

**MONTHLY FINANCIAL REPORT FOR  
CORPORATE OR PARTNERSHIP DEBTOR**

Case No. \_\_\_\_\_ Report Month/Year \_\_\_\_\_  
 Debtor \_\_\_\_\_

**INSTRUCTIONS:** The debtor's monthly financial report shall include a cover sheet signed by the debtor and all UST forms and supporting documents. Exceptions, if allowed, are noted in the checklist below. Failure to comply with the reporting requirements of Local Bankruptcy Rule 2015-2(a), or the United States Trustee's reporting requirements, is cause for conversion or dismissal of the case.

The debtor has provided the following with this monthly financial report:		Yes	No
<b>UST-12</b>	<b>Comparative Balance Sheet, <u>or</u> debtor's balance sheet.</b> The debtor's balance sheet, if used, <u>shall include a breakdown of pre- and post-petition liabilities.</u> The breakdown may be provided as a separate attachment to the debtor's balance sheet.	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-13</b>	<b>Comparative Income Statement, <u>or</u> debtor's income statement.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-14</b>	<b>Summary of Deposits and Disbursements</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-14 Continuation Sheets</b>	<b>Statement(s) of Cash Receipts and Disbursements</b> A Continuation Sheet shall be completed for each bank account or other source of debtor funds and shall include a monthly bank statement and all supporting documents described in the instructions.	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-15</b>	<b>Statement of Aged Receivables</b> A detailed accounting of aged receivables shall be provided on, or in an attachment to, UST-15.	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-16</b>	<b>Statement of Aged Post-Petition Payables</b> A detailed accounting of aged post-petition payables shall be provided on, or in an attachment to, UST-16.	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-17</b>	<b>Other Information</b> When applicable, attach supporting documents such as an escrow statement for the sale of real property or an auctioneer's report for property sold at auction. When changes or renewals of insurance occur, attach a copy of the new certificate of insurance or a copy of the bond.	<input type="checkbox"/>	<input type="checkbox"/>

**CONTACT INFORMATION**

**Who is the best person to contact if the UST has questions about this report?**

**Name** \_\_\_\_\_  
**Telephone** \_\_\_\_\_  
**Email** \_\_\_\_\_

Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

### DEBTOR'S CERTIFICATION

**INSTRUCTIONS:** The debtor, or trustee, if appointed, must answer questions 1 and 2 and sign this financial report where indicated below. Only an officer or director has authority to sign a financial report for a corporate debtor and only a general partner has authority to sign a financial report for a partnership debtor. Debtor's counsel may not sign a financial report for the debtor.

**Question 1** At month end, was the debtor delinquent on any post-petition tax obligation?

Yes  No   
If yes, list each delinquent post-petition tax obligation on page 9.

**Question 2** For purposes of calculating the debtor's obligation under 28 U.S.C. 1130(a)(6) to pay a quarterly fee to the United States Trustee, **TOTAL DISBURSEMENTS** this month from all sources were:

Complete page 6 to calculate TOTAL DISBURSEMENTS and enter the total here. \$
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I certify under penalty of perjury that other information contained in this monthly financial report is complete, true, and accurate to the best of my knowledge, information, and belief.

Debtor's signature \_\_\_\_\_  Date \_\_\_\_\_

### Monthly Financial Reports

(due on the 15<sup>th</sup> of the subsequent month)

Original Place of Filing:

Seattle, WA ▼	Tacoma, WA ▼
File the <u>original</u> with the court::  United States Bankruptcy Court United States Courthouse 700 Stewart Street, <b>Suite 6103</b> <b>Seattle</b> , WA 98101	File the <u>original</u> with the court::  United States Bankruptcy Court 1717 Pacific Avenue, <b>Suite 2100</b> <b>Tacoma</b> , WA 98402
AND serve a <u>copy</u> on each of the following:	
<ul style="list-style-type: none"> <li>● Each member of any committees elected or appointed pursuant to the Bankruptcy Code, and to their authorized agents.</li> <li>● Debtor's counsel.</li> </ul>	
NOTE: If the report is electronically filed with the Court, the United States Trustee will be served automatically. There is no need to serve an additional copy on the United States Trustee.	

Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

**UST-12, COMPARATIVE BALANCE SHEET**

As of month ending ⇒			
<b>ASSETS</b>			
Current Assets			
Cash			
Cash - Held by Others (Escrow & Attorney Trust Accounts)			
Accounts Receivable (net)			
Notes Receivable			
Inventory			
Prepaid Expenses			
Other (attach list)			
Total Current Assets			
Fixed Assets			
Real Property/Buildings			
Equipment			
Accumulated Depreciation			
Total Fixed Assets			
Other Assets (attach list)			
<b>TOTAL ASSETS</b>			
<b>LIABILITIES</b>			
Post-Petition Liabilities			
Taxes Payable			
Other Accounts Payables			
Notes Payable			
Rents, Leases & Mortgages Payable			
Accrued Interest			
Other (specify)			
Total Post-Petition Liabilities			

(contd. on next page)

Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

**UST-12, COMPARATIVE BALANCE SHEET (contd.)**

As of month ending ⇒			
Pre-Petition Liabilities			
Unsecured Debt			
Priority Debt:			
Taxes			
Wages			
Deposits			
Other			
Notes Payable (Secured Debt)			
Total Pre-Petition Liabilities			
<b>TOTAL LIABILITIES</b>			
<b>EQUITY</b>			
Stockholders' Equity (Or Deficit)			
Capital Stock			
Paid-In Capital			
Retained Earnings			
Total Stockholders' Equity (Or Deficit)			
Partners' Investment (Or Deficit)			
<b>TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY OR PARTNERS' INVESTMENT</b>			

Footnotes to balance sheet:

Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

**UST-13, COMPARATIVE INCOME STATEMENT**

For the month of ⇒			
GROSS SALES			
Less: Returns and Allowances			
Net Sales			
Cost of Sales: Beginning Inventory Add: Purchases Less: Ending Inventory Cost of Goods Sold			
GROSS MARGIN			
Other Operating Expenses:			
Officers' Salaries			
Other Salaries/Direct Labor			
Employee Benefits/Payroll Taxes			
Insurance			
Rent			
General and Administrative			
NET OPERATING PROFIT (LOSS)			
Add: Other Income			
Less: Interest Expense			
Other Adjustments to Income (Explain)			
Gain (Loss) on Sale of Assets			
Net Profit (Loss) Before Taxes			
Income Taxes			
NET PROFIT (LOSS)			

Notes:

Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

**UST-14, SUMMARY OF DEPOSITS & DISBURSEMENTS**

**INSTRUCTIONS:** BEFORE COMPLETING THIS PAGE, prepare a UST-14 CONTINUATION SHEET (see next page) for each bank account or other source of the debtor's funds. The deposit and disbursement total from each CONTINUATION SHEET will be used to complete this SUMMARY.

The debtor is responsible for providing an accurate monthly disbursement total for the purpose of calculating its obligation pursuant to 28 U.S.C. § 1930 (a)(6) to pay statutory fees to the United States Trustee. The disbursement total encompasses all payments made by the bankruptcy estate during the reporting month, whether made directly by the debtor or by another party for the debtor. It includes checks written and cash payments for inventory and equipment purchases, payroll and related taxes and expenses, other operating costs, and debt reduction. It also includes payments made pursuant to joint check arrangements and those resulting from a sale or liquidation of the debtor's assets. The only transactions normally excluded from the disbursement total are transfers within the same reporting month between multiple debtor accounts.

A fee payment is due within 30 days after the end of each calendar quarter, or on **April 30, July 31, October 31, and January 31**, respectively. Since the amount billed is an estimate, the debtor is responsible for paying the correct statutory fee based on its actual disbursements for the calendar quarter, or portion thereof the debtor was in Chapter 11. Failure to pay statutory fees to the United States Trustee is cause for conversion or dismissal of the case. A copy of the statutory fee schedule may be found on the United States Trustee's website located at: [www.usdoj.gov/ust/r18/s\\_library.htm](http://www.usdoj.gov/ust/r18/s_library.htm)

If you have questions computing the disbursement total, contact the Bankruptcy Analyst assigned to your case at (206) 553-2000.

