

**UNITED STATES TRUSTEE
REGION 8**

**CHAPTER 11
MONTHLY OPERATING REPORT
(for Individuals and Non-Operating Entities)**

INSTRUCTIONS

This instruction page is for information only and should not be filed.

Every Chapter 11 debtor-in-possession or trustee must file a Monthly Operating Report each month. This report must be filed with the Court in accordance with the local rules and served on the United States Trustee. Failure to timely file and serve copies of the Monthly Operating Report is a basis for conversion or dismissal of this case.

The Monthly Operating Report is designed to give interested parties information about the debtor's financial activity in order for them to monitor the likelihood of successful reorganization. **All pages of the report form must be filed each month with complete responses.** Additional forms are available on the Nashville U S Trustee website at http://www.justice.gov/ust/r08/docs/chapter11/nash/mor_individual.pdf in PDF and Microsoft Word formats.

The following documents are part of the Monthly Operating Report:

- A. **Monthly Operating Report Cover Sheet, Checklist and Certificate of Service.**
- B. **Status of Insurance and Postpetition Payments** (Attachment 1).
All information requested must be provided.
- C. **Reconciliation of Cash and Detailed Listing of Receipts**
(Attachment 2).
- D. **Detailed Listing of Disbursements** (Attachment 3).
- E. **Schedule of Accounts Receivable** (Attachment 4).
- F. **Summary of Post Petition Liabilities** (Attachment 5).
- G. **ATTACH COMPLETE COPIES OF ALL BANK STATEMENTS**

CHAPTER 11
MONTHLY OPERATING REPORT
STATUS OF INSURANCE AND PAYMENTS TO PROFESSIONALS

CASE NAME: _____

CASE NUMBER: _____

MONTH OF: _____

1. Insurance: Is coverage in effect for all tangible assets? ____ Are payments current? ____ If any policy has lapsed, been replaced or renewed, state so in the schedule below. Attach a copy of the new policy's binder or cover page.

<u>Type</u>	<u>Name of Carrier</u>	<u>Coverage Amount</u>	<u>Policy #</u>	<u>Expiration Date</u>	<u>Premium Amounts</u>	<u>Date Pd. Thru</u>
Homeowners	_____	_____	_____	_____	_____	_____
Rental property	_____	_____	_____	_____	_____	_____
Liability	_____	_____	_____	_____	_____	_____
Vehicle	_____	_____	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____	_____	_____

2. Postpetition Payments: List any postpetition payments to professionals and payments on prepetition debts in the schedule below (attach separate sheet if necessary).

<u>Payments To/On</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Order Date</u>
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Professionals (attorneys, accountants, etc.):

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Prepetition debts:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attach complete copies of all statements from open accounts at banks or other financial institutions during the report period, even if the balance is zero. Account numbers may be partially redacted.