

**MONTHLY FINANCIAL REPORT FOR  
INDIVIDUAL DEBTOR(S) NOT ENGAGED IN BUSINESS**

Case No. \_\_\_\_\_

Debtor \_\_\_\_\_

Report Month/Year \_\_\_\_\_

**Instructions:** The debtor's monthly financial report shall include this 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, or the U.S. Trustee's reporting requirements, may be cause for conversion or dismissal of the case.

The debtor submits the following with this monthly financial report:		Completed	Not Applicable
<b>UST-51</b>	<b>Comparative Balance Sheet</b> or debtor's balance sheet. The debtor's balance sheet, if used, shall include a breakdown of pre- and post-petition liabilities. The breakdown may be provided as a separate attachment to the debtor's balance sheet.	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-52</b>	<b>Summary of Receipts</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-53</b>	<b>Summary of Disbursements</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-53A</b>	<b>Financial Account Detail</b> Complete one or more to include all bank accounts or other sources of debtor funds. Include copies of monthly bank statements and all supporting documents described in the instructions.	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-54</b>	<b>Other Financial Disclosures</b> When applicable, UST-54 shall include supporting documents, including, but not limited to, an escrow statement for the sale of real property, an auctioneer's report for property sold at auction, or a certificate of insurance for any change in insurance coverage.	<input type="checkbox"/>	<input type="checkbox"/>

**DEBTOR'S CERTIFICATION**

I certify under penalty of perjury that (1) I have personally prepared this financial report or directly supervised its preparation, and (2) the information contained in this monthly financial report is complete, true, and accurate to the best of my knowledge, information, and belief.

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

The debtor(s), or trustee, if appointed, must sign the monthly financial report. Debtor's counsel may not sign a financial report for the debtor.

Case Number:   
 Report Mo/Yr:

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**UST-51, COMPARATIVE BALANCE SHEET**

**INSTRUCTIONS:** This balance sheet has been designed for ease of use by debtors not engaged in business. Accordingly, it is not intended to follow standard accounting principles. For funds held in banks or brokerages, the debtor must report the month-end market value. For each remaining asset, the debtor should use the current market value. Footnotes or explanations, if any, may be attached to this page.

ASSETS	As of month ending:	MO/YR	MO/YR	MO/YR	PER SCHEDULES (i.e. Petition Date)
Cash					
Checking Account(s)					
Savings Account(s)					
Investment/Brokerage Account(s)					
IRA/Retirement Account(s)					
Remaining Personal Property					
Real Property					
1.					
2.					
3.					
(attach additional sheets if needed)					
Other Assets (list all assets not included above even those acquired post-petition)					
<b>TOTAL ASSETS</b>		-	-	-	-
<b>LIABILITIES</b>					
Pre-Petition Liabilities					
Secured Debt					
Priority Unsecured Debt					
Unsecured Debt					
<b>TOTAL PRE-PETITION LIABILITIES</b>		-	-	-	-
Post-Petition Liabilities					
Mortgage/Rent Payments Due					
Other Secured Debt					
Unpaid Real Property Taxes					
Other Unpaid Taxes (specify)					
Other Unpaid Debts (specify)					
<b>TOTAL POST-PETITION LIABILITIES</b>		-	-	-	-
<b>TOTAL LIABILITIES</b>		-	-	-	-
<b>NET WORTH (TOTAL ASSETS MINUS TOTAL TOTAL LIABILITIES)</b>		-	-	-	-

Case Number:   
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Debtor:

**UST-52, SUMMARY OF RECEIPTS**

**INSTRUCTIONS:** Complete each category and provide the net receipts total for the month. Use the Notes section to explain or itemize receipts when appropriate. Note that the initial report should include only financial activity commencing from the petition date through the end of the month. If the case is filed after the 20th day of the month, the report for the initial, partial month may be combined with the report for the next calendar month.

