

**UNITED STATES TRUSTEE'S
MONTHLY OPERATING REPORT WORKSHOP
JANUARY - DECEMBER 2009**

Presented by: Michael Sorgaard
Regional Bankruptcy Analyst, San Francisco

Matthew R. Kretzer
Trial Attorney, Oakland

Patricia Martin
Bankruptcy Analyst, San Francisco

Brian Martinson, CPA
Bankruptcy Analyst, San Jose

Wayne Yee
Bankruptcy Analyst, San Francisco

Karen Muir, CPA
Bankruptcy Analyst, San Jose

Areas Covered: You will receive a basic review of how to complete the monthly operating reports required by the United States Bankruptcy Court for the Northern District of California and the United States Trustee, Department of Justice for Chapter 11 Debtors-in-Possession and Trustees and Chapter 7 Trustees with operating cases.

- Purpose of Monthly Operating Reports
- Instructions on how to get started
- Review of all schedules in the Monthly Operating Report
- Insight into the UST review of Monthly Operating Reports

Prerequisite: Working knowledge of bookkeeping, including basic understanding of the balance sheet, income statement, and cash flow analysis.

Course Level: Basic

Course Schedule: **SAN JOSE** courses are held at 280 South First Street, Room 268, from 10:00 A.M. to 12:00 Noon, on the following dates:

| | | | |
|-------------|----------|--------------|-------------|
| January 9 | April 10 | July 17 | October 9 |
| February 13 | May 8 | August 21 | November 13 |
| March 13 | June 12 | September 18 | December 11 |

SAN FRANCISCO courses are held at 235 Pine Street, Suite 700, from 10:00 A.M. to 12:00 Noon, on the following dates:

January 9 March 6 May 1 July 10 September 4 November 6

OAKLAND courses are held at 1301 Clay Street, Room 690N, from 10:00 A.M. to 12:00 Noon, on the following dates:

February 6 April 3 June 5 August 7 October 2 December 4

SANTA ROSA courses are held at 777 Sonoma Avenue, Room 116 on the following dates
by appointment only:

January 16 April 17 August 18 November 16

Please call Wayne Yee at (415) 705-3361 to schedule a Santa Rosa appointment

Cost: Free to anyone interested in bankruptcy financial reporting.