

## CHAPTER 13 MONTHLY CASH RECEIPTS AND DISBURSEMENTS

<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 monthly unless otherwise directed by the Trustee or the Court
<u><i>Form must be sent to:</i></u>	Trustee's Office
<u><i>Attachments form:</i></u>	Copies of bank statements and deposit slips, including copies of cancelled checks and deposits, used to generate the report
<u><i>Who uses this form:</i></u>	All Debtors that are self employed & required to file operating reports

Debtors who are self employee 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.
- Be sure each bank statement has been reconciled before it is attached to the report.
- Be sure to keep a copy of all the reports for your record.
- The Trustee may file a motion to dismiss if the reports are 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.
- The first report will probably be for a partial month due to the fact that the case may have been filed sometime after the first day of the month and the report would end the last day of that same month.