

OPERATING REPORT PRE-FILING PROOFS/CHECKLISTS

MONTHLY OPERATING REPORT FORM - ACCRUAL BASIS.....	2
MONTHLY OPERATING REPORT FORM - CASH BASIS.....	3
MONTHLY OPERATING REPORT FORM - SMALL BUSINESS (BASIC).....	4
QUARTERLY OPERATING REPORT FORM - POST-CONFIRMATION.....	5

MONTHLY OPERATING REPORT FORM – ACCRUAL BASIS

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 1st 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

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 1st 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 (BASIC)

Signature Page / Page 1

- Correct case name and number?
- Current month?
- Original signatures by authorized party?

Page 2

- Does cash on hand at start of month = cash on hand at end of month from prior report (or Sch B if it's the 1st report)?
- Does cash balance (cash on hand at start of month + cash profit for the month = cash on hand at end of month)?
- Does total income reported in the income section match the total income for the month reported in the cash profit section?
- Does total expenses reported in the expenses section match the total expenses for the month reported in the cash profit section?

Page 3

- Do cumulative totals for professional fees = current fees + cumulative totals from prior month's reports?

Page 4

- Has this page been completed?

General

- Are any pages blank or missing?
- Are my bank statements, bank reconciliations, and all additional documents that are required 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?

QUARTERLY OPERATING REPORT FORM – POST-CONFIRMATION

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?