

Kara L. West, Chapter 13 Trustee
Business Chapter 13 Monthly Reporting
Prepared by Debtor, Due 10th of Month

Debtor's Name	_____
Case Number	_____
Month Ending	_____
Date Prepared	_____
Date Submitted	_____

In addition to filling out this form, attach the following copies of documents you have prepared:

Balance Sheet for the month.

Income Statement for the monthly period. This should be in a budget to actual format and differences should be indicated.

Bank Statement and reconciliation for each bank account

Listing of all checks issued during the month (date, check number, payee, amount).

Photocopies of validated payroll tax deposits. After each quarter, attach a copy of the 941 payroll tax return.

After the end of the year, a complete copy of the Income Tax return with all schedules (including Schedule C).

Proper accounting practice requires that total assets are equal to total liabilities and owner's equity.

Additional detail from the Balance Sheet and Income Statement. The total of each column must match the total shown on the Balance Sheet or Income Statement.

1. List information about cash balances in each account. Personal accounts must be segregated from business accounts.

Bank	Account No.	Prior Month	Current Month
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total cash in bank.			=====

2. Provide the total of accounts receivable at month-end.

	Prior Month	Current Month
Current	_____	_____
Over 30 days	_____	_____
Over 60 days	_____	_____
Over 90 days	_____	_____
Total	=====	=====
Estimate of bad or uncollectable accounts		=====

3. List dates and amounts of payroll paid and amounts and dates of payroll tax deposits.

Payroll for the Period Ended	Amount of Payroll	Date Paid	Amount of Payroll Taxes	Date Deposited
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Salary/Wages	=====			