_\_ **Certificate of Service**

I declare under penalty of perjury that this report and all attachments are true and correct to the best of my knowledge and belief. I also hereby certify that the original Monthly Operating Report was filed with the Bankruptcy Court Clerk and a copy delivered to the U.S. Trustee and such other parties as listed on the attached Certificate of Service.

Date: \_\_\_\_\_

**DEBTOR-IN-POSSESSION**

\_\_\_\_\_  
(Signature)

Name and Title: \_\_\_\_\_  
(Print or Type)

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**NOTE:** These forms are available on the Region 8 U.S. Trustee website at:  
[http://www.usdoj.gov/ust/r08/tennessee/knoxville\\_staff.html](http://www.usdoj.gov/ust/r08/tennessee/knoxville_staff.html)  
(the space between "knoxville" and "staff" is an underscore)

**For more information contact:**

**Becky H. Halsey**  
**Bankruptcy Analyst**  
**Office of the U. S. Trustee**  
**800 Market Street, Ste 114**  
**Knoxville, TN 37902**  
**(856) 545-4015**

CASE NAME: \_\_\_\_\_

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

**STATEMENT OF INCOME (LOSS)**  
**MONTH ENDING \_\_\_\_\_**

<b>I. INCOME (LIST SOURCES)</b>	<b><u>CURRENT MONTH</u></b>	<b><u>FILING TO DATE</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>II. COST OF GOODS SOLD</b>	_____	_____
<b>III. GROSS PROFIT</b> (SEC. I LESS SEC. II)	_____	_____
<b>IV. GENERAL EXPENSES</b>	_____	_____
<b>Advertising</b>	_____	_____
<b>Accounting</b>	_____	_____
<b>Bad Debts</b>	_____	_____
<b>Bank Charges</b>	_____	_____
<b>Compensation to Officers,     Partners or Proprietors</b>	_____	_____
<b>Contributions</b>	_____	_____
<b>Dues &amp; Subscriptions</b>	_____	_____
<b>Equipment Rental</b>	_____	_____
<b>Insurance</b>	_____	_____
<b>Interest</b>	_____	_____

	<u>CURRENT MONTH</u>	<u>FILING TO DATE</u>
<b>Legal</b>	_____	_____
<b>Other Wages</b>	_____	_____
<b>Postage</b>	_____	_____
<b>Property Taxes</b>	_____	_____
<b>Rent</b>	_____	_____
<b>Repair &amp; Maintenance</b>	_____	_____
<b>Supplies</b>	_____	_____
<b>Taxes - Payroll &amp; Other</b>	_____	_____
<b>Telephone</b>	_____	_____
<b>Travel Expense</b>	_____	_____
<b>Utilities</b>	_____	_____
<b>Vehicle Expense</b>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL EXPENSES:</b>	_____	_____
<b>NET INCOME OR LOSS (SEC. III LESS SEC. IV)</b>	_____	_____

CASE NAME: \_\_\_\_\_

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

**STATEMENT OF ASSETS AND LIABILITIES**  
**MONTH ENDING \_\_\_\_\_**

**I. ASSETS (from Schedules A and B)**

**AMOUNT**

Cash (from "Ending Cash", Exhibit A) \_\_\_\_\_

**Securities and other short**  
    **term liquid assets** \_\_\_\_\_

**Accounts receivable** \_\_\_\_\_

**Inventory:**  
        **Beginning of period** \_\_\_\_\_  
    **End of period** \_\_\_\_\_

**Other current assets (itemize):**  
    \_\_\_\_\_  
    \_\_\_\_\_

**Long-term assets - include**  
    **equipment, buildings and**  
    **property (itemize):**  
    \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_

**Total Assets** \_\_\_\_\_

**II. LIABILITIES**

**AMOUNT**

**Postpetition (from “Total Amount Due”,  
Exhibit B)**

\_\_\_\_\_

**Prepetition (itemize):**

**Secured (from bankruptcy petition  
Schedule D)**

\_\_\_\_\_

**Priority (from bankruptcy petition  
Schedule E)**

\_\_\_\_\_

**Unsecured (from bankruptcy petition  
Schedule F)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Liabilities**

\_\_\_\_\_

**EXHIBIT A [Complete an Exhibit A for each bank account]**

**CASE NAME:** \_\_\_\_\_

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

**RECONCILIATION OF CASH**  
**MONTH ENDING** \_\_\_\_\_

**BANK NAME** \_\_\_\_\_

**ACCOUNT NO.** \_\_\_\_\_

**BEGINNING CASH PER BOOKS** \_\_\_\_\_

**PLUS RECEIPTS** \_\_\_\_\_

**PLUS TRANSFERS IN \*** \_\_\_\_\_

**LESS DISBURSEMENTS**  
**{LIST BELOW}** { \_\_\_\_\_ }

**LESS TRANSFERS OUT \*** { \_\_\_\_\_ }

**ENDING CASH PER BOOKS**  
**(to "Cash", Statement**  
**of Assets and Liabilities)** \_\_\_\_\_

\* Use Transfer line only for transfers between multiple bank accounts.

**CASH DISBURSEMENTS DETAIL**

<u>DATE</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
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**TOTAL DISBURSEMENTS:** \_\_\_\_\_

EXHIBIT B

CASE NAME: \_\_\_\_\_

DETAIL OF POST PETITION LIABILITIES

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

MONTH ENDED: \_\_\_\_\_

	DATE INCURRED	DATE DUE	AMOUNT DUE	0-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS
PAYROLL TAX	_____	_____	_____	_____	_____	_____	_____
SALES TAX	_____	_____	_____	_____	_____	_____	_____
RENT	_____	_____	_____	_____	_____	_____	_____
OTHER (LIST SEPARATELY)	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
TOTALS (TO SECTION II, STATEMENT OF ASSETS & LIABILITIES):	_____	_____	_____	_____	_____	_____	_____

I HEARBY SWEAR (OR AFFIRM) THAT ALL POST PETITION DEBTS OR OBLIGATIONS (INCLUDING TAXES TO ALL TAXING AUTHORITIES) ARE BEING PAID ON A TIMELY BASIS. (IF NOT, ATTACH EXPLANATION)

\_\_\_\_\_  
SIGNATURE



**EXHIBIT C**

**CASE NAME:** \_\_\_\_\_

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

**During the current period has any property of the debtor been sold or otherwise transferred other than in the ordinary course of the debtor's business?**

**If so, give a description of the property, to whom it was transferred, the date of the transfer, costs and expenses associated with the transfer (including all seller closing costs and loan payoff amounts) and the net amount received. If available, attach a copy of the settlement statement associated with the closing.**

CERTIFICATE OF SERVICE

I hereby certify that a true copy of the foregoing Monthly Operating Report was sent by U. S. Mail properly addressed and with correct postage to the persons or offices listed below.

Done this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Street address)

\_\_\_\_\_  
(City, state, zip)

\_\_\_\_\_  
(Telephone)

The Monthly Operating Reports are required to be filed electronically with the Clerk of the Court in which your petition was filed. Copies should be mailed to the members of the Unsecured Creditor's Committee, if applicable and the Internal Revenue Service at the following address:

Internal Revenue Service  
SB/SE - Insolvency  
801 Broadway, MDP 146  
Nashville, TN 37203