

## **INSTRUCTIONS FOR PREPARATION OF DEBTOR'S CHAPTER 11 MONTHLY OPERATING REPORT FOR BUSINESS**

Debtors-in-Possession and Trustees must file with the Bankruptcy Court, and serve on the United States Trustee, financial reports reflecting the activities of debtor's business each month. These reports are to be submitted by the 20th of the month following the reporting period. The following comments are provided to assist in preparation of the forms provided by the United States Trustee.

### **SCHEDULE OF RECEIPTS AND DISBURSEMENTS-**

#### **Item 1 - FUNDS AT BEGINNING OF PERIOD**

For debtor's first report this will be the amount of cash-on-hand and funds in all bank accounts at the time of filing. For subsequent reports this will normally be the ending balance from the prior report.

#### **Item 2C - OTHER RECEIPTS**

Note all receipts from all sources including, but not limited to, any loans received by the debtor.

### **ATTACHMENT 4 - MONTHLY BANK ACCOUNT SUMMARY**

A separate attachment is required for each bank account, including savings accounts and negotiable instruments (e.g. certificates of deposit, money market accounts, stocks or bonds).

### **ATTACHMENT 5 - CHECK REGISTER**

Itemize all checks written on all accounts. Debtors using computerized systems may submit computer-generated register. Include bank accounts used for credit card collections. In addition to the summary, a copy of each bank statement, canceled checks and bank reconciliation shall be submitted.

### **ATTACHMENT 6 - MONTHLY TAX REPORT**

Note all payroll tax deposits made during the period and attach copies of the payroll tax receipts.

### **ATTACHMENT 7 - PROOF OF INSURANCE**

This information must be submitted each month even if there has been no change in insurance coverage. If a new policy is issued, coverage is changed, limits are changed, or if there is any other change in insurance coverage, a copy of the new certificate of insurance reflecting such changes must be attached.

All pages of this report, with attachments, should be stapled together and filed with the cover sheet showing the name, address and telephone number of debtor and debtor's attorney.

**Failure to submit Monthly Reports will seriously jeopardize your case, and may result in the dismissal or conversion of your case to a Chapter 7. If you have any questions regarding these reports which your attorney cannot answer, your attorney should contact the attorney or bankruptcy analyst in the United States Trustee's office who is assigned to your case.**