Rev. 12/2018

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
DIVISION

IN RE:	**CHAPTER 11**
	CASE NO: _____
DEBTOR	☐ Check if this is an amended filing

MONTHLY REPORT OF CORPORATE DEBTOR IN POSSESSION/TRUSTEE

DATE PETITION WAS FILED: _____

REPORTING PERIOD COVERED: _____

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

DEBTOR:

Officer Name & Title: _____

Date: _____

Signature: _____

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:

ATTORNEY FOR THE DEBTOR:

Printed Name: _____ Date: _____

Signature: _____

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

PART A: BUSINESS OPERATIONS

I. Summary of Business Operations:

1.) Please summarize the Debtor's business activities for the month:

2.) Did the Debtor operate with a cash surplus or cash loss for the month? If the Debtor operated at a loss, please explain what affected profitability:

3.) Did the Debtor have any significant receipts or disbursements this month that were unusual or do not reoccur every month? For example, receipts would include insurance claim proceeds, tax refunds and funds from sale proceeds. Disbursements would include annual or quarterly insurance premiums, tax payments, large repairs, etc.:

(a) RECEIPTS –

(b) DISBURSEMENTS –

II. ***Summary of Chapter 11 Activities:***

1.) Were any transactions this month outside of the ordinary course of business? For example, did the Debtor sell any property, receive a loan from a third party or make any large purchases? If yes, please describe:

2.) What steps has the Debtor taken toward reorganization or liquidation?

PART B: CERTIFICATIONS

1.) Is the Debtor current on all post-petition tax obligations? ☐ Yes ☐ No

If the Debtor checked **no**, please complete the chart below:

Name of Taxing Authority	Amount Of Taxes Owed

2.) Has the Debtor filed all necessary tax forms (e.g., 1040, 1120 and 941), coming due since the petition date? ☐ Yes ☐ No

If the Debtor checked **no**, please provide information regarding the tax forms that are currently unfiled:

3.) Is the Debtor current on all post-petition administrative expenses (excluding tax obligations)? ☐ Yes ☐ No

If the Debtor checked **no**, please complete the chart below:

Name of Administrative Creditor	Amount Owed

4.) Are the Debtor's insurance policies in full force and effect? ☐ Yes ☐ No

If the Debtor checked **no**, please detail which property owned by the Debtor is not insured:

5.) Has the Debtor closed all pre-petition bank accounts? ☐ Yes ☐ No

If the Debtor checked **no**, please list the pre-petition bank accounts that are still open and whether the Debtor sought Court approval to keep the accounts open:

Name of Banking Institution	Last 4 Digits of Account	Court Approval (Y/N)

6.) Did the Debtor pay any pre-petition unsecured debts this reporting period? ☐ Yes ☐ No

If the Debtor checked **yes**, please complete the chart below:

Name of Unsecured Creditor	Amount Paid

7.) Did the Debtor deposit all sources of income into its DIP bank accounts this reporting period? ☐ Yes ☐ No

If the Debtor checked **no**, please detail where the estate funds were deposited, or (if not deposited), how the funds were disbursed:

8.) Did the Debtor pay any professionals (e.g., attorney or accountant) without prior Court approval this reporting period? ☐ Yes ☐ No

If the Debtor checked **yes**, please complete the chart below:

Name of Professional	Amount Paid

9.) Did the Debtor sell or transfer any property outside of the ordinary course of business without prior Court approval during this reporting period? ☐ Yes ☐ No

If the Debtor checked **yes**, please provide additional information regarding the property that was sold or transferred:

10.) Did any person or entity pay any expenses or costs on behalf of the Debtor during this reporting period? ☐ Yes ☐ No

If the Debtor checked **yes**, please list all expenses paid on behalf of the Debtor, including the name of the person or entity who made the payments:

11.) Did the Debtor transfer any property to or for the benefit of an officer or insider of the Debtor, or a relative of an officer or insider of the Debtor during the reporting period (a transfer includes, but is not limited to, the payment of personal expenses, provision of non-court approved fringe benefits, purchase of items for a personal non-business purpose)? ☐ Yes ☐ No