**Summary of Deposits This Month**

Deposits from UST-14 Continuation Sheet(s)	
Cash receipts not included above (if any)	
<b>TOTAL RECEIPTS</b> ➡	

**Summary of Disbursements This Month**

Disbursements from UST-14 Continuation Sheet(s)	
Disbursements resulting from asset sales out of the ordinary course (see Page 13, Question 1)	
Disbursements made by other parties for the debtor (if any, explain)	
<b>TOTAL DISBURSEMENTS</b> ➡	<b>Note: Enter the amount for TOTAL DISBURSEMENTS here and on Page 2.</b>
<b>NET CASH FLOW (TOTAL RECEIPTS MINUS TOTAL DISBURSEMENTS)</b> ➡	

At the end of this reporting month, did the debtor have any delinquent statutory fees owing to the United States Trustee?    Yes     No     If "Yes", list each quarter that is delinquent and the amount due.

**(UST-14 CONTINUATION SHEETS, with attachments, should follow this page.)**

Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

**UST-14, CONTINUATION SHEET  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**INSTRUCTIONS:** Prepare a CONTINUATION SHEET for each bank account or other source of the debtor's funds and attach supporting documents as indicated on the checklist below.

<b>Depository (bank) name</b>	⇒	
<b>Account number</b>	⇒	
Purpose of this account (select one): <input type="checkbox"/> General operating account <input type="checkbox"/> General payroll account <input type="checkbox"/> Tax deposit account (payroll, sales, gambling, or other taxes) <input type="checkbox"/> Other (explain) _____		
Beginning cash balance		
Add:	Transfers in from other estate bank accounts	
	Cash receipts deposited to this account	
	Financing or other loaned funds (identify source)	
Total cash available this month		
Subtract:	Transfers out to other estate bank accounts	
	<b>Cash disbursements</b> from this account (total checks written plus cash withdrawals, if any)	
Adjustments, if any (explain)		
Ending cash balance		
Does this CONTINUATION SHEET include the following supporting documents, as required:		
	Yes	No
· A monthly bank statement (or trust account statement);	<input type="checkbox"/>	<input type="checkbox"/>
· A detailed list of receipts for that account (deposit log or receipts journal);	<input type="checkbox"/>	<input type="checkbox"/>
· A detailed list of disbursements for that account (check register or disbursement journal); and,	<input type="checkbox"/>	<input type="checkbox"/>
· If applicable, a detailed list of funds received and/or disbursed by another party for the debtor.	<input type="checkbox"/>	<input type="checkbox"/>

Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

**UST-14, SUMMARY OF DISBURSEMENTS (contd.)**

**Payments on Pre-Petition Unsecured Debt** (requires court approval)

Did the debtor, or another party on behalf of the debtor, make any payments during this reporting month on pre-petition unsecured debt?    Yes  No     If "Yes", list each payment.

Payee's name	Nature of payment	Payment date	Payment amount	Date of court approval

**Payments to Attorneys and Other Professionals** (requires court approval)

Did the debtor, or another party on behalf of the debtor, make any payments during this reporting month to a professional such as an attorney, accountant, realtor, appraiser, auctioneer, business consultant, or other professional person?    Yes  No     If "Yes", list each payment.

Professional's name	Type of work performed	Payment date	Payment amount	Date of court approval

**Payments to an Officer, Director, Partner, or Other Insider of The Debtor**

Did the debtor, or another party on behalf of the debtor, make any payments during this reporting month to an officer, director, partner, or other insider of the debtor?    Yes  No     If "Yes", list each payment.

Payee's name	Relationship to debtor	Payment date	Payment amount	Purpose of payment

**INSTRUCTIONS:** Use the last column to describe the purpose of each payment, such as gross wages or salary, reimbursement for business expenses, loan repayment, advance, draw, bonus, dividend, stock distribution, or other reason for the payment(explain).

Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

**UST-15, STATEMENT OF AGED RECEIVABLES**

**INSTRUCTIONS:** Complete all portions of UST-15, STATEMENT OF AGED RECEIVABLES, unless the debtor asserts the following two statements are true for this reporting month:

- 1) At the beginning of the reporting month, the debtor did not have any uncollected receivables from prior months which includes both pre-petition and post-petition accounts receivable; and,
- 2) During the reporting month, the debtor did not have any receivables activity, including the accrual of new accounts receivable, or the collection or writeoff of accounts receivable from prior months.

Check here  if the debtor asserts that both statements are correct and skip to UST-16, STATEMENT OF POST-PETITION PAYABLES, on the next page.

