

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NORTH CAROLINA**

**IN RE:**

**CASE NO:**

**MONTHLY REPORT OF INDIVIDUAL DEBTOR IN  
POSSESSION/TRUSTEE**

**DATE PETITION WAS FILED:** \_\_\_\_\_

**REPORTING PERIOD COVERED:** \_\_\_\_\_

We declare under penalty of perjury that the information contained in this report is true and correct to the best of our knowledge and belief:

Respectfully submitted this \_\_\_\_\_, day of \_\_\_\_\_

**DEBTOR:**

**JOINT DEBTOR:**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

I have read the information in this report, and the information contained herein is true and correct to the best of my knowledge and belief:

Respectfully submitted this \_\_\_\_\_, day of \_\_\_\_\_

**ATTORNEY FOR THE DEBTOR:**

Signature: \_\_\_\_\_

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

*Penalty for making a false statement or filing a false report: Fine of up to \$500,000.00 or imprisonment for up to 5 years or both. 18 U.S.C. §§ 152 and 3571*

*Revised October, 2015*

## **PART A: CERTIFICATIONS**

|     |   | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|-----|---|------------|-----------|------------|
| 1.  | All post-petition taxes [tax obligations arising after the Chapter 11 petition was filed] are currently paid or deposited.  |            |           |            |
| 2.  | All tax returns coming due post-petition have been filed or extensions granted.   |            |           |            |
| 3.  | All administrative expenses [post-petition obligations] other than taxes are current.   |            |           |            |
| 4.  | All insurance remains in full force and effect in accordance with Local Bankruptcy Rule No. 4002-1(b)(1)(c).  |            |           |            |
| 5.  | New books and records were opened as of the petition date and are being maintained monthly and are current.   |            |           |            |
| 6.  | New DIP bank accounts were opened and are reconciled in accordance with Local Bankruptcy Rule No. 4002-1(b)(1).   |            |           |            |
| 7.  | All pre-petition bank accounts have been closed.  |            |           |            |
| 8.  | The Debtor sought Court approval prior to paying any pre-petition, unsecured debts [obligations due on or before the filing of the case] this reporting period?   |            |           |            |
| 9.  | All funds coming into the Debtor's bankruptcy estate have been deposited into the DIP account(s).   |            |           |            |
| 10. | Payments to professionals (attorney, accountant, appraiser, realtor, etc.) during this reporting period were authorized by the Court.                             |            |           |            |
| 11. | Court approval was requested and granted for any transfers or sales of property that were made during this period.  |            |           |            |
| 12. | Estate funds which are on deposit in banking institutions are fully covered by FDIC or FSLIC insurance of \$250,000.00.   |            |           |            |
| 13. | Did any person or entity pay any expenses or costs on behalf of the Debtor?<br>If you answered yes, please provide additional information on the following pages. |            |           |            |

**IF THE ANSWER TO ANY OF THE CERTIFICATIONS REQUIRES ADDITIONAL INFORMATION, PLEASE PROVIDE AN EXPLANATION ON THE SUPPLEMENT TO PART B.**

**SUPPLEMENT TO PART A:**

1. (a) Post-petition taxes not current or not deposited:

Type \_\_\_\_\_ and amount \$ \_\_\_\_\_ unpaid or not deposited.

Type \_\_\_\_\_ and amount \$ \_\_\_\_\_ unpaid or not deposited.

Type \_\_\_\_\_ and amount \$ \_\_\_\_\_ unpaid or not deposited.

(b) When will the Debtor bring these taxes current?

2. (a) Tax returns not filed:

(b) Why haven't the required tax returns been filed?

3. (a) Administrative expenses [post-petition] other than taxes not current:

Type \_\_\_\_\_ and amount \$ \_\_\_\_\_ unpaid or not deposited.

Type \_\_\_\_\_ and amount \$ \_\_\_\_\_ unpaid or not deposited.

Type \_\_\_\_\_ and amount \$ \_\_\_\_\_ unpaid or not deposited.

(b) When will the Debtor bring these payments current?

4. Description of uninsured estate property, reasons why and steps implemented to obtain insurance:

5. Reason/explanation why new books and records have not been opened:

6. Reason/explanation as to why new bank accounts have not been opened:
  
7. Reason/explanation as to why old bank accounts have not been closed:
  
8. List all prepetition debts which were paid this reporting period, including the name and address of the creditor paid, the amount paid, and the justification for the payment:
  
9. Reason/explanation as to why estate funds were not deposited in the DIP accounts. Please detail where the estate funds were deposited, or (if not deposited), how they were disbursed:
  
10. List the name of each professional paid and how much each professional was paid:
  
11. List all property which was sold/transferred without prior approval of the Court:
  
12. If funds are not fully covered by FDIC or FSLIC insurance of \$250,000.00, provide name of bank[s] wherein estate monies are deposited and the balance of all accounts therein:
  
