

**UNITED STATES TRUSTEE'S  
MONTHLY OPERATING REPORT WORKSHOP  
JANUARY - DECEMBER 2004**

Presented by: Nancy Dennison, CPA  
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Regional Bankruptcy Analyst, San Francisco

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Areas Covered: You will receive a basic review of how to complete the monthly operating reports required by the United States Bankruptcy Court for the Northern District of California and the United States Trustee, Department of Justice for Chapter 11 Debtors-in-Possession and Trustees and Chapter 7 Trustees with operating cases.

- Purpose of Monthly Operating Reports
- Instructions on how to get started
- Review of all schedules in the Monthly Operating Report
- Review of the U. S. Trustee's audit checklist
- Review of the U. S. Trustee's index of standard compliance

Prerequisite: Working knowledge of bookkeeping, including basic understanding of the balance sheet, income statement, and cash flow analysis.

Course Level: Basic

Course Schedule:

**SAN JOSE** courses are held at 280 South First Street, Room 269, from 10:00 A.M. to 12:00 Noon, on the following dates:

January 23	April 16	July 16	October 8
February 20	May 14	August 13	November 19
March 12	June 11	September 17	December 10

**SAN FRANCISCO** courses are held at 250 Montgomery Street, 9th Floor, from 10:00 A.M. to 12:00 Noon, on the following dates:

January 9	April 2	July 16	October 1
February 6	May 7	August 6	November 5
March 5	June 4	September 17	December 3

**OAKLAND** courses are held at 1301 Clay Street, Room 690N, from 10:00 A.M. to 12:00 Noon, on the following dates:

February 27	May 21	September 3	December 10
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Cost: Free to anyone interested in bankruptcy financial reporting.