

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF TENNESSEE**

**IN RE**

**CASE NO.**

\_\_\_\_\_  
**(Case Name)**

**CHAPTER 11**

\_\_\_\_\_  
**Debtor(s)**

**MONTHLY OPERATING REPORT  
FOR INDIVIDUALS**

**FOR MONTH ENDING \_\_\_\_\_, 20\_\_**

**Comes now \_\_\_\_\_, debtor in possession,  
and hereby submits its Monthly Operating Report for the period commencing  
\_\_\_\_\_ and ending \_\_\_\_\_ as shown by the report and  
exhibits consisting of \_\_\_\_\_ pages and containing the following, as indicated:**

\_\_\_\_\_ **Statement of Income (Loss)**

\_\_\_\_\_ **Statement of Assets and Liabilities**

\_\_\_\_\_ **Reconciliation of Cash/Cash Disbursements Detail (Exhibit A)**

\_\_\_\_\_ **Detail of Post-Petition Liabilities (Exhibit B)**

\_\_\_\_\_ **Transfer of Property (Exhibit C)**

\_\_\_\_\_ **Certificate of Service**

I declare under penalty of perjury that this report and all attachments are true and correct to the best of my knowledge and belief. I also hereby certify that the original Monthly Operating Report was filed with the Bankruptcy Court Clerk and a copy delivered to the parties as listed on the attached Certificate of Service.

Date: \_\_\_\_\_

**DEBTOR-IN-POSSESSION**

\_\_\_\_\_  
(Signature)

Name and Title: \_\_\_\_\_  
(Print or Type)

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**NOTE:** These report forms are available on our website at <http://www.justice.gov/ust/r08/chattanooga/chapter11.htm>

**For more information, contact:**

**Amy Culton**  
**Bankruptcy Analyst**  
**Office of U. S. Trustee**  
**31 E. 11st Street, 4th Floor**  
**Chattanooga, TN 37402**  
**(423) 752-5158**  
[Amy.J.Culton@usdoj.gov](mailto:Amy.J.Culton@usdoj.gov)

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

**STATEMENT OF INCOME (LOSS)**  
**MONTH ENDING \_\_\_\_\_**

| <b>I. INCOME (LIST SOURCES)</b>                                  | <b><u>CURRENT MONTH</u></b> | <b><u>FILING TO DATE</u></b> |
|--|-----------------------------|------------------------------|
| _____  | _____                       | _____                        |
| _____  | _____                       | _____                        |
| _____  | _____                       | _____                        |
| <b>II. PURCHASES</b>   | _____                       | _____                        |
| <b>III. GROSS PROFIT<br/>(SEC. I LESS SEC. II)</b>               | _____                       | _____                        |
| <b>IV. GENERAL EXPENSES</b>                                      | _____                       | _____                        |
| <b>Advertising</b>   | _____                       | _____                        |
| <b>Accounting</b>  | _____                       | _____                        |
| <b>Bank Charges</b>  | _____                       | _____                        |
| <b>Compensation to Officers,<br/>    Partners or Proprietors</b> | _____                       | _____                        |
| <b>Contributions</b>   | _____                       | _____                        |
| <b>Dues &amp; Subscriptions</b>                                  | _____                       | _____                        |
| <b>Equipment Rental</b>  | _____                       | _____                        |
| <b>Insurance</b>   | _____                       | _____                        |
| <b>Interest</b>  | _____                       | _____                        |

|   | <u>CURRENT MONTH</u> | <u>FILING TO DATE</u> |
|---|----------------------|-----------------------|
| <b>Legal</b>  | _____                | _____                 |
| <b>Other Wages</b>                                    | _____                | _____                 |
| <b>Postage</b>  | _____                | _____                 |
| <b>Property Taxes</b>                                 | _____                | _____                 |
| <b>Rent</b>   | _____                | _____                 |
| <b>Repair &amp; Maintenance</b>                       | _____                | _____                 |
| <b>Supplies</b>                                       | _____                | _____                 |
| <b>Taxes - Payroll &amp; Other</b>                    | _____                | _____                 |
| <b>Telephone</b>                                      | _____                | _____                 |
| <b>Travel Expense</b>                                 | _____                | _____                 |
| <b>Utilities</b>                                      | _____                | _____                 |
| <b>Vehicle Expense</b>                                | _____                | _____                 |
| <b>Personal Expenses (attach list)</b>                | _____                | _____                 |
| _____   | _____                | _____                 |
| _____   | _____                | _____                 |
| <b>TOTAL EXPENSES:</b>                                | _____                | _____                 |
| <b>NET INCOME OR LOSS<br/>(SEC. III LESS SEC. IV)</b> | _____                | _____                 |