13. List all expenses paid on behalf of the Debtor, including the name of the person or entity who made the payments:



# EXHIBIT 1

DESCRIPTION/ITEMIZATION OF RECEIPTS (ACCOUNT # \_\_\_\_\_)

| <b>RECEIPTS:</b>  | <b>AMOUNT:</b>   |
|---|--|
|   |  |
| Salary and Wages  | \$ _____   |
| Rental Income   | \$ _____   |
| Borrowing by debtor (list sources below):<br><br>(a) _____<br>(b) _____<br>(c) _____            | (list amounts below):<br><br>(a) _____<br>(b) _____<br>(c) _____<br><br><div style="text-align: right;">Total = \$ _____</div> |
| Transfers from other accounts (list accounts below):<br><br>(a) _____<br>(b) _____<br>(c) _____ | (list amounts below):<br><br>(a) _____<br>(b) _____<br>(c) _____<br><br><div style="text-align: right;">Total = \$ _____</div> |
| Other forms of income (list sources below)<br><br>(a) _____<br>(b) _____<br>(c) _____           | (list amounts below):<br><br>(a) _____<br>(b) _____<br>(c) _____<br><br><div style="text-align: right;">Total = \$ _____</div> |

➔ \*TOTAL = \$ \_\_\_\_\_

**\*Total equals item #2/ TOTAL INCOME/TRANSFERS on Part B.**

## EXHIBIT 2

DESCRIPTION/ITEMIZATION OF EXPENSES (ACCOUNT # \_\_\_\_\_ )

| EXPENSES:   | AMOUNT:  |
|---|--|
|   |  |
| Mortgage (Primary Residence)  | \$   |
| Vehicle Loans   | \$   |
| Other Secured Debt  | \$   |
| Residential Lease   | \$   |
| Vehicle Lease   | \$   |
| Taxes (Income, Property, Etc.)  | \$   |
| Alimony & Child Support   | \$   |
| Utilities (Telephone, Electricity, Water, Other)  | \$   |
| Real Property Insurance Premiums  | \$   |
| Vehicle Insurance Premiums  | \$   |
| Life and Health Insurance Premiums  | \$   |
| Food (Groceries, Dining Out, Etc.)  | \$   |
| Recreation/Entertainment/Travel   | \$   |
| Medical (Doctor, Prescriptions, Etc.)   | \$   |
| Personal Care   | \$   |
| Clothing  | \$   |
| Gifts   | \$   |
| Donations (Charity, Tithing, Etc.)  | \$   |
| Transportation Costs (e.g., fuel, tolls, parking)   | \$   |
| Vehicle Maintenance and Repairs Costs   | \$   |
| Household Supplies  | \$   |
| Real Property Repairs and Maintenance Costs   | \$   |
| Tuition/Education Costs   | \$   |
| Professional Fees   | \$   |
| Quarterly Fees  | \$   |
| Cash Withdrawals (Itemize on Separate Part B)   | \$   |
| Transfers to other accounts (list accounts below):<br>(a) _____<br>(b) _____<br>(c) _____ | (list amounts below):<br><br>(a) _____<br>(b) _____<br>(c) _____<br><br><div style="text-align: right;">Total = \$</div> |
| Other (PROVIDE ATTACHMENT)  | \$   |

➔ \*TOTAL =       \$ \_\_\_\_\_

**\*Total equals item #4/ TOTAL EXPENSES/TRANSFERS on Part B.**

## **PART C: STATUS OF PAYMENTS TO SECURED CREDITORS**

\*List all secured creditors and collateral descriptions, regardless if payments are made

|  |  |
|--|--|
| <b>Creditor Name:</b>                              |  |
| <b>Amount Paid this Month:</b>                     |  |
| <b>Description of Collateral:</b>                  |  |
| <b>Payment Pursuant to Bankruptcy Court Order?</b> |  |
|  |  |
| <b>Creditor Name:</b>                              |  |
| <b>Amount Paid this Month:</b>                     |  |
| <b>Description of Collateral:</b>                  |  |
| <b>Payment Pursuant to Bankruptcy Court Order?</b> |  |
|  |  |
| <b>Creditor Name:</b>                              |  |
| <b>Amount Paid this Month:</b>                     |  |
| <b>Description of Collateral:</b>                  |  |
| <b>Payment Pursuant to Bankruptcy Court Order?</b> |  |
|  |  |
| <b>Creditor Name:</b>                              |  |
| <b>Amount Paid this Month:</b>                     |  |
| <b>Description of Collateral:</b>                  |  |
| <b>Payment Pursuant to Bankruptcy Court Order?</b> |  |
|  |  |