If the Debtor checked **yes**, please list all expenses or costs the Debtor paid on behalf of any officer or insider of the Debtor, or on behalf of a relative of an officer or insider of the Debtor:

PART C: SUMMARY OF CASH RECEIPTS AND DISBURSEMENTS

NATURE/TYPE OF ACCOUNT:

- ☐ **Operating Account (Last 4 Digits:_____)**
- ☐ **Tax Account (Last 4 Digits:_____)**
- ☐ **Payroll Account (Last 4 Digits:_____)**
- ☐ **Cash Collateral Account (Last 4 Digits:____)**

AMOUNT:

1. CASH BALANCE FROM PREVIOUS MONTH'S REPORT: **$**_____

2. TOTAL RECEIPTS/TRANSFERS/UNCLEARED: **$**_____
   [On following page- ***EXHIBIT 1***
   - provide a description of the source and amount]

3. TOTAL DISBURSEMENTS/TRANSFERS/UNCLEARED: **$**_____
   [On following page- ***EXHIBIT 2***
   - provide a description of the disbursements]

4. ENDING RECONCILED BALANCE: **$**_____

SUMMARY OF BANK ACCOUNT INFORMATION

5. ENDING BANK BALANCE: **$**_____

6. PLUS UNCLEARED DEPOSITS **$**_____

7. LESS UNCLEARED CHECKS **$**_____

8. ENDING RECONCILED BALANCE: ***$**_____

*If item #4 differs from Item #8, please explain:

EXHIBIT 1

DESCRIPTION/ITEMIZATION OF RECEIPTS (Last 4 Digits of Acct #_____)

RECEIPTS:	**AMOUNT:**
Sales	**$**
Rental Income	**$**
Collection of post-petition accounts receivable	**$**
Collection of pre-petition accounts receivable	**$**
Borrowing by Debtor (list sources below): (a) _____ (b) _____ (c) _____	(list amounts below): (a) _____ (b) _____ (c) _____ Total = **$ 0.00**
Transfers from other accounts (list last 4 digits of account numbers below): (a) _____ (b) _____ (c) _____	(list amounts below): (a) _____ (b) _____ (c) _____ Total = **$ 0.00**
Other forms of income/deposits (list sources below): (a) _____ (b) _____ (c) _____	(list amounts below): (a) _____ (b) _____ (c) _____ Total = **$ 0.00**
Less allowance for returns and discounts	**$**

➔ *TOTAL = **$ 0.00** _____

***Total equals item #2 (Total Cash Receipts) on Part C.**

Click to add another account

EXHIBIT 2

DESCRIPTION/ITEMIZATION OF DISBURSEMENTS (Last 4 Digits of Acct # _____)

DISBURSEMENTS:	**AMOUNT:**
Payments to Secured Creditors	**$**
Purchases of Inventory	**$**
Net Payroll (excluding officer compensation)	**$**
Officer Compensation	**$**
Subcontractors and Contract Workers	**$**
Payroll Taxes	**$**
Sales Tax	**$**
Property Taxes	**$**
Supplies and Materials	**$**
Real Property Lease Payments	**$**
Vehicle & Equipment Lease Payments	**$**
Utilities (Telephone, Electricity, Water, Other)	**$**
Travel and Entertainment	**$**
Meal and Food Costs	**$**
Transportation Costs (e.g., fuel, tolls, parking)	**$**
Vehicle Maintenance and Repairs Costs	**$**
Equipment Repair Costs	**$**
Real Property Repairs and Maintenance Costs	**$**
Vehicle Insurance Premiums	**$**
Life and Health Insurance Premiums	**$**
Real Property Insurance Premiums	**$**
Other Insurance Premiums	**$**
Office Supplies	**$**
Freight and Shipping Costs	**$**
Advertising and Marketing	**$**
Professional Fees (e.g., Attorney, Accountant)	**$**
Quarterly Fees	**$**
Transfers to other accounts (list last 4 digits of account numbers below): (a)_____ (b)_____ (c)_____	(list amounts below): (a) _____ (b) _____ (c) _____ Total = **$ 0.00**
Other (PROVIDE ATTACHMENT)	**$**

