

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

In re _____) Case No. _____
)
)
)
)
) **MONTHLY REPORT OF**
) **OPERATIONS (Local Rule No. 215)**
Debtor(s).)
_____)

MONTH ENDING _____, 19__

Debtor-in-possession hereby submits its Monthly Report on the **Accrual Basis** of accounting.

ACCRUAL BASIS

Attached hereto are the following schedules:

- A. Cash Receipts and Cash Disbursements
- I. Federal and State Taxes
- J. Monthly Operating Statement Questionnaire
- K. Other Appropriate Schedules
 - Balance Sheet
 - Income Statement
 - Schedules of Account Receivable/Post-Petition Debt

Note: The Balance Sheet, Income Statement and Schedules I and J MUST be filed.

Schedule A MUST be filed.

A Statement of Cash Flows may be substituted for Schedule A.

Schedule K as appropriate

SCHEDULE A
CASH RECEIPTS AND DISBURSEMENTS
RECEIPTS

Cash Sales	\$ _____
Rents Collected	_____
Accounts Receivable collected	_____
Other Receipts (describe):	_____

TOTAL RECEIPTS	\$ _____

DISBURSEMENTS

Payments to vendors for merchandise	\$ _____
Net payroll paid	_____
Payroll taxes paid/deposited to tax account:	
Employee withholdings	_____
Employer portion	_____
Sales taxes paid/deposited to tax account	_____
Other Disbursements (describe):	
a.	_____
b.	_____
c.	_____
d.	_____
f.	_____
g.	_____
h.	_____
I.	_____
j.	_____
k.	_____
Miscellaneous (attach listing)	_____
Living allowance or draw	_____
2. TOTAL DISBURSEMENTS	\$ _____
3. Receipts OVER or (UNDER) Disbursements	<u><u>\$ _____</u></u>

SCHEDULE B
SUMMARY OF CASH TRANSACTIONS
SINCE FILING PETITION

4.	Total receipts to date (prior month Schedule B line 4 plus current month Schedule A line 1)	\$ _____
5.	Total disbursements to date (prior month Schedule B line 5 plus current month Schedule A line 2)	_____
6.	Net receipts OVER (UNDER) disbursements	\$ <u>_____</u>

SCHEDULE C
BALANCE IN DEBTOR-IN-POSSESSION ACCOUNT

Balance at end of last month	\$ _____
Net transactions for this month (Line 3 - Schedule A)	_____
Balance at end of this month	\$ <u>_____</u>

SCHEDULE D
BALANCE IN TAX ACCOUNT

Balance at end of last month	\$ _____
Add deposits from general account	_____
Subtotal	_____
Deduct payments to taxing agencies	_____
Balance at end of this month	\$ <u>_____</u>

SCHEDULE E
BALANCE IN _____ ACCOUNT

Balance at end of last month	\$ _____
Add deposits from general account	_____
Subtotal	_____
Deduct disbursements	_____
Balance at end of this month	\$ <u>_____</u>

**SCHEDULE F
POST PETITION DEBTS**

Balance at end of last month	\$ _____
Add debts incurred this month	_____
Subtotal	_____
Deduct payments made this month on this balance	_____
Subtotal	_____
Adjustments (Explain on separate sheet)	_____
Balance at end of this month (Attach listing)	\$ _____

**SCHEDULE G
ACCOUNTS RECEIVABLE BALANCE**

Balance of receivables at end of last month	\$ _____
Add new receivables for this month	_____
Subtotal	_____
Deduct accounts collected (from Schedule A)	_____
Subtotal	_____
Adjustments (Explain on separate sheet)	_____
Balance at end of this month	\$ _____

**SCHEDULE H
INVENTORY AND COST OF GOODS SOLD**

Inventory balance at end of last month	\$ _____
Add merchandise purchases	_____
Total inventory available	_____
Adjustments (Explain on separate sheet)	_____
Less inventory balance at end of month	_____
Total cost of goods sold	\$ _____

**SCHEDULE I
FEDERAL AND STATE TAXES**

1. Tax balance at end of last month \$ _____

PAYROLL TAX LIABILITY THIS MONTH:

Period: () Weekly () Biweekly
 () Semimonthly () Monthly

Federal Employer ID # _____

EDD ID # _____

Withholdings:

Federal Income Tax	\$ _____
FICA Withheld	_____
State Income Tax	_____
State Disability	_____

Employer tax liability:

FICA	_____
Federal unemployment	_____
State unemployment	_____

2. Total payroll taxes due _____

SALES AND OTHER TAX LIABILITY THIS MONTH:

SBE ID # _____

Sales tax liability	\$ _____
Other (excise, city, business, etc.)	_____

3. Total sales and other taxes due _____

SUMMARY OF TAX PAYMENTS MADE THIS MONTH:

Payee	Date	Bank acct. #	Ck. #	\$
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. Total tax payments made _____