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

**STATEMENT OF ASSETS AND LIABILITIES  
MONTH ENDING**

| <b>I. ASSETS (from Schedules A and B)</b>  | <b>AMOUNT</b> |
|--|---------------|
| Cash (from "Ending Cash", Exhibit A)   | _____         |
| Securities and other short<br>term liquid assets                                       | _____         |
| Accounts receivable  | _____         |
| <b>Inventory:</b>  |               |
| Beginning of period _____  |               |
| End of period _____  | _____         |
| <b>Other current assets (itemize):</b>   |               |
| _____  | _____         |
| _____  | _____         |
| <b>Long-term assets - include<br/>equipment, buildings and<br/>property (itemize):</b> |               |
| _____  | _____         |
| _____  | _____         |
| _____  | _____         |
| <b>Total Assets</b>  | _____         |

**II. LIABILITIES**

|  | <b>AMOUNT</b> |
|--|---------------|
| <b>Postpetition (from “Total Amount Due”,<br/>Exhibit B)</b> | _____         |
| <b>Prepetition (itemize):</b>                                |               |
| <b>Secured (from bankruptcy petition Schedule D)</b>         | _____         |
| <b>Priority (from bankruptcy petition Schedule E)</b>        | _____         |
| <b>Unsecured (from bankruptcy petition Schedule F)</b>       | _____         |
| _____  | _____         |
| _____  | _____         |
| <b>Total Liabilities</b>                                     | _____         |

**EXHIBIT A [Complete an Exhibit A for each bank account]**

**CASE NAME:** \_\_\_\_\_

**CASE NUMBER:** \_\_\_\_\_

**CASH RECEIPTS & DISBURSEMENTS SUMMARY**  
**[USE BOOK AMOUNTS, NOT BANK]**

**MONTH ENDING** \_\_\_\_\_

**BANK NAME** \_\_\_\_\_

**ACCOUNT NO. [last 4 digits]** \_\_\_\_\_

**BEGINNING CASH PER BOOKS** \_\_\_\_\_

**PLUS RECEIPTS** \_\_\_\_\_

**PLUS TRANSFERS IN** \_\_\_\_\_  
(Use Transfer line only for transfers  
between bank accounts.)

**LESS DISBURSEMENTS** \_\_\_\_\_  
(Attach copy of disbursements journal  
or other record showing date, payee,  
purpose and amount for all cash or  
check disbursements. List must show  
total that agrees to amount above.)

**LESS TRANSFERS OUT** \_\_\_\_\_  
(Use Transfer line only for transfers  
between bank accounts.)

**ENDING CASH PER BOOKS** \_\_\_\_\_  
(to "Cash", Statement  
of Assets and Liabilities)

**(Attach copy of bank statement after redacting all except last 4 digits of account number)**

EXHIBIT B

CASE NAME: \_\_\_\_\_

DETAIL OF POST PETITION LIABILITIES

CASE NUMBER: \_\_\_\_\_

MONTH ENDED:

|   | DATE<br>INCURRED | DATE<br>DUE | AMOUNT<br>DUE | 0-30<br>DAYS | 31-60<br>DAYS | 61-90<br>DAYS | 91-120<br>DAYS |
|---|------------------|-------------|---------------|--------------|---------------|---------------|----------------|
| PAYROLL TAX   | _____            | _____       | _____         | _____        | _____         | _____         | _____          |
| SALES TAX   | _____            | _____       | _____         | _____        | _____         | _____         | _____          |
| RENT  | _____            | _____       | _____         | _____        | _____         | _____         | _____          |
| OTHER (LIST SEPARATELY)                                       |                  |             |               |              |               |               |                |
| _____   | _____            | _____       | _____         | _____        | _____         | _____         | _____          |
| _____   | _____            | _____       | _____         | _____        | _____         | _____         | _____          |
| _____   | _____            | _____       | _____         | _____        | _____         | _____         | _____          |
| _____   | _____            | _____       | _____         | _____        | _____         | _____         | _____          |
| _____   | _____            | _____       | _____         | _____        | _____         | _____         | _____          |
| _____   | _____            | _____       | _____         | _____        | _____         | _____         | _____          |
| _____   | _____            | _____       | _____         | _____        | _____         | _____         | _____          |
| _____   | _____            | _____       | _____         | _____        | _____         | _____         | _____          |
| TOTALS (TO SECTION II, STATEMENT<br>OF ASSETS & LIABILITIES): |                  | _____       | _____         | _____        | _____         | _____         | _____          |

**EXHIBIT C**

**CASE NAME:** \_\_\_\_\_

**CASE NUMBER:** \_\_\_\_\_

**During the current month has any property of the debtor been sold or otherwise transferred other than in the ordinary course of the debtor's business?**

**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.**

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

Copies of the foregoing Monthly Operating 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 regular U. S. mail.

Done this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed name)  
\_\_\_\_\_  
(Street address)  
\_\_\_\_\_  
(City, state, zip)  
\_\_\_\_\_  
(Telephone)

COPIES MAILED TO:  
Internal Revenue Service  
PO Box 21126  
Philadelphia, PA 19114

United States Attorney  
1110 Market Street, Suite 301  
Chattanooga, TN 37402

Members of Creditors Committee  
(if applicable list names and  
addresses on separate sheet)