➔ *TOTAL = **$ 0.00** _____

***Total equals item #3 (Total Cash Disbursements) on Part C.**

PART D: SUMMARY OF ACCOUNT RECEIVABLES

		AMOUNT:
1.	Beginning Balance	**$** _____
2.	Sales on Account	**$** _____
3.	Collections on Account	**$** _____
4.	Ending Balance [Item #1 plus #2 minus #3]	**$** _____

STATUS OF COLLECTIONS:

	AMOUNT:
Current to 30 days	**$** _____
31 to 60 days	**$** _____
61 to 90 days	**$** _____
91 to 120 days	**$** _____
121 days and older	**$** _____
TOTAL:	**$** _____

PART E: SUMMARY OF ACCOUNTS PAYABLE

[EXCLUDING PRE-PETITION ACCOUNTS PAYABLE]

	AMOUNT:
Current to 30 days	**$** _____
31 to 60 days	**$** _____
61 to 90 days	**$** _____
91 to 120 days	**$** _____
121 days and older	**$** _____
TOTAL:	**$ 0.00** _____

If there are payables outstanding greater than 60 days, please provide an explanation:

Click to add Secured Creditors

PART F: STATUS OF PAYMENTS TO SECURED CREDITORS

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

☐ Check if this form is not applicable to the Debtor

Creditor Name:	
Description of Collateral:	
Amount Paid this Month:	
Payment Pursuant to Bankruptcy Court Order?	
Creditor Name:	
Description of Collateral:	
Amount Paid this Month:	
Payment Pursuant to Bankruptcy Court Order?	
Creditor Name:	
Description of Collateral:	
Amount Paid this Month:	
Payment Pursuant to Bankruptcy Court Order?	
Creditor Name:	
Description of Collateral:	
Amount Paid this Month:	
Payment Pursuant to Bankruptcy Court Order?	

Click to add Lessors

PART G: STATUS OF PAYMENTS TO LESSORS

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

☐ Check if this form is not applicable to the Debtor

Lessor Name:	
Description of Leased Property:	
Amount Paid this Month:	
Is Lease Current?	
Lessor Name:	
Description of Leased Property:	
Amount Paid this Month:	
Is Lease Current?	
Lessor Name:	
Description of Leased Property:	
Amount Paid this Month:	
Is Lease Current?	
Lessor Name:	
Description of Leased Property:	
Amount Paid this Month:	
Is Lease Current?	

PART H: SUMMARY OF OFFICER/OWNER COMPENSATION, PROPERTY SALES AND PROFESSIONAL FEE PAYMENTS

1.) REPORT ALL COMPENSATION PAID TO ANY OFFICER OR OWNER THIS MONTH:

☐ Check if no officer compensation was paid this month

Name of Officer/Owner of the Debtor	Monthly Compensation Authorized by the Court	Compensation Received this Month

2.) PROPERTY SALE REPORT:

☐ Check if the Debtor did not sell any property this month

Description of Property Sold	Date Property Sold	Gross Sale Proceeds	Net Sale Proceeds Paid to Debtor

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

☐ Check if the Debtor did not pay any professionals this month

Name of Professional	Date Compensation Approved	Compensation Authorized by the Court	Compensation Received this Month

PART I: CHAPTER 11 QUARTERLY FEES

***DISBURSEMENTS INCLUDE*:** Sum total of all disbursements from all of the Debtor's 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**.

1st Quarter:

	Disbursements made by Debtor		Disbursements made on behalf of Debtor
Disbursements for January:	_____	+	_____
Disbursements for February:	_____	+	_____
Disbursements for March:	_____	+	_____
TOTAL:	**$ 0.00**	+	**$ 0.00**

TOTAL DISBURSEMENTS: $ 0.00

Amount of Fee Due: _____

Amount of Fee Paid: _____

Total Disbursements for the Quarter	Amount of Fee Due
$0 to $14,999.00	$325.00
$15,000.00 to $74,999.99	$650.00
$75,000.00 to $149,999.99	$975.00
$150,000.00 to $224,999.99	$1,625.00
$225,000.00 to $299.999.99	$1,950.00
$300,000.00 to $999,999.99	$4,875.00
Total disbursements are equal to or greater than $1,000,000.00	1% of total disbursements or $250,000.00, whichever is less