Type of Receipt	Gross Amount	Net Amount
Wages or salary		
Social security, pension, or 401k distributions		
Collection of accounts receivable or note payable (specify source)		
Loan or other financing proceeds (specify source)		
Proceeds from sale of real property		
Proceeds from sale of personal property		
Other (explain)		
<b>TOTAL RECEIPTS FOR THIS MONTH</b>	-	-

Notes:

Case Number:	
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Debtor:

**UST-53, SUMMARY OF DISBURSEMENTS**

**INSTRUCTIONS:** BEFORE COMPLETING THIS PAGE, prepare UST-53A (see next page) to include all bank accounts or other sources of the debtor's funds. The disbursement total will be used to complete this SUMMARY OF DISBURSEMENTS.

The debtor is responsible for providing accurate monthly disbursement totals for purposes of calculating the debtor's obligation pursuant to 28 U.S.C. § 1930(a)(6) to pay statutory fees to the U.S. Trustee. The disbursement total encompasses all payments made by the debtor during the reporting month, whether made directly by the debtor or by another party for the debtor. It includes checks written and cash payments. 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.

The U.S. Trustee payment is due on the last day of the month following the end of each calendar quarter, or on **April 30, July 31, October 31, and January 31**, respectively. Because the amount billed is an estimate, the debtor is responsible for paying the correct statutory fee based on actual disbursements for the calendar quarter, or portion thereof while the debtor is in Chapter 11 (i.e. until the case is converted, dismissed, or closed by final decree). Failure to pay statutory fees to the U.S. Trustee is cause for conversion or dismissal of the case. A copy of the statutory fee schedule may be found on the U.S. Trustee's website located at:

[http://www.usdoj.gov/ust/r18/p\\_library.htm](http://www.usdoj.gov/ust/r18/p_library.htm)

If you have any questions about how to compute the disbursement total, please call the U.S. Trustee's office:

Portland, OR (503) 326-7651  
 Eugene, OR (541) 465-6330

(UST-53A - Financial Account Detail, with attachments, should follow this page.)

<b>COMPUTATION OF MONTHLY DISBURSEMENT TOTAL</b>														
Total disbursements from UST-53A														
Cash payments not included in total above (if any)														
Disbursements made by third parties for the debtor (if any, explain)														
Disbursements made pursuant to a sale of the debtor's assets (if any)														
<b>TOTAL DISBURSEMENTS THIS MONTH FROM ALL SOURCES</b>	<b>\$</b>	<b>-</b>												
<p align="right"><b>Yes      No</b></p> <p>At the end of this reporting month, did the debtor have any <u>delinquent</u> statutory fees owing to the U.S. Trustee?</p> <p align="right"> <input type="checkbox"/>      <input type="checkbox"/> </p> <p>(If yes, list each quarter that is delinquent and the amount due along with an explanation)</p> <table border="1"> <thead> <tr> <th><u>Quarter</u></th> <th><u>Explanation</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			<u>Quarter</u>	<u>Explanation</u>	<u>Amount</u>									
<u>Quarter</u>	<u>Explanation</u>	<u>Amount</u>												

Case Number:  
Report Mo/Yr:


Debtor:

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**UST-53A - FINANCIAL ACCOUNT DETAIL**

**INSTRUCTIONS:** Include all financial and brokerage accounts or other sources of the debtor's funds. Attach supporting documents as indicated on the checklist below. Use additional sheets as necessary.

Depository (Bank) Name Account Number Type of Account					TOTALS
<b>Beginning Cash Balance</b>					-
<b>Add:</b>					
Transfers in					-
Receipts deposited					-
Other (identify source)					-
Total Cash Receipts	-	-	-	-	-
<b>Subtract:</b>					
Transfers out					-
Disbursements by check or debit					-
Cash withdrawn					-
Other (identify source)					-
Total Cash Disbursements	-	-	-	-	-
<b>Ending Cash Balance</b>	-	-	-	-	-

Does each account identified above include the following supporting documents, as required? (Indicate **YES**, **NO** or **NOT APPLICABLE** in the boxes below).

