

Oxford Houses of Virginia Monthly House Financial Summary Report

Reconcile your House checking account every month. This form should be completed in duplicate. Keep one copy for your House records and one copy should be submitted to the Chapter at the regular monthly Chapter Meeting along with the most recent available bank statement. Houses with Chapter Meetings early in the month may not have the bank statement for the reporting period available at the time of the audit and preparation of this report.

HOUSE NAME:	MONTH & YEAR:	BANK STATEMENT END DATE:

LIST ALL DEPOSITS MADE FOR THE MONTH:			
DATE	AMOUNT	IS THIS DEPOSIT ON YOUR STATEMENT?	NOTES (IF NEEDED)
TOTAL DEPOSITS			

BEGINNING BALANCE	+	DEPOSITS FROM ABOVE	=	SUBTOTAL

The Beginning Balance should be equal to the House ending balance from the prior month
 The Subtotal should be brought over to page 2

THIS MONTH'S ACCOUNTS RECEIVABLE	
RECEIPT BOOK TOTAL	DEPOSIT TOTAL

These two amounts should be equal

LIST ALL CHECKS WRITTEN DURING THE MONTH:				
DATE	PAID TO AND PURPOSE	CHECK #	AMOUNT	IS THIS CHECK ON YOUR STATEMENT
SUBTOTAL THIS PAGE:				

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CONTINUED LIST OF ALL CHECKS WRITTEN DURING THE MONTH:

DATE	PAID TO AND PURPOSE	CHECK #	AMOUNT	IS THIS CHECK ON YOUR STATEMENT

SUBTOTAL THIS PAGE: _____

CHECK TOTAL PAGE 1:	_____
CHECK TOTAL PAGE 2:	_____
TOTAL CHECKS:	_____

SUBTOTAL FUNDS FROM PAGE 1	_____	TOTAL CHECKS WRITTEN	_____	=	ENDING HOUSE BALANCE	_____
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THIS MONTH'S CHECKBOOK BALANCES		THIS MONTH'S FINANCIAL TRANSACTIONS	
BEGINNING BALANCE	ENDING BALANCE	TOTAL RECEIVED	TOTAL SPENT
AFTER CHECK #	AFTER CHECK #		

Summary to be read at the Chapter Meeting

Beginning Balance [From Page 1]:	_____
Total Deposits [from Page 1]:	_____
Total Checks Written [From Above]:	_____
Ending House Balance [From Above]:	_____

PRESIDENT: _____
TREASURER: _____
COMPTROLLER: _____

DATE: _____
DATE: _____
DATE: _____