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## CHAPTER 13 MONTHLY CASH RECEIPTS AND DISBURSEMENTS

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<u><i>Date this form is due:</i></u>	Monthly, on the 20 <sup>th</sup> day (of the month following) the current month being prepared. Reports should be submitted through the month the Trustee's 1302 Report is filed unless otherwise directed by the Trustee or the Court.
<u><i>Form must be sent to:</i></u>	Trustee's Office
<u><i>Attachments to form:</i></u>	Copies of bank statements and deposit slips used to generate the report
<u><i>Who uses this form:</i></u>	All Debtors that are self employed

Pursuant to the Trustee Guidelines all Debtors who are self employed and have ongoing business activity must file monthly cash receipts and disbursement reports with the Trustee. The following are some points to remember when preparing this report:

- Make extra copies of the report before you begin to use the report so that you will have blank copies to use for upcoming months.
- Be sure that the ending balance on the report matches the ending balances of all bank statements used.
- Avoid cash transactions and use checking accounts as much as possible.
- Be sure each bank statement has been reconciled before it is attached to the report.
- Be sure to keep a copy of all the report for your records.
- The Trustee will have no choice but to file a motion to dismiss if the report is not timely sent.
- Be sure the report sent to the Trustee includes an original signature and is dated.
- Be sure copies attached to the report are clear and legible.

CHAPTER 13 MONTHLY PROFIT/LOSS REPORT

For the Month of \_\_\_\_\_, 20 \_\_\_\_

NAME OF DEBTOR: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

	<u>BUSINESS</u> checking account	<u>PERSONAL</u> checking account	<u>TOTALS</u>
<b>I. Cash Received During the Month:</b> (total gross deposits before cash back)			
Business Revenue (agree to page 2)	[ ]		
Wages from employment		[ ]	
Other income - child support, SS,..		[ ]	
<b>TOTAL RECEIPTS</b>	[ ]	[ ]	[ ]
<b>II. Expenses Paid:</b> (total debits from bank stmt)			
Business expenses (agree to page 2)	[ ]		
Household Living Expenses		[ ]	
Plan Payment to Ch 13 Trustee		[ ]	
<b>TOTAL EXPENSES</b>	[ ]	[ ]	[ ]
<b>PROFIT (OR LOSS) FOR MONTH:</b>	[ ]	[ ]	[ ]
<b>III. Bank Statement Reconciliation:</b>			
Balance at beginning of month	[ ]	[ ]	[ ]
Income (Loss) for the month	[ ]	[ ]	[ ]
Balance at End of the Month	[ ]	[ ]	[ ]

I CERTIFY UNDER PENALTY OF PERJURY THAT I HAVE READ THE FORGOING STATEMENT AND IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

DATED: \_\_\_\_\_

\_\_\_\_\_ Debtor 1 Signature

\_\_\_\_\_ Debtor 2 Signature

NAME OF DEBTOR: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

<u>REVENUE</u>	<u>AMOUNT</u>	<u>TOTALS</u>
<b>TOTAL BUSINESS REVENUE</b>		

Copy Total to Page 1

<u>EXPENSES</u>	<u>AMOUNT</u>	<u>TOTALS</u>
Business Property Rent/lease		
Labor		
Payroll Taxes - 941 Deposit		
Sales Tax		
Income Taxes		
Utilities (heat, light, water, gas, etc)		
Equipment Lease Payment		
Repairs & Maintenance		
Advertising		
Travel & Entertainment		
Insurance - Business Liability		
Insurance - Auto		
Insurance - Workmen's Compensation		
Insurance - Property		
Telephone & Cell Phones		
<b>TOTAL BUSINESS EXPENSES</b>		

Copy Total to Page 1