Monthly bank statement copy  
**(do not include bank statement copies with the report filed with the Bankruptcy Court)**

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Bank reconciliation (including outstanding checks and deposits in transit)

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A detailed list of receipts for the account (deposit log or receipts journal)

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A detailed list of disbursements for the account (check register or disbursement journal)

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Funds received and/or disbursed by another party

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Case Number:   
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**UST-54, OTHER FINANCIAL DISCLOSURES**

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

**Question 1 - Sale of the Debtor's Assets**

Did the debtor, or another party on behalf of the the debtor, sell, transfer, or otherwise dispose of any of the debtor's assets during the reporting month? **If yes, attach a schedule identifying each asset, date of sale notice, method of disposition, and gross and net sale proceeds received. If real property was sold, attach a copy of the closing statement.**

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

**Question 2 - Financing**

During the reporting month, did the debtor receive any funds from an outside funding source? **If yes, indicate the source of the funds, date paid to debtor, dollar amount, and date of court approval.**

Source of Funds	Date Paid	Amount	Date of Court Approval	Yes	No
				<input type="checkbox"/>	<input type="checkbox"/>

**Question 3 - Payments on Pre-Petition Unsecured Debt**

Did the debtor, or another party on behalf of the debtor, make any payments during this reporting month on pre-petition unsecured debt? **If yes, attach a schedule disclosing each payment and include payee's name and purpose, payment date, dollar amount , and date of court approval.**

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

**Question 4 - Payments to Attorneys and Other Professionals**

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? **If yes, attach a schedule listing each payment and include professionals name and description of services performed, payment date, dollar amount, and date of court approval.**

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

**Question 5 - Insurance and Bond Coverage**

Did the debtor renew or replace any insurance policies during this reporting month? **If yes, attach a certificate of insurance for each renewal or change in coverage.**

Were any of the debtor's insurance policies canceled or otherwise terminated for any reason during the reporting month? **If yes, explain.**

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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**UST-54, OTHER FINANCIAL DISCLOSURES**

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

**Question 6 - Significant Events.** Provide a narrative report of any significant events which may have an effect on the financial condition of the debtor. Attach separate sheet(s) as necessary.

**Question 7 - Case Progress.** Explain what progress the debtor has made during the reporting month toward confirmation of a plan of reorganization.

	Filed?	Estimated Date To be Filed If not Filed
Disclosure Statement:		
Plan of Reorganization:		

Case Number:   
 Report Mo/Yr:

Debtor:

**UST-54, OTHER FINANCIAL DISCLOSURES (contd.)**

**WHERE TO FILE A MONTHLY OPERATING REPORT:** Local Bankruptcy Rule 2015-2 requires the debtor to file its monthly financial report with the U.S. Bankruptcy Court.

File the original....(select only one)

**For a Chapter 11 case filed in Portland, OR:**

United States Bankruptcy Court  
 1001 SW 5th Avenue, 7th floor  
 Portland, OR 97204

**For a Chapter 11 case filed in Eugene, OR:**

United States Bankruptcy Court  
 405 East 8th Avenue, Suite 2600  
 Eugene, OR 97401

**CERTIFICATION OF SERVICE:** The undersigned certifies that copies of this report and all supporting documents have been served upon each of the following persons in this case: U.S. Trustee; the chairperson of each official committee of creditors or equity security holders and the attorney(s) for each such committee; the debtor and the debtor's attorney; and the trustee and the trustee's attorney, if applicable.

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Send U.S. Trustee's copy to: (select only one)

**For a Chapter 11 case filed in Portland, OR:**

Office of the United States Trustee  
 620 SW Main Street, Suite 213  
 Portland, OR 97205

**For a Chapter 11 case filed in Eugene, OR:**

Office of the United States Trustee  
 405 East 8th Avenue, Suite 1100  
 Eugene, OR 97401