

**Office of the Chapter 13 Trustee
Constantine Harvalis**

This office has been appointed standing trustee in your Chapter 13 bankruptcy case. The documents that you filed indicate that at least one of the persons filing this case is engaged in business. Enclosed you will find the following forms:

- Chapter 13 Summary of Operations
- Chapter 13 Monthly Business Reports
- Chapter 13 Monthly Financial Report.

Please complete the summary of operations and business budget and mail them to our office immediately. The forms must be received by our office one week prior to the date of your confirmation hearing.

You are also required to complete a monthly financial report for each month from the time your case was filed until the time it is confirmed. Complete all reports for months preceding the §341 meeting and mail them to our office immediately. [For example, if your case was filed in January and your §341 meeting is held in March, you should complete your monthly reports for January and February.] For subsequent months, also mail the monthly financial report to our office. We have enclosed only one master copy of the monthly financial report. You must make copies for each required month.

In additions to the above forms, please mail the following immediately:

- most recent federal and state income tax returns
- most recent federal and state payroll tax returns (if applicable)
- most recent state sales tax returns (if applicable)
- proof of insurance for any business assets.

If you have questions regarding these forms or requirements, please consult with your attorney.

Office of the Chapter 13 Trustee
Constantine Harvalis

**Chapter 13 Summary of Operations
For Debtor Engaged in Business**

Your Name _____ Case No. _____

Business Name _____

Description of business

Business property owned

(Include real estate, vehicles, equipment and inventory)

Description

Purchase Date

Purchase Price

Description	Purchase Date	Purchase Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Chapter 13 Summary of Operations
For Debtor Engaged in Business**

Business property leased (Include real estate, vehicles, equipment and inventory)

Description	Lease term	Monthly amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify under penalty of perjury that I have read the foregoing statement and it is correct to the best of my knowledge, information and belief.

Debtor(s)

Date

**Chapter 13 Monthly Business Budget
For Debtor Engaged in Business**

Your Name _____ Case No. _____

Business Name _____

Budgeted Income

Sales	\$ _____	
Other receipts	\$ _____	
Total budgeted income		\$ _____

Budgeted Expenses

Inventory	\$ _____	
Salaries	\$ _____	
Payroll taxes	\$ _____	
Employee benefits	\$ _____	
Rent	\$ _____	
Utilities	\$ _____	
Telephone	\$ _____	
Equipment leases	\$ _____	
Loan payments	\$ _____	
Supplies	\$ _____	
Advertising	\$ _____	
Insurance	\$ _____	
Professional services	\$ _____	
Transportation	\$ _____	
Interest	\$ _____	
Bank charges	\$ _____	
Sales tax	\$ _____	
Income tax	\$ _____	
Other tax	\$ _____	
Miscellaneous (list on separate page)	\$ _____	
Total budgeted expenses		(\$ _____)

Budgeted Net income _____ \$ _____

I certify under penalty of perjury that I have read the foregoing statement and it is correct to the best of my knowledge, information and belief.

Debtor(s)

Date

**Chapter 13 Financial Report
For Debtor Engaged in Business**

Your Name _____ Case No. _____
 Business Name _____
 Month and Year _____

Cash received during the month

Sales	\$	
Loans	\$	
Wages from outside work	\$	
Other receipts	\$	
Total cash receipts		\$ _____

Business expenses paid out during the month

Inventory	\$	
Salaries	\$	
Payroll taxes	\$	
Employee benefits	\$	
Rent	\$	
Utilities	\$	
Telephone	\$	
Equipment leases	\$	
Loan payments	\$	
Supplies	\$	
Advertising	\$	
Insurance	\$	
Professional services	\$	
Transportation	\$	
Interest	\$	
Bank charges	\$	
Sales tax	\$	
Income tax	\$	
Other tax	\$	
Miscellaneous	\$	
Total business expenses		(\$ _____)

Other expenses paid out during the month

Household expenses (Schedule J: Current expenditures)	(\$	_____)
Chapter 13 plan payments	(\$	_____)

Net income (loss) for the month \$ _____

**Chapter 13 Financial Report
For Debtor Engaged in Business**

Cash reconciliation

Cash balance at beginning of month		\$ _____
Bank account balances at beginning of month		\$ _____
Income (loss) for the month [from page 1]		\$ _____
Cash and bank account balances at end of month		\$ _____

Business expenses charged but not paid out during the month

Expense		Amount
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
Total expenses		\$ _____

Tax Reconciliation — federal withholding tax

Tax due at beginning of month		\$ _____
Tax accrued during the month		\$ _____
Tax paid during the month		(\$ _____)
Tax due at end of month		\$ _____

Tax Reconciliation — state withholding tax

Tax due at beginning of month		\$ _____
Tax accrued during the month		\$ _____
Tax paid during the month		(\$ _____)
Tax due at end of month		\$ _____

Tax Reconciliation — social security and medicare tax

Tax due at beginning of month		\$ _____
Tax accrued during the month		\$ _____
Tax paid during the month		(\$ _____)
Tax due at end of month		\$ _____

**Chapter 13 Financial Report
For Debtor Engaged in Business**

Tax Reconciliation — sales tax

Tax due at beginning of month	\$ _____	
Tax accrued during the month	\$ _____	
Tax paid during the month	(\$ _____)	
Tax due at end of month		\$ _____

Tax Reconciliation —other tax: _____

Tax due at beginning of month	\$ _____	
Tax accrued during the month	\$ _____	
Tax paid during the month	(\$ _____)	
Tax due at end of month		\$ _____

I certify under penalty of perjury that I have read the foregoing statement and it is correct to the best of my knowledge, information and belief.

Debtor(s)	Date