

**UNITED STATES TRUSTEE  
MONTHLY OPERATING REPORT FOR SMALL BUSINESS**

Debtor \_\_\_\_\_ Date Filed: \_\_\_\_\_  
 Case No. \_\_\_\_\_ NAICS Code: \_\_\_\_\_  
 Month (or portion) covered by this report: \_\_\_\_\_

In accordance with Title 28, Section 1746, of the United States Code, I declare under penalty of perjury that I have examined this U.S. Trustee basic monthly operating report and the accompanying attachments on behalf of the chapter 11 debtor and, to the best of my knowledge, this report and related documents are true, correct and complete.

\_\_\_\_\_  
 Original Signature of Responsible Party

\_\_\_\_\_  
 Date Report Signed

\_\_\_\_\_  
 Printed Name of Responsible Party

The debtor is required to provide financial reports prepared by or for the debtor in addition to the information required by this form. The U.S. Trustee may permit the debtor to eliminate duplicative information. No such permission is valid **unless in writing.**

**QUESTIONNAIRE:****Yes No**

<b>QUESTIONNAIRE:</b>	<b>Yes</b>	<b>No</b>
1. Is the business still operating?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did you sell any assets other than inventory this month?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you paid any bills you owed before you filed bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did you pay anything to your attorney or other professionals this month?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did you pay all your bills on time this month?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did you pay your employees on time?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you filed all of your returns and paid all of your taxes this month?	<input type="checkbox"/>	<input type="checkbox"/>
8. Did you pay all of your insurance premiums this month?	<input type="checkbox"/>	<input type="checkbox"/>
9. Did any insurance company cancel your policy this month?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you borrowed money from anyone this month?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have any bank accounts open other than the dip account?	<input type="checkbox"/>	<input type="checkbox"/>
12. Did you have any unusual or significant unanticipated expenses this month?	<input type="checkbox"/>	<input type="checkbox"/>

Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

**QUESTIONNAIRE:**

**Yes      No**

13. Did you deposit all money for your business into the dip account this month?	<input type="checkbox"/>	<input type="checkbox"/>
14. Did the business sell any goods or provide services to any business related to the dip in any way?	<input type="checkbox"/>	<input type="checkbox"/>
15. Do you plan to continue to operate the business next month?	<input type="checkbox"/>	<input type="checkbox"/>
16. Are you current on your quarterly fee payment to the UST?	<input type="checkbox"/>	<input type="checkbox"/>

**TAXES**

Do you have any past due tax returns or past due post-petition tax obligations?      **Yes**       **No**

If yes, please provide a written explanation including when such returns will be filed, or when such payments will be made and the source of the funds for the payment.

*(Attach as "Exhibit A" to this Report)*

**INCOME**

Please separately list all of the income you received for the month. The list should include all income from cash and credit transactions. (If you use an automated accounting system, please attach a copy of the income statement and balance sheet.)

**TOTAL INCOME** \_\_\_\_\_

*(Attach as "Exhibit B" to this Report)*

**EXPENSES**

Please separately list all expenses paid by cash or by check from your bank accounts paid this month. Include the date paid, who was paid the money, the purpose and the amount. (If you use an automated accounting system, please attach a copy of the disbursements journal, otherwise attach a copy of the check register.)

**TOTAL EXPENSES** \_\_\_\_\_

*(Attach as "Exhibit C" to this Report)*

**CASH PROFIT**

Income for the month (total from Exhibit B) \_\_\_\_\_

Expenses for the month (total from Exhibit C) \_\_\_\_\_

**CASH PROFIT FOR THE MONTH** \_\_\_\_\_

Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

**UNPAID BILLS**

Please attach a list of all debts (including taxes) which you have incurred since the date you filed bankruptcy but have not paid. The list must include the date the debt was incurred, who is owed the money, the purpose of the debt and when the debt is due.

**TOTAL PAYABLES** \_\_\_\_\_

*(Attach as "Exhibit D" to this Report)*

**MONEY OWED TO YOU**

Please attach a list of all amounts owed to you by your customers for work you have done or the merchandise you have sold. You should include who owes you money, how much is owed and when is payment due.

**TOTAL RECEIVABLES** \_\_\_\_\_

*(Attach as "Exhibit E" to this Report)*

**BANKING INFORMATION**

Please attach a copy of your latest bank statement for every account you have as of the date of this financial report.

**EMPLOYEES**

Number of employees when the case was filed? \_\_\_\_\_

Number of employees as of the date of this monthly report? \_\_\_\_\_

**PROFESSIONAL FEES**

Total professional fees approved by the court during this reporting period? \_\_\_\_\_

Total professional fees approved by the court since the filing of the case? \_\_\_\_\_

Total professional fees incurred by or on behalf of the debtor during this reporting period? \_\_\_\_\_

Total professional fees incurred by or on behalf of the debtor since the filing of the case? \_\_\_\_\_

Professional fees incurred by or on behalf of the debtor **related to bankruptcy** during this reporting period? \_\_\_\_\_

Professional fees incurred by or on behalf of the debtor **related to bankruptcy** since the filing of the case? \_\_\_\_\_

Debtor \_\_\_\_\_

Case Number	⇒	
Report Mo/Yr	⇒	

### PROJECTIONS

Compare your actual income, expenses and the cash profit to the projections for the first 180-days of your case provided at the initial debtor interview.

Projected income for the month	_____
Actual income for the month (Exhibit B)	_____
Difference between projected and actual income	_____
Projected expenses for the month	_____
Total actual expenses for the month (Exhibit C)	_____
Difference between projected and actual expenses:	_____
Projected cash profit for the month	_____
Actual cash profit for the month (Total from Exhibit B minus total from Exhibit C)	_____
Difference between projected and actual cash profit *	_____

**\* If your actual cash profit was 90 percent or less of the projected cash profit, please attach a detailed explanation.**

### Monthly Financial Reports (due on the 15<sup>th</sup> day 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, WA 98101</b>	File the <u>original</u> with the court:  United States Bankruptcy Court 1717 Pacific Avenue, <b>Suite 2100</b> <b>Tacoma, WA 98402</b>
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.	

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 PO Box 70937 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><i>will be destroyed.</i></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 OF COLLECTION PROCEDURES \*\*\***

**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)**

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.

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.