

NOTES AND DIRECTIONS FOR INDIVIDUAL MEMBER RECEIVABLE LEDGER AND/OR WEEKLY SUMMARY ACCOUNTS RECEIVABLE JOURNAL

The Beginning Date for the reporting period is always a Sunday and the Ending Date is always the following Saturday

- 1) Enter the Member's ending balance from the previous week, indicating whether a positive or negative amount.
- 2) Enter the EES amount for the current week. If a Member paid a week or more in advance at an EES rate lower than the current EES rate, then their EES amount for the current week will be based on the amount the EES rate was when they paid the week or more in advance. The simple rule is that when a Member pays their EES in advance, their future EES amounts due are calculated at the rate in effect at the time of the advance payment if the EES increases. On the other hand, if the EES decreases, the Member is charged the lower EES amount.
- 3) Enter the total amount paid for the current week. This should include the EES amount paid, any fines from the previous week, move-in fee or other amounts due to the House by a Member. Other amounts due to the House could be charges for items such as personal cable expense.
- 4) Enter the number of weeks a Member has paid their EES amount in advance, and to the right of that, enter the EES amount at which they paid the multiple weeks. If the Member is only paying the EES due for the current week, this number is 0, and no dollar amount will be entered to the right. If the Member is paying the current weekly amount due and one week in advance, this number is 1. The same procedure is followed for multiple weeks paid in advance. For example, if a Member paid four weeks in advance, i.e., the current week plus three future weeks, this number would be 3. This number will decrease in future weeks as the advance EES payments are credited to the Member's weekly EES amounts due, however the EES amount at which they paid the multiple weeks will remain the same until the advance payment has been depleted.
- 5) Enter the total amount for receipts submitted to the House by a Member for AUTHORIZED/APPROVED expenses to be used as a credit for the Member's weekly EES amount or other amounts due to the House.
- 6) Enter the amount of fines assessed to the Member at the previous house meeting and due this current weekly period.
- 7) Enter the amounts of credits or debits due a Member for the current weekly period. Debits (charges to a Member) might include personal cable expense, raffle tickets the Member was responsible for selling, or other charges/costs payable by a Member.
- 8) Enter the Member's Ending Balance taking into account all the debits and credits for the current week. Indicate whether the ending balance is a positive or negative amount. This amount becomes the Member's Beginning balance for the next week.

The week a Member moves in, there will be a separate row on the form, beneath the row for their rent payments and balance, which is for their non-refundable move-in fee. If for some reason the full amount of the non-refundable move-in fee is not paid at the time of move-in, then the negative ending balance should be carried over to the following week as a separate row for the move-in fee until the outstanding balance is paid in full.

The week a Member moves in, their EES column will reflect a pro-rating for the amount they owe for the days in the current week in addition to the following week's rent that is due by the end of the current week.