Date Moved In	
Sobriety Date	

OXFORD HOUSES OF VIRGINIA

INDIVIDUAL MEMBER RECEIVABLE LEDGER

Name of Member

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

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

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

[SIDE 2]

Name of Member

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

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 chapter or Oxford House World Services with the new address of any member who moves out on good terms.

© 2008 Oxford House World Services, 1010 Wayne Avenue, Suite 300, Silver Spring, MD 20910
Telephone (800) 689-6411