

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN AND WESTERN DISTRICTS OF TEXAS  
\_\_\_\_\_ DIVISION**

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

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

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

**MONTHLY OPERATING REPORT SUMMARY FOR MONTH \_\_\_\_\_ YEAR \_\_\_\_\_**

MONTH						
REVENUES (MOR-6)						
INCOME BEFORE INT, DEPREC./TAX (MOR-6)						
NET INCOME (LOSS) (MOR-6)						
PAYMENTS TO INSIDERS (MOR-9)						
PAYMENTS TO PROFESSIONALS (MOR-9)						
TOTAL DISBURSEMENTS (MOR-8)						

\*\*\*The original of this document must be filed with the United States Bankruptcy Court and a copy must be sent to the United States Trustee\*\*\*

<b>REQUIRED INSURANCE MAINTAINED</b>		
<b>AS OF SIGNATURE DATE</b>	<b>EXP.</b>	<b>DATE</b>
CASUALTY	YES( ) NO( )	__-__-__
LIABILITY	YES( ) NO( )	__-__-__
VEHICLE	YES( ) NO( )	__-__-__
WORKER'S	YES( ) NO( )	__-__-__
OTHER _____	YES( ) NO( )	__-__-__

ATTORNEY NAME:  
FIRM:  
ADDRESS:  
ADDRESS:  
CITY, STATE ZIP:  
TELEPHONE:

CIRCLE ONE

Are all accounts receivable being collected within terms? **Yes No**  
 Are all post-petition liabilities, including taxes, being paid within terms? **Yes No**  
 Have any pre-petition liabilities been paid? **Yes No** If so, describe \_\_\_\_\_  
 Are all funds received being deposited into DIP bank accounts? **Yes No**  
 Were any assets disposed of outside the normal course of business? **Yes No**  
 If so, describe \_\_\_\_\_  
 Are all U. S. Trustee Quarterly Fee Payments current? **Yes No**  
 What is the status of your Plan of Reorganization ? \_\_\_\_\_

I certify under penalty of perjury that the following complete Monthly Operating Report (MOR), consisting of MOR-1 through MOR-9 plus attachments, is true and correct.

SIGNED \_\_\_\_\_  
(ORIGINAL SIGNATURE)

**MOR-1**

TITLE \_\_\_\_\_

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

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

## COMPARATIVE BALANCE SHEETS

	FILING DATE*	MONTH	MONTH	MONTH	MONTH	MONTH	MONTH
<b>ASSETS</b>							
<b>CURRENT ASSETS</b>							
Cash							
Accounts Receivable, Net							
Inventory: Lower of Cost or Market							
Prepaid Expenses							
Investments							
Other							
<b>TOTAL CURRENT ASSETS</b>							
PROPERTY, PLANT&EQUIP, @ COST							
Less Accumulated Depreciation							
NET BOOK VALUE OF PP & E							
OTHER ASSETS:							
1. Tax Deposits							
2. Investments in Subs							
3.							
4. (attach list)							
<b>TOTAL ASSETS</b>							

\*Per Schedules and Statement of Affairs

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

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

## COMPARATIVE BALANCE SHEETS

LIABILITIES & OWNER'S EQUITY	FILING DATE*	MONTH	MONTH	MONTH	MONTH	MONTH	MONTH
<b>LIABILITIES:</b>							
<b>POST-PETITION LIABILITIES (MOR-4)</b>							
<b>PRE-PETITION LIABILITIES:</b>							
Notes Payable-Secured							
Priority Debt							
Federal Income Tax							
FICA/Withholding							
Unsecured Debt							
Other							
<b>TOTAL PRE-PETITION LIABILITIES</b>							
<b>TOTAL LIABILITIES</b>							
<b>OWNERS'S EQUITY (DEFICIT):</b>							
PREFERRED STOCK							
COMMON STOCK							
ADDITIONAL PAID-IN CAPITAL							
RETAINED EARNINGS: Filing Date							
RETAINED EARNINGS: Post Filing Date							
<b>TOTAL OWNER'S EQUITY (NET WORTH)</b>							
<b>TOTAL LIABILITIES &amp; OWNER'S EQUITY</b>							

**MOR-3**

*\*Per Schedules and Statement of Affairs*

*Revised:6/14/96*

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

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

## SCHEDULE OF POST-PETITION LIABILITIES

	MONTH	MONTH	MONTH	MONTH	MONTH	MONTH
<b>TRADE ACCOUNTS PAYABLE</b>						
<b>TAX PAYABLE:</b>						
<b>Federal Payroll Taxes</b>						
<b>State Payroll &amp; Sales</b>						
<b>Ad Valorem Taxes</b>						
<b>Other Taxes</b>						
<b>TOTAL TAXES PAYABLE</b>						
<b>SECURED DEBT POST-PETITION</b>						
<b>ACCRUED INTEREST PAYABLE</b>						
<b>*ACCRUED PROFESSIONAL FEES:</b>						
<b>OTHER ACCRUED LIABILITIES:</b>						
<b>1.</b>						
<b>2.</b>						
<b>3.</b>						
<b><i>TOTAL POST-PETITION LIABILITIES (MOR-3)</i></b>						

\* Payment Requires Court Approval.

