CASE NAME: _____

SUMMARY OF CASH ON HAND (Form 25C)

Rev. 4/2011

EXHIBIT B

CASE NUMBER: _____

MONTH ENDED: _____

Bank Accounts

	Operating	Payroll	Other	CD	Trust	Petty Cash	Total
Name of Bank						Office	
Account # [last 4 digits]						N/A	
Beginning book balance							
Add: Deposits *							
Voided checks							
Transfers in **							
Less: Disbursements ***							
Transfers out **							
Ending book balance							
Balance of Cash on Date This Report was Filed ("Cash Currently Available" - Form 25C)							

* ATTACH LIST OF INCOME RECEIVED DURING MONTH BY CATEGORY AND AMOUNT.

** USE TRANSFER LINE ONLY FOR TRANSFERS BETWEEN DEBTOR'S BANK ACCOUNTS. TRANSFERS IN SHOULD EQUAL TRANSFERS OUT.

*** ATTACH COPY OF CASH DISBURSEMENTS JOURNAL OR OTHER RECORD SHOWING DATE, PAYEE, PURPOSE AND AMOUNT FOR ALL CASH OR CHECK DISBURSEMENTS AS EXHIBIT C.

CASE NAME: _____

CASE NUMBER: _____

UNPAID BILLS - POST PETITION (Form 25C)

MONTH ENDED: _____

Rev. 4/2011
EXHIBIT D

	PURPOSE	DATE INCURRED	DATE DUE	TOTAL AMOUNT DUE	0-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS
Taxes Payable:								
Payroll tax								
[Total paid during current period _____; attach copies of deposit receipts]								
Sales tax								
Property tax								
Postpetition Loans to Debtor (requires Court order):								
Secured loans								
Unsecured loans								
Accrued interest on above loans								
Trade Accounts Payable & Other:								
(Itemize):								
See attached list								
TOTALS								

CASE NAME: _____ Exhibit G Rev. 4/2011

CASE NUMBER: _____

Has any property of the debtor been sold or otherwise transferred other than in the ordinary course of the debtor's business?

YES_____ NO_____

If so, give a description of the property, to whom it was transferred, the date of the transfer, costs and expenses associated with the transfer (including all seller closing costs and loan payoff amounts) and the net amount received. If available, attach a copy of the settlement statement associated with the closing.

CASE NAME: _____

STATEMENT OF INCOME (LOSS)

Rev. 4/2011
EXHIBIT H

CASE NUMBER: _____

MONTH ENDED: _____

	MONTH	MONTH	MONTH	MONTH	MONTH	MONTH	Filing To Date
GROSS REVENUE (INCOME)							
COST OF GOODS SOLD							
Materials							
Labor - Direct							
Manufacturing Overhead							
TOTAL COST OF GOODS SOLD							
GROSS PROFIT							
OPERATING EXPENSES							
Selling and Marketing							
General and Administrative							
Other: _____							
TOTAL OPERATING EXPENSES							
INCOME BEFORE INTEREST, DEPRECIATION, TAXES OR EXTRAORDINARY EXPENSES							
INTEREST EXPENSE							
DEPRECIATION							
INCOME TAX EXPENSE (BENEFIT)							
EXTRAORDINARY INCOME (EXPENSE) *							
NET INCOME (LOSS) **							

* Requires Footnote

** Differences between net income "filing to date" and retained earnings "post filing date" on OPR-2 should be explained.

CERTIFICATE OF SERVICE
[to be completed by attorney for debtor]

Copies of the foregoing Small Business Monthly Report have been sent by operation of the Court's electronic filing system to all parties indicated on the electronic filing receipt. All other interested parties and creditors listed below and/or on the attached mailing matrix will be served by U.S. mail.

Done this _____ day of _____, 20____.

_____
(Signature)

_____
(Printed name)

_____
(Street address)

_____
(City, state, zip)

_____
(Telephone)

The Monthly Operating Reports are required to be filed electronically with the Clerk of the Court in which your petition was filed. Copies should be served on the members of the Unsecured Creditors Committee, if applicable, and the following:

Internal Revenue Service
PO Box 21126
Philadelphia, PA 19114

Greeneville Cases:
United States Attorney
James H. Quillen U.S. Courthouse
220 W. Depot Street, Ste. 423
Greeneville, Tennessee 37743

Knoxville Cases:
United States Attorney
Howard H. Baker Jr. U.S. Courthouse
800 Market Street, Suite 211
Knoxville, Tennessee 37902

Introductory Information - Page 1

"NAISC Code" should read "NAICS Code" - go to http://www.census.gov/eos/www/naics/ to find the correct number.
"Date filed" - insert date Chapter 11 case was filed.

Taxes Section - Page 2

Create an **Exhibit A** if necessary.

Income Section - Page 2

Exhibit B requires a list of income to be attached. This will satisfy the requirement on Form 25C to "separately list all of the income you received for the month." List by category and amount.

Expenses Section - Page 2

Exhibit B requires a list of expenses to be attached as **Exhibit C**. This will satisfy the requirement on Form 25C to "separately list all of the income you received for the month." List by date, payee, purpose and amount.

Summary of Cash On Hand - Page 2

Ignore the word "Total" after "Please provide the total amount of cash currently available to you". For the amount of "Cash Currently Available to You", see **Exhibit B**.

Money Owed to You Section - Page 3

Create an **Exhibit E** if necessary.

Banking Information Section - Page 3

AFTER REDACTING ALL BUT THE LAST 4 DIGITS OF THE ACCOUNT NUMBERS, attach all bank statements for the period as **Exhibit F**.

Projections - Page 4

"Projected" column - current report period projections.
"Actual" column - use current report period.

Exhibit G

There is no reference to **Exhibit G** on Form 25C. Answer question about property sales out of the ordinary course of business. If answer is "Yes", provide information requested in next section.

Questions - call or email:

Becky Halsey becky.h.halsey@usdoj.gov (865) 545-4015

U. S. Trustee website:
http://www.justice.gov/ust/r08/chattanooga/chapter11.htm