

CHAPTER 13 – SEMI-ANNUAL FINANCIAL STATEMENTS

Date this form is due: Within forty-five days (45) after the end of the reporting period (June 30th and December 31st) of each year you are in bankruptcy. The report will be for the previous six months.

Information requested: A profit and loss statement

Form will be sent to: Business Case Analyst
Deborah Langehennig, Chapter 13 Trustee
3801 Capital of Texas Highway South, Suite 320
Austin, TX 78704

Who uses this form: All Debtors who have been identified as operating a business.

Pursuant to guidelines provided by the U.S. Trustee, all Debtors who are self employed and have ongoing business activity must file semi-annual financial statements with the Trustee. The following are some points to remember when preparing this report.

- *** The Trustee will file a **Motion to Dismiss** if the reports are not received on time.
- *** Make copies of the report forms before you begin using it so that you will have blank copies to use in the future.
- *** Keep a copy of the entire report for your records.
- *** The report sent to the Trustee must be dated and have an original signature.
- *** The first report may be for less than a 6 month period due to the fact that the case may have been filed sometime during the initial reporting period. The reports would be from the date of filing and up to and including the last day of the prescribed reporting period ending either June 30th or December 31st.

Provide **copies** only. You are required to maintain all of your original records. The Chapter 13 Trustee is not responsible for the loss or destruction of any records provided where copies, and not originals, have been requested.

PROFIT & LOSS STATEMENT (Cash method of accounting)

BUSINESS NAME: _____ Case # _____

Six Month Period Ending _____

(Include business income and expenses only - do not include personal household income or expenses)
(Not all of the listed categories will apply to your business)

INCOME

- 1. Gross Receipts \$ _____
- 2. Cost of Goods Sold:
 - (a) Purchases \$ _____
 - (b) Cost of Labor (not including employee's salary) \$ _____
 - (c) Materials & Supplies \$ _____
- TOTAL Cost of Goods Sold: \$ _____
- 3. Gross Profit (subtract line 2 from line 1) \$ _____
- 4. Other Income \$ _____
- 5. Gross Income (add lines 3 & 4) \$ _____

EXPENSES

- 6. Business Location - Rent/Lease Expense or Mortgage Payment \$ _____
- 7. Salaries & Wages of Employees (excluding owner draws) \$ _____
- 8. Contract Labor \$ _____
- 9. Employee Benefits (insurance, parking, etc.) \$ _____
- 10. Equipment Lease Payments \$ _____
- 11. Secured Debt Payments (vehicles, equipment, etc.) \$ _____
- 12. Supplies (not included in 2(c) above) \$ _____
- 13. Utilities (excluding telephone) \$ _____
- 14. Telephone \$ _____
- 15. Repairs & Maintenance \$ _____
- 16. Miscellaneous Office Expenses \$ _____
- 17. Advertising \$ _____
- 18. Travel & Entertainment \$ _____
- 19. Professional Fees (attach list indicating name and purpose of professionals) \$ _____
- 20. Insurance:
 - (a) Liability \$ _____
 - (b) Property \$ _____
 - (c) Vehicle \$ _____
 - (d) Worker's Compensation \$ _____
 - (e) Other _____ \$ _____
- Total \$ _____
- 21. Taxes:
 - (a) Payroll \$ _____
 - (b) Sales \$ _____
 - (c) Other _____ \$ _____
- Total \$ _____
- 22. Other Expenses:
 - _____ \$ _____
- 23. Total Expenses (add lines 6 through 21) \$ _____

TOTAL NET PROFIT/LOSS FOR THE PERIOD (subtract line 23 from line 5) \$ _____

I/WE declare under penalty of perjury that the information provided on the enclosed profit and loss statement is true and correct to the best of my/our knowledge, information and belief.

Debtor: _____ Date: _____

Debtor: _____ Date: _____

Preparer, if someone other than the debtor:

Signature: _____ Date: _____

Printed Name: _____ Telephone Number: _____