

MONTHLY FINANCIAL REPORT FOR CHAPTER 13 BUSINESS DEBTOR

Debtor(s) Name(s): _____ Case No. _____

Name of Business: _____

Month/Year of Financial Report: _____

Current Month

Cumulative Year- To-Date

INCOME:

Gross Income _____

Less Returns _____

Net Income: _____

Less:

Inventory _____

Materials and Supplies _____

Costs of Labor _____

(Subcontract) _____

Gross Profit _____

DISBURSEMENTS/EXPENSES:

Net Wages to Debtor _____

Net Wages to Employees. _____

Payroll Taxes _____

Sales and Use Taxes _____

Other Taxes _____

Machinery/Equipment _____

Travel Expenses _____

Gas/Oil _____

Parking/Tolls _____

Hotels _____

Meals/Entertainment _____

Repairs and Maintenance _____

Office Supplies _____

Purchase of Fixed Assets _____

Advertising Insurance _____

Utilities/Telephone _____

Manufacturing Supplies _____

Legal/Accounting Fees _____

Other Expenses _____

(Attach Detailed List)

TOTAL EXPENSES _____

NET PROFIT OR LOSS _____

Date: _____

Debtor

NOTE: Copies of all bank account statements must accompany this report for all months that the report encompasses.

**INSTRUCTIONS FOR MONTHLY FINANCIAL REPORT OF CHAPTER 13 DEBTOR
AND CHAPTER 13 BUSINESS DEBTOR MONTHLY CASH DISBURSEMENTS**

Attached for your use are forms you may use for providing this office with your monthly financial reports relative to your business-related activities. These forms are entitled, "Monthly Financial Report for Chapter 13 Business Debtor" and "Chapter 13 Business Debtor Monthly Cash Disbursements". **Please make copies of the forms before using them for the first time.**

Your initial financial report is due in our office with this Questionnaire ten (10) days prior to your Creditors' Meeting Date unless you have been otherwise instructed. By separate correspondence you or your attorney have been notified of the due date for your initial report.

After your initial financial report, you are required to submit financial reports and cash disbursement reports to our office on a monthly basis until your Chapter 13 Plan is confirmed or until you are otherwise instructed by the Court.

The financial reports are due by the 15th of every month.

The Cash Disbursement Reports are simply a listing of all of your business transactions for the month in chronological order. You must indicate on the form the date of the transaction, the method of payment (cash, debit, check #), the person or entity you paid, the description of the transaction, and the amount paid.

You should attach to each financial report a copy of your bank account statements (checking and savings and personal and business) for the month.

If you have an accountant or CPA who may provide financial reports to you on a monthly basis for your business, you may feel free to send us copies of the financial reports prepared by your accountant. Along with the Financial Report or Income Statement, your CP A should also provide a copy of your Account Ledger for the month.

You will note that we may have asked you for a Balance Sheet for your corporation. If you do not have an accountant or CPA who may provide you with a Balance Sheet, please call Kathy Roberts of the Office of the Chapter 13 Standing Trustee, and she will provide you with a blank form.

Note that the information reported by you on the forms attached should only be relative to your business-related activities and not your household expenses.

When completing the reports, call your attorney if you have any questions. If your attorney prefers that you speak with our office directly, he or she will advise you of same.