**Accounts Receivable Aging**

	Balance at month end	Current portion	Past due 31-60 days	Past due 61-90 days	Past due over 90 days	Uncollectible receivables
Pre-petition receivables						
Post-petition receivables						
<b>TOTALS</b>						

Explain what efforts the debtor made during this reporting month to collect receivables over 60 days past due.

Does the debtor have any accounts receivable due from an officer, director, partner, or other insider of the debtor? **If yes, explain.**

**Accounts Receivable Reconciliation**

Closing balance from prior month	
New accounts receivable added this month	
Subtotal	
Less accounts receivable collected	
Closing balance for current month	

Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

**UST-16, STATEMENT OF POST-PETITION PAYABLES  
PART A - TAXES**

INSTRUCTIONS: Complete both pages of PART A - TAXES unless the debtor asserts the following statement is true for this reporting month:

At the end of this reporting month, the debtor did not have any unpaid post-petition taxes which includes both current and delinquent tax obligations.

Check here  if the debtor asserts the statement is correct, and skip to PART B - OTHER PAYABLES on Page 10.

**Reconciliation of Unpaid Post-Petition Taxes**

Type of tax	(1) Unpaid post-petition taxes from prior reporting month	(2) Post-petition taxes accrued this month (new obligations)	(3) Post-petition tax payments made this reporting month	(4) Unpaid post-petition taxes at end of reporting month (Column 1+2-3 = 4)
<b>Federal Taxes</b>				
Employee withholding taxes				
FICA/Medicare--Employee				
FICA/Medicare--Employer				
Unemployment				
<b>State Taxes</b>				
Dept. of Revenue				
Dept. of Labor & Industries				
Empl. Security Dept.				
<b>Other Taxes</b>				
Local city/county				
Gambling				
Personal property				
Real property				
Other				
<b>Total Unpaid Post-Petition Taxes</b>				<b>\$</b>

Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

**UST-16, STATEMENT OF POST-PETITION PAYABLES  
PART A - TAXES (contd.)**

**Delinquent Tax Reports and Tax Payments (post-petition only)**

Taxing agency	Tax reporting period	Report due date	Payment due date	Amount due

Explain the reason for any delinquent tax reports or tax payments:





Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

**UST-16, STATEMENT OF POST-PETITION PAYABLES  
PART C - ESTIMATED PROFESSIONAL FEES**

**INSTRUCTIONS:** Report only post-petition professional fees and expenses. To the extent possible, use billing statements to report the actual amounts due. If billing statements are not available, use the best information available to estimate the fees and costs.

Type of professional	Amount of retainer (if applicable)	Fees and expenses from prior months	Fees and expenses added this month	Total estimated fees and expenses at month end
Debtor's counsel				
Debtor's accountant				
Debtor's other professional (explain)				
Trustee's counsel				
Creditors' Committee Counsel				
Creditors' Committee other				
Total estimated post-petition professional fees and costs				\$

Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

**UST-17, OTHER INFORMATION**

**INSTRUCTIONS:** Answer each question fully and attach additional sheets if necessary to provide a complete response.

**Yes      No**

<p><b>Question 1 - Sale or Abandonment of the Debtor's Assets.</b> Did the debtor, or another party on behalf of the debtor, sell, transfer, or otherwise dispose of any of the debtor's assets during the reporting month? Include only sales out of the ordinary course. <i>The debtor must attach an escrow statement for each sale of real property and an auctioneer's report for each auction.</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Asset Description</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Date of Court Approval</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Method of Disposition</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Gross Sales Price</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Net Proceeds Received (&amp;Date)</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Escrow Statement or Auctioneer's Report Attached?</u></th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td colspan="6" style="text-align: center; padding-top: 10px;">Total _____</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">Any disbursements made from escrow or trust accounts from the proceeds of the above transactions should also be included on the line of UST-14 entitled "Disbursements from sales out of the ordinary course."</p>	<u>Asset Description</u>	<u>Date of Court Approval</u>	<u>Method of Disposition</u>	<u>Gross Sales Price</u>	<u>Net Proceeds Received (&amp;Date)</u>	<u>Escrow Statement or Auctioneer's Report Attached?</u>	1.						2.						3.						4.						5.						Total _____						<input type="checkbox"/>	<input type="checkbox"/>
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<p><b>Question 2 - Financing.</b> During the reporting month, did the debtor receive any funds from an outside funding source?</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Date of Court Approval</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Amount</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Source of funds</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Date Received</u></th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; padding-top: 10px;">Total _____</td> </tr> </tbody> </table>	<u>Date of Court Approval</u>	<u>Amount</u>	<u>Source of funds</u>	<u>Date Received</u>	Total _____				<input type="checkbox"/>	<input type="checkbox"/>																																		
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<p><b>Question 3 - Insider Loans/Capital Contributions.</b> During the reporting month, did the debtor receive any funds from an officer, director, partner, or other insider of the debtor?</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Date of Court Approval</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Amount</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Source of funds</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Date Received</u></th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; padding-top: 10px;">Total _____</td> </tr> </tbody> </table>	<u>Date of Court Approval</u>	<u>Amount</u>	<u>Source of funds</u>	<u>Date Received</u>	Total _____				<input type="checkbox"/>	<input type="checkbox"/>																																		
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Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