**MOR-4**

Revised:6/14/96

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

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

**AGING OF POST-PETITION LIABILITIES**  
MONTH \_\_\_\_\_

<b>DAYS</b>	<b>TOTAL</b>	<b>TRADE ACCTS</b>	<b>FED TAXES</b>	<b>STATE TAXES</b>	<b>AD-VALOREM, OTHER TAXES</b>	<b>OTHER</b>
0-30						
31-60						
61-90						
91 +						
<b>TOTAL</b>						

**AGING OF ACCOUNTS RECEIVABLE**

<b>MONTH</b>						
0-30 DAYS						
31-60 DAYS						
61-90 DAYS						
91 + DAYS						
<b>TOTAL</b>						

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

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

## STATEMENT OF INCOME (LOSS)

MONTH							FILING TO DATE
<b>REVENUES (MOR-1)</b>							
<b>TOTAL COST OF REVENUES</b>							
<b>GROSS PROFIT</b>							
<b>OPERATING EXPENSES:</b>							
Selling & Marketing							
General & Administrative							
Insiders Compensation							
Professional Fees							
Other (attach list)							
<b>TOTAL OPERATING EXPENSES</b>							
<b>INCOME BEFORE INT, DEPR/TAX (MOR-1)</b>							
INTEREST EXPENSE							
DEPRECIATION							
OTHER (INCOME) EXPENSE*							
OTHER ITEMS**							
<b>TOTAL INT, DEPR &amp; OTHER ITEMS</b>							
<b>NET INCOME BEFORE TAXES</b>							
<b>FEDERAL INCOME TAXES</b>							
<b>NET INCOME (LOSS) (MOR-1)</b>							

*Accrual Accounting Required, Otherwise Footnote With Explanation*

\* Footnote Mandatory

\*\* Unusual and/or infrequent item(s) outside the ordinary course of business; requires footnote

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

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

CASH RECEIPTS AND DISBURSEMENTS	MONTH	MONTH	MONTH	MONTH	MONTH	MONTH	SIX MONTHS TO DATE
1. CASH - BEGINNING OF MONTH							
<b>RECEIPTS:</b>							
2. CASH SALES							
3. COLLECTION OF ACCOUNTS RECEIVABLE							
4. LOANS & ADVANCES (attach list)							
5. SALE OF ASSETS							
6. OTHER (attach list)							
TOTAL RECEIPTS							
(Withdrawal)Contribution by Individual Debtor MFR-2*							
<b>DISBURSEMENTS:</b>							
7. NET PAYROLL							
8. PAYROLL TAXES PAID							
9. SALES, USE & OTHER TAXES PAID							
10. SECURED / RENTAL / LEASES							
11. UTILITIES							
12. INSURANCE							
13. INVENTORY PURCHASES							
14. VEHICLE EXPENSES							
15. TRAVEL & ENTERTAINMENT							
16. REPAIRS, MAINTENANCE & SUPPLIES							
17. ADMINISTRATIVE & SELLING							
18. OTHER (attach list)							
TOTAL DISBURSEMENTS FROM OPERATIONS							
19. PROFESSIONAL FEES							
20. U.S. TRUSTEE FEES							
21. OTHER REORGANIZATION EXPENSES (attach list)							
TOTAL DISBURSEMENTS							
22. NET CASH FLOW							
23. CASH - END OF MONTH (mor-2)							

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

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

**CASH ACCOUNT RECONCILIATION  
MONTH OF \_\_\_\_\_**

<b>BANK NAME</b>	_____	_____	_____	_____	
<b>ACCOUNT NUMBER</b>	<b>#</b>	<b>#</b>	<b>#</b>		
<b><i>ACCOUNT TYPE</i></b>	<b><i>OPERATING</i></b>	<b><i>PAYROLL</i></b>	<b><i>TAX</i></b>	<b><i>OTHER FUNDS</i></b>	<b><i>TOTAL</i></b>
<b>BANK BALANCE</b>					
<b>DEPOSIT IN TRANSIT</b>					
<b>OUTSTANDING CHECKS</b>					
<b>ADJUSTED BANK BALANCE</b>					
<b>BEGINNING CASH - PER BOOKS</b>					
<b>RECEIPTS</b>					
<b>TRANSFERS BETWEEN ACCOUNTS</b>					
<b>(WITHDRAWAL)CONTRIBUTION- BY INDIVIDUAL DEBTOR MFR-2</b>					
<b>CHECKS/OTHER DISBURSEMENTS</b>					
<b>ENDING CASH - PER BOOKS</b>					

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

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

**PAYMENTS TO INSIDERS AND PROFESSIONALS**

Of the total disbursements shown for the month, list the amount paid to insiders (as defined in Section 101(31)(A)-(F) of the U. S. Bankruptcy Code) and the professionals. Also, for insiders identify the type of compensation paid (e.g., salary, commission, bonus, etc.) (Attach additional pages as necessary.)

INSIDERS: NAME/POSITION/COMP TYPE	MONTH	MONTH	MONTH	MONTH	MONTH	MONTH
1.						
2.						
3.						
4.						
5.						
6.						
<b>TOTAL INSIDERS (MOR-1)</b>						

PROFESSIONALS NAME/ORDER DATE	MONTH	MONTH	MONTH	MONTH	MONTH	MONTH
1.						
2.						
3.						
4.						
5.						
6.						
<b>TOTAL PROFESSIONALS (MOR-1)</b>						