**[Attach a separate page for additional secured debt payments]**

## **PART D: STATUS OF PAYMENTS TO LESSORS**

\*List all lessors and description of leased property, regardless if payments are made

|  |  |
|--|--|
| <b>Lessor Name:</b>                    |  |
| <b>Amount Paid this Month:</b>         |  |
| <b>Description of Leased Property:</b> |  |
| <b>Is Lease Current?</b>               |  |
| <b> </b>                               |  |
| <b>Lessor Name:</b>                    |  |
| <b>Amount Paid this Month:</b>         |  |
| <b>Description of Leased Property:</b> |  |
| <b>Is Lease Current?</b>               |  |
| <b> </b>                               |  |
| <b>Lessor Name:</b>                    |  |
| <b>Amount Paid this Month:</b>         |  |
| <b>Description of Leased Property:</b> |  |
| <b>Is Lease Current?</b>               |  |
| <b> </b>                               |  |
| <b>Lessor Name:</b>                    |  |
| <b>Amount Paid this Month:</b>         |  |
| <b>Description of Leased Property:</b> |  |
| <b>Is Lease Current?</b>               |  |
| <b> </b>                               |  |

**[Attach a separate page for additional lease payments]**

**PART E: SUMMARY OF PROPERTY SALES AND  
PROFESSIONAL FEE PAYMENTS**

**1.) PROPERTY SALE REPORT:**

| Description of Property Sold | Date Property Sold | Sale Funds Disbursed by or on behalf of Debtor |
|------------------------------|--------------------|--|
|                              |                    | \$   |
|                              |                    | \$   |
|                              |                    | \$   |
|                              |                    | \$   |
|                              |                    | \$   |

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**2.) REPORT OF ALL PAYMENTS MADE TO PROFESSIONALS THIS MONTH:**

| Name of Professional | Compensation Authorized by the Court | Compensation Received this Month |
|----------------------|--------------------------------------|----------------------------------|
|                      | \$                                   | \$                               |
|                      | \$                                   | \$                               |
|                      | \$                                   | \$                               |
|                      | \$                                   | \$                               |
|                      | \$                                   | \$                               |

# PART F: CHAPTER 11 QUARTERLY FEES

**DISBURSEMENTS INCLUDE:** Sum total of all disbursements from all bank accounts – **and** – payments made on behalf of the debtor. Disbursements do not include transfers between the Debtor’s accounts. Quarterly fees are not prorated.

**Calculating the Fee:** Use the table on the following page to compute the Amount of Fee Due for each quarter. Payment of quarterly fees should be submitted to Debtor’s attorney, and then Debtor’s attorney should submit the payment through **www.pay.gov**.

## 1<sup>st</sup> Quarter

Disbursements for January, 20\_\_\_\_\_ : \_\_\_\_\_

Disbursements for February, 20\_\_\_\_\_ : \_\_\_\_\_ Amount of Fee Due: \_\_\_\_\_

Disbursements for March, 20\_\_\_\_\_ : \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Total Disbursements for the 1<sup>st</sup> Quarter: \_\_\_\_\_

## 2<sup>nd</sup> Quarter

Disbursements for April, 20\_\_\_\_\_ : \_\_\_\_\_

Disbursements for May, 20\_\_\_\_\_ : \_\_\_\_\_ Amount of Fee Due: \_\_\_\_\_

Disbursements for June, 20\_\_\_\_\_ : \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Total Disbursements for the 2<sup>nd</sup> Quarter: \_\_\_\_\_

## 3<sup>rd</sup> Quarter

Disbursements for July, 20\_\_\_\_\_ : \_\_\_\_\_

Disbursements for August, 20\_\_\_\_\_ : \_\_\_\_\_ Amount of Fee Due: \_\_\_\_\_

Disbursements for September, 20\_\_\_\_\_ : \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Total Disbursements for the 3<sup>rd</sup> Quarter: \_\_\_\_\_

## 4<sup>th</sup> Quarter

Disbursements for October, 20\_\_\_\_\_ : \_\_\_\_\_

Disbursements for November, 20\_\_\_\_\_ : \_\_\_\_\_ Amount of Fee Due: \_\_\_\_\_

Disbursements for December, 20\_\_\_\_\_ : \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Total Disbursements for the 4<sup>th</sup> Quarter: \_\_\_\_\_

| <b>Total Disbursement for the Quarter</b> | <b>Amount of Fee Due</b> |
|---|--------------------------|
| \$0 to \$14,999.00                        | \$325                    |
| \$15,000.00 to \$74,999.99                | \$650                    |
| \$75,000.00 to \$149,999.99               | \$975                    |
| \$150,000.00 to \$224,999.99              | \$1,625                  |
| \$225,000.00 to \$299,999.99              | \$1,950                  |
| \$300,000.00 to \$999,999.99              | \$4,875                  |
| \$1,000,000.00 to \$1,999,999.99          | \$6,500                  |
| \$2,000,000.00 to \$2,999,999.99          | \$9,750                  |
| \$3,000,000.00 to \$4,999,999.99          | \$10,400                 |
| \$5,000,000.00 to \$14,999,999.99         | \$13,000                 |
| \$15,000,000.00 to \$29,999,999.99        | \$20,000                 |
| \$30,000,000.00 or more                   | \$30,000                 |