

# OPERATING REPORT PRE-FILING PROOFS/CHECKLISTS

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## MONTHLY OPERATING REPORT FORM – ACCRUAL BASIS

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### *Signature Page*

- Correct case name, number, and judge?
- Current month?
- Original signatures by authorized parties?

### *Page 1*

- Does the report foot (do all the figures add up properly)?
- Does the Balance Sheet balance (line 16 = line 34)?
- Does line 33 in the prior month less line 33 in the current month = line 28 on Page 2?

### *Page 2*

- Does the report foot (do all the figures add up properly)?

### *Page 3*

- Does line 1 = ending cash balance from prior report (or Sch B if it's the 1<sup>st</sup> report)?
- Does the report foot (do all the figures add up properly)?
- Does cash balance (line 1 + line 32 = line 33)?
- Does total cash on line 33 = total cash on line 3 of Page 1?

### *Page 4*

- Does net accounts receivable on line 7 match line 4 of Page 1?
- Does total taxes payable on line 5 match total ending tax liability on line 16 ?
- Does total taxes payable on line 5 match line 18 of Page 1?
- Does total accounts payable on line 6 match total amount owed on line 17 of Page 1?

### *Page 5*

- Does total ending cash on line 13 match line 33 on Page 3?
- Does total ending cash on line 13 match line 3 on Page 1?
- Are only the last 4 digits of bank and investment account numbers reported?

### *Page 6*

- Does total payment to professionals on line 6 match line 27 of Page 3?

### *General*

- Are any pages blank or missing?
- Are all additional required documents attached?
- Have all but the last 4 digits of the bank account numbers been redacted (blacked out) on any attachments?
- Has my attorney reviewed the report and discussed with me any areas of concern?

## MONTHLY OPERATING REPORT FORM – CASH BASIS

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### *Signature Page*

- Correct case name, number, and judge?
- Current month?
- Original signatures by authorized parties?

### *Page 1*

- Does line 1 = ending cash balance from prior report (or Sch B if it's the 1<sup>st</sup> report)?
- Does the report foot (do all the figures add up properly)?
- Does cash balance (line 1 + line 35 = line 36)?

### *Page 1A*

- Do total disbursements for the month equal line 34 on Page 1?

### *Page 2*

- Does total ending cash on line 13 match line 36 on Page 1?
- Are only the last 4 digits of bank and investment account numbers reported?

### *Page 3*

- Does the cash on lines 1 and 2 total to match line 36 on Page 1?

### *Page 4*

- Does total postpetition taxes payable on line 6 match lines 5 and 16 of Page 4A?

### *Page 4A*

- Does total taxes payable on line 5 match total ending tax liability on line 16?
- Does total accounts payable on line 6 match total amount owed on line 30 of Page 4?
- Does the total tax amount paid on line 16 match lines 11 & 12 on Page 1?

### *Page 5*

- Does total amount paid to professionals match line 30 of Page 1?

### *General*

- Are any pages blank or missing?
- Are all additional required documents attached?
- Have all but the last 4 digits of the bank account numbers been redacted (blacked out) on any attachments?
- Has my attorney reviewed the report and discussed with me any areas of concern?

## MONTHLY OPERATING REPORT FORM – SMALL BUSINESS (FORM 425C)

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### *Signature / Page 1*

- Correct case name and number?
- Current month?
- Original signature by responsible party?

### *Section 1/ Pages 1 & 2*

- Were any of the questions in lines 1-9 answered “No”? If so, is Exhibit A attached?
- Were any of the questions in lines 10-18 answered “Yes”? If so, is Exhibit B attached?

### *Section 2/ Page 2*

- Does line 19 = line 23 on the prior month’s report (or Sch A/B if it’s the 1<sup>st</sup> report)?
- Does net cash flow foot (line 20 – line 21 = line 22)?
- Does cash balance (line 19 + line 22 = line 23)?
- Is Exhibit C attached?
- Is Exhibit D attached?

### *Section 3/ Page 2*

- Is Exhibit E attached?

### *Section 4/ Page 3*

- Is Exhibit F attached?

### *Section 6 / Page 3*

- Do cumulative totals on lines 29 and 31 for professional fees = current fees on lines 28 and 30 + cumulative totals on lines 29 and 31 from prior month’s reports?

### *Section 7 / Page 3*

- Has this section been completed?

### *Section 8 / Page 4*

- Has the box on line 38 been checked and are bank statements attached?
- If bank reconciliation reports, balance sheets, income statements, or other financial reports are prepared – have the appropriate boxes been checked and those reports attached?

### *General*

- Are any pages blank or missing?
- Were any fields left blank? (Input “\$0” or “N/A” as appropriate).
- Have all but the last 4 digits of the bank account numbers been redacted (blacked out) on any attachments?
- Has my attorney reviewed the report and discussed with me any areas of concern?

## QUARTERLY OPERATING REPORT FORM – POST-CONFIRMATION

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### *Cover Page*

- Correct case name and number?
- Original signatures by authorized parties?

### *Page 1*

- Current quarter?
- Does beginning cash on line 1 match ending cash from the previous report?
- Does cash balance (line 1 + line 2 – line 3 = line 4)?

### *Page 2*

- Does total cash on line 14 = ending cash on line 4 of page 1?

### *General*

- Are any pages blank or missing?
- Has my attorney reviewed the report and discussed with me any areas of concern?