5. Tax balance at end of this month \$ _____
(add lines 1-3 less line 4)

**SCHEDULE J
MONTHLY OPERATING STATEMENT QUESTIONNAIRE**

YES NO N/A

- | | | | | |
|--------|--|--------------------------|--------------------------|--------------------------|
| 1. | Copies of checkbooks or receipts and disbursements listing attached: | | | |
| | Debtor-in-possession account | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Tax account | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Other account | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Listing of unpaid postpetition debts (include unpaid professional fees & interest owed) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Have any payments been made to secured creditors or lessors? (If yes, attach listing of payments made) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. (a) | Have any payments been made to officers, shareholders, insiders, relatives or professionals? (If yes, attach listing of payments made) | <input type="checkbox"/> | <input type="checkbox"/> | |
| (b) | Were these payments approved by the court? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. (a) | Have any payments been made on prepetition debts? (If yes - attach listing of payments made) | <input type="checkbox"/> | <input type="checkbox"/> | |
| (b) | Were these payments approved by the court? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. | Do you carry insurance coverage of any kind? (attach copies of declaration pages)
NOTE: If you have previously submitted copies of declaration pages & there have been no changes in coverage, initial here: _____
(no copies needed) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. | Have U.S. Trustee quarterly fees been paid? (If yes - attach listing of payments made) (If no - attach explanation) | <input type="checkbox"/> | <input type="checkbox"/> | |

DECLARATION OF DEBTOR

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

EXECUTED ON _____
(Date)
(Signature) DEBTOR-IN-POSSESSION

I have reviewed the Monthly Report of Operations and, after making reasonable inquiry, believe that the information is true and correct.

(Signature of Preparer)
(Attorney or Accountant)
(Date)

**MONTHLY OPERATING REPORT
INSTRUCTION SHEET**

1. **Cover Sheet**

- a. Enter the case name, case number, month of report on the appropriate cover sheet (cash basis or accrual basis).
- b. Place a check mark in each box for which a schedule is filed.

2. **Schedule A**

- a. Complete this schedule for all receipts and cash disbursements for the month.
- b. If additional lines are needed for listing receipts or disbursements attach additional pages.

3. **Schedule B**

- a. This schedule must reflect all receipts and disbursements since filing the petition (cumulative).
- b. Total receipts = this line from last month + Schedule A, total receipts.
- c. Total disbursements = this line from last month + Schedule A, total disbursements.

4. **Schedule C**

This schedule must reflect the balance in the debtor-in-possession account (or general account). This balance must equal the balance on Schedule B, Line 6, plus any beginning bank balance at the time the bankruptcy was filed.

5. **Schedule D**

This schedule must reflect the balance in the tax account, if you are required to have one.

6. **Schedule E**

This schedule must reflect the balance in any other account you maintain. The number of cash accounts held should be kept to a minimum, mainly the debtor-in-possession account and tax and/or cash collateral accounts, if required. Any account required by court order should also be included.

7. **Schedule F**

This schedule must reflect all debts incurred and not paid since the date of filing the petition. Do not include any debts owed prior to filing the petition.

8. **Schedule I**

- a. This schedule must reflect all transactions occurring for the month for payroll and sales taxes.
- b. The first section of the form lists amounts owed for both employee payroll tax withholdings and the employer's portion for payroll taxes.

- c. The second section of the form lists all amounts owed for sales and other business taxes.
- d. The third section of the form lists all payments made during the month for both payroll and sales taxes.
- e. To compute the tax balance at the end of the month, add the balance from last month (line 1) plus payroll taxes due (line 2) plus sales taxes due (line 3) and subtract all payments made (line 4).

9. **Schedule J**

- a. This schedule is a checklist of items that must be included with the basic monthly report of operations.
- b. Copies of checkbooks (or cash receipts & disbursements listings) must be attached for all bank accounts. All copies attached should be legible.
- c. A listing of unpaid post petition debts must be attached, if applicable. The listing must be in the following form and the total of the listing must agree with the ending balance for Schedule F.

Date Incurred	Vendor	Description	Amount
---------------	--------	-------------	--------

- d. If payments have been made to secured creditors or lessors during the month, attach a listing which includes the following information:

Payee name/address
 Payment amount
 Payment period (weekly, month, annual)
 Date of last payment

- e. If post petition payments to secured creditors are in arrears, list the number of payment missed and the total amount in arrears.

- f. If payments have been made to officers, insiders, shareholders, relatives or professionals during the month, attach a listing which includes the following information:

Payee name
 Date of payment
 Payment amount
 Basis of payment (reason)

- g. If payments have been made on prepetition debts during the month, attach a listing which includes the following information:

Payee name
 Date of payment
 Payment amount
 Basis of payment (reason)

- h. If the U.S. Trustee quarterly fees were paid during the month of this report, include a listing of the date, amount and method of payment.