STATUTORY FEE SCHEDULE		
If the debtor's disbursements for the calendar quarter are within these amounts. . .		Then the quarterly fee due is. . .
From	To	
-0-	\$14,999.99	\$325
\$15,000	\$74,999.99	\$650
\$75,000	\$149,999.99	\$975
\$150,000	\$224,999.99	\$1,625
\$225,000	\$299,999.99	\$1,950
\$300,000	\$999,999.99	\$4,875
\$1,000,000	\$1,999,999.99	\$6,500
\$2,000,000	\$2,999,999.99	\$9,750
\$3,000,000	\$4,999,999.99	\$10,400
\$5,000,000	\$14,999,999.99	\$13,000
\$15,000,000	\$29,999,999.99	\$20,000
\$30,000,000 or more		\$30,000

Make check payable to:  <b>United States Trustee</b>	<b>For calendar quarter ending. . .</b>	<b>A fee payment is due on. . .</b>
	March 31	April 30
Mail quarterly fee payments to:  <b>US Trustee Program Payment Center</b> <b>PO Box 70937</b> <b>Charlotte, NC 28272-0937</b>	June 30	July 31
	September 30	October 31
	December 31	January 31
	Send your payment and quarterly fee payment stub <i>ONLY</i> . Any disbursement stubs, monthly operating reports, correspondence, court notices, etc., sent to the lockbox <b>will be destroyed</b> .	

**\*\*\* NOTICE OF INTEREST ASSESSMENT \*\*\***

**Pursuant to 31 U.S.C. §3717, the United States Trustee Program will begin assessing interest on unpaid Chapter 11 quarterly fees charged in accordance with 28 U.S.C. §1930(a) effective October 1, 2007. The interest rate assessed is the rate in effect as determined by the Treasury Department at the time your account becomes past due.**

NOTICE
<p><b>DISCLOSURE OF INTENT TO USE TAXPAYER IDENTIFYING NUMBER FOR THE PURPOSE OF COLLECTING AND REPORTING DELINQUENT QUARTERLY FEES OWED TO THE UNITED STATES TRUSTEE PURSUANT TO 28 U.S.C. § 1930(a)(6)</b></p> <p>Please be advised that, pursuant to the Debt Collection Improvements Act of 1996, Public Law 104-134, Title III, § 31001(i)(3)(A), 110 Stat. 1321-365, codified at 31 U.S.C. § 3701, the United States Trustee intends to use the debtor's Taxpayer Identification Number ("TIN") as reported by the debtor or debtor's counsel in connection with the chapter 11 bankruptcy proceedings for the purpose of collecting and reporting on any delinquent debt, including chapter 11 quarterly fees, that are owed to the United States Trustee.</p> <p>The United States Trustee will provide the debtor's TIN to the Department of Treasury for its use in attempting to collect overdue debts. Treasury may take the following steps: (1) submit the debt to the Internal Revenue Service Offset Program so that the amount owed may be deducted from any payment made by the federal government to the debtor, including but not limited to tax refunds; (2) report the delinquency to credit reporting agencies; (3) send collection notices to the debtor; (4) engage private collection agencies to collect the debt; and, (5) engage the United States Attorney's office to sue for collection. Collection costs will be added to the total amount of the debt.</p>