OXFORD HOUSE COMPTROLLER
WEEKLY SUMMARY REPORT

Name of House
Oxford House -

Week of:

Beginning Date (Sunday)	TO	Ending Date (Saturday)

Member's Name (Or other person or entity owing money to the house)	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
TOTALS →										

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. The comptroller also updates all current members' individual ledgers.

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