



Oxford House  
Comptroller

# Comptroller

- Each House shall have its own duly elected Comptroller. The Comptroller must be a member of the particular house and shall serve a term not to exceed six months. A member may not serve as Comptroller for two consecutive terms but may be elected to Comptroller again six months after the completion of one term.

# Comptroller Duties

- The Comptroller will have the responsibility of keeping accurate and organized records of members' EES balances, including money owed to the house for fines or other reasons.
- The Comptroller will fill out a Weekly Summary Comptroller Report and an Individual Member Comptroller Report every week, updating all EES, fine and move-in fee balances. An Individual Member Comptroller Report will be accurately maintained for each house member, including move-in and move-out information

# Comptroller Duties

- The Comptroller will provide accurate and prompt receipts for money paid to the house.
- The Comptroller must complete the weekly reports prior to the weekly business meeting and present the Weekly Summary Comptroller Report to the house at the weekly business meeting.
- The Comptroller will assist the Treasurer in overall house financial operations.

# Comptroller Duties

- The Comptroller will open house bills and review them prior to informing the Treasurer for inclusion in Weekly Treasurer Report. The Comptroller will also be responsible for preparing and mailing the house bills once the house has approved payment, the Treasurer has written a check and the President and Treasurer have signed the check.
- The President, Treasurer and Comptroller TOGETHER shall conduct a monthly audit. The audit report must be posted for the entire house to examine and a monthly financial report submitted to the local chapter on a monthly basis.

# Collecting EES

- Money order properly filled out
  - ✓ Payee
  - ✓ Member name
  - ✓ Deposit only stamp
- Secure location
  - ✓ Dedicated lock box securely fastened to wall/desktop/etc.
  - ✓ Two keys: one where checkbook is stored, one Comptroller holds
  - ✓ Hand directly to Comptroller

# Accountability for Paying EES

- Timely payment of EES is essential to an Oxford House's success
- Comptroller's responsibility to ensure rules regarding EES are enforced
- Anyone carrying a negative balance receives a \$25 fine (unless money promised from funding agency)
- Two weeks behind in EES/fines:
  - ✓ Disruptive behavior contract for non-payment of EES
  - ✓ Negative balance must be paid in full
  - ✓ House determines deadline – must be no later than 9:59pm Saturday.
  - ✓ Members can never get three weeks or more behind

# Bills

- Only Comptroller can open house bills received by mail. Review and immediately make available to Treasurer (needs for report)
- Comptroller responsible for mailing bill payments (within 48 hours)
- Oxford Houses are prohibited from paying bills electronically. Checks mailed only.



# Financial Responsibility in Oxford House

- EES (Equal Expense Share)
  - ✓ Enforce timely payment, enforce house rules!
  - ✓ Follow adjustable EES scale
  - ✓ Money orders only
  - ✓ Secured submission
  - ✓ Receipts
  - ✓ Deposit slips

# Comptroller Reports

- Must complete Weekly Summary Report AND update all members' Individual Member Reports every week
- All reports completed by one hour before house meeting
- Comptroller and Treasurer Reports are dated for the financial week (always Sunday to Saturday) that has just ended
- Sliding scale EES
  - Determined on Sunday at start of financial week
  - Paying multiple weeks in advance

# Comptroller Reports

- Total all columns of Weekly Summary Report
  - Amount paid must match total received by Treasurer
- Member receiving financial assistance
- Fill in information at top of Individual Member Reports
- Always indicate +/- for previous and ending balances
- No fields left blank (- or n/a)
- Must provide Treasurer with amount paid information in order for them to complete Treasurer Report

# JANUARY 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1


**Example prorate:**  
**January 8 move-in, Comptroller Report for**  
**week of January 5 - 11**

**OXFORD HOUSES OF VIRGINIA  
WEEKLY SUMMARY COMPTROLLER REPORT**

**NAME OF HOUSE:**  
**Oxford House - Padawan**

**WEEK OF:**

Beginning Date:		Ending Date:
<b>1/5/20</b>	to	<b>1/11/20</b>

	Member's Name [Or other person or entity owing money to the House]	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 {+/-}
1	Paul Stevens	-20.00	140.00	185.00	-	-	-	25.00	-	0.00
2	Travis Jobe	0.00	140.00	120.50	-	-	19.50	-	-	0.00
3	Sld Bass	0.00	140.00	420.00	2	140.00	-	-	-	+280.00
4	James McClain	+140.00	140.00	0.00	-	-	-	-	-	0.00
5	Paul Molloy	-	220.00	380.00	-	-	-	-	-100.00	+60.00
6										
<b>TOTALS</b> 		+120.00	780.00	1,105.50	2		19.50	25.00	-100.00	+340.00

This form is completed by the Comptroller each week, presented at the weekly House Meeting and made available for members to know who has paid up-to-date and who owes money.

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