

**UNITED STATES TRUSTEE
REGION 8**

**CHAPTER 11
MONTHLY OPERATING REPORT
(for Individuals and Non-Operating Entities)**

INSTRUCTIONS

This instruction page is for information only and should not be filed.

Every Chapter 11 debtor-in-possession or trustee must file a Monthly Operating Report each month. This report must be filed with the Court in accordance with the local rules and served on the United States Trustee. Failure to timely file and serve copies of the Monthly Operating Report is a basis for conversion or dismissal of this case.

The Monthly Operating Report is designed to give interested parties information about the debtor's financial activity in order for them to monitor the likelihood of successful reorganization. These forms are available on the website for the Nashville Office of the United States Trustee at www.usdoj.gov/ust/r08/tennessee/nashville_staff.htm in PDF, Microsoft Word and Word Perfect formats.

The following documents are part of the Monthly Operating Report:

- A. **Monthly Operating Report Cover Sheet, Checklist and Certificate of Service.**
- B. **Status of Insurance and Postpetition Payments** (Attachment 1).
All information requested must be provided.
- C. **Reconciliation of Cash and Detailed Listing of Receipts**
(Attachment 2).
- D. **Detailed Listing of Disbursements** (Attachment 3).
- E. **Schedule of Accounts Receivable** (Attachment 4).
- F. **Summary of Post Petition Liabilities** (Attachment 5).

CHAPTER 11
MONTHLY OPERATING REPORT
STATUS OF INSURANCE AND PAYMENTS TO PROFESSIONALS

CASE NAME: _____

CASE NUMBER: _____

MONTH OF: _____

1. Insurance: Is coverage in effect for all tangible assets? ____ Are payments current? ____ If any policy has lapsed, been replaced or renewed, state so in the schedule below. Attach a copy of the new policy's binder or cover page.

<u>Type</u>	<u>Name of Carrier</u>	<u>Coverage Amount</u>	<u>Policy #</u>	<u>Expiration Date</u>	<u>Premium Amounts</u>	<u>Date Pd. Thru</u>
Homeowners	_____					
Rental property	_____					
Liability	_____					
Vehicle	_____					
Other (specify):	_____					

2. Postpetition Payments: List any postpetition payments to professionals and payments on prepetition debts in the schedule below (attach separate sheet if necessary).

<u>Payments To/On</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Order Date</u>
Professionals (attorneys, accountants, etc.):				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Prepetition debts:				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SCHEDULE OF POST PETITION LIABILITIES

CASE NAME: _____

ATTACHMENT 5
REV 10/2004

CASE NUMBER: _____

MONTH ENDED: _____

	DATE INCURRED	DATE DUE	TOTAL DUE	0-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS
TAXES PAYABLE							
Federal Income Tax	_____	_____	_____	_____	_____	_____	_____
FICA	_____	_____	_____	_____	_____	_____	_____
Unemployment Tax	_____	_____	_____	_____	_____	_____	_____
Sales Tax	_____	_____	_____	_____	_____	_____	_____
Personal Property Tax	_____	_____	_____	_____	_____	_____	_____
TOTAL TAXES PAYABLE	_____	_____	_____	_____	_____	_____	_____
POSTPETITION SECURED DEBT	_____	_____	_____	_____	_____	_____	_____
POSTPETITION UNSECURED DEBT	_____	_____	_____	_____	_____	_____	_____
ACCRUED INTEREST PAYABLE	_____	_____	_____	_____	_____	_____	_____
TRADE ACCOUNTS PAYABLE & OTHER: (list separately)*	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
TOTALS	=====	=====	=====	=====	=====	=====	=====

* Attach separate page if necessary.