Date Moved In	
Recovery Date	

OXFORD HOUSE COMPTROLLER
INDIVIDUAL MEMBER LEDGER

Name of Member

	Amount Due	Date Paid	Date Left House	Reason
Non-Refundable Move-In Fee				

Week Of [SUN - SAT]	Previous Balance (+ / -)	Weekly Equal Expense Share (EES) (-)	Amount Paid (+)	Receipts (+)	Fines (-)	Other Credit or Debit (+ / -)	Ending Balance (+ / -)	# of Weeks EES Paid in Advance / Advance EES Rate		Notes

Keep a weekly report on individual member payments and amounts due. Do it by week even if payments may cover a longer period. [SIDE 1]

[SIDE 2]

Name of Member

Week Of [SUN - SAT]	Previous Balance (+ / -)	Weekly Equal Expense Share (EES) (-)	Amount Paid (+)	Receipts (+)	Fines (-)	Other Credit or Debit (+ / -)	Ending Balance (+ / -)	# of Weeks EES Paid in Advance / Advance EES Rate		Notes

Start a new ledger sheet as required but keep each individual's ledger sheets together in a binder. Good records prevent misunderstandings and help all members of the group to pay an equal share of household expenses.

Help build an active Oxford House Alumni Association by providing your local Alumni Association or State/Regional Association with up-to-date contact information of any member who moves out voluntarily.