



Oxford House  
Treasurer

# Treasurer

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

# Treasurer Duties

- The Treasurer will have the overall responsibility for assuring the sound financial management of the house. The Treasurer will become familiar with and follow the financial record keeping procedures established by the house and will maintain accurate and organized financial records.
- The Treasurer will write checks for all house approved expenditures and will be responsible for safe-keeping of the house checkbook in a locked/secure container in a common area of the house. The Treasurer will not be an authorized check signer.

# Treasurer Duties

- The Treasurer will have a full and working knowledge of the Comptroller's position. The Treasurer will assist the Comptroller and may undertake all financial transactions authorized by the house.
- The Treasurer will be responsible for making a weekly bank deposit of total money received and will obtain a receipt of deposit from the bank.
- The Treasurer must accurately maintain all transactions in the house checkbook ledger. The Treasurer will reconcile the monthly bank statement with the house checkbook ledger and present to house in a weekly business meeting.

# Treasurer Duties

- The Treasurer must complete a Weekly Treasurer Report prior to the weekly business meeting, including an accurate account of bills to be paid, and present it to the house at the weekly business meeting.
- The President, Treasurer and Comptroller TOGETHER shall conduct a monthly house account and audit report. The audit report results must be posted for the entire house to examine and a monthly financial report submitted to the local Chapter on a monthly basis.
- The Treasurer will prepare a monthly financial status report for the President to present at the monthly Chapter meeting.

# Maintaining Checkbook

- Checkbook ledger is most accurate, current record of financial status
- Fill out every section (“—” if no info)
- DO NOT record deposits before they have been made
- DO NOT write checks against money not yet deposited! (Vote to approve payment pending deposit if necessary)
- MUST have other house members present when accessing checkbook (e.g. to record deposit made)
- DO NOT request balance/activity from bank – ledger is accurate, account balance is not!
- Do not forget to record bank fees and monthly Oxford House auto-debits

# Checkbook Ledger Example

2199		BALANCE BROUGHT FORWARD	1423	25
DATE	1.19.20	DEPOSITS		
TO	Jane Landlord			
			1.14.20	800 00
		TOTAL	2223	25
FOR	Rent February 2020	THIS CHECK	1500	00
	Oxford House World Services Contribution	OTHER	50	00
TAX DEDUCTIBLE		BALANCE	673	25

# Treasurer

- Must make deposit within 48 hours of house meeting
- One deposit per week
- Staple deposit receipt to posted Treasurer Report
- NO online banking
- NO cash withdrawals
- NO debit/credit cards
- NO pay by phone





<b>Name of House</b>				<b>SUBTOTAL FROM FRONT</b>	
<b>EXPENDITURES BY CHECK AND DEBIT</b>					
DATE	PAID TO & PURPOSE	CHECK #	AMOUNT	                 	
			<b>SUBTOTAL FROM ABOVE MINUS TOTAL PAID OUT</b>		
			<b>TOTAL PAID OUT</b>		↓
			<b>SUBTOTAL FROM ABOVE MINUS TOTAL PAID OUT</b>		↓

<b>BILLS TO BE PAID [Future bills due within 30 days]</b>			<b>ENDING BALANCE</b> (Carry ending balance forward to next Weekly Treasurer Report)
Due Date	To Whom & For What	AMOUNT	
		<b>TOTAL</b>	

2020 Oxford Houses of Virginia  
www.vaxfordhouse.org  
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www.oxfordhouse.org

# JANUARY 2020

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

Printable Calendars From [123Calendars.Com](http://123Calendars.Com)

**Reporting on: Financial Week of Sun. Jan. 12 – Sat. Jan. 18, 2020**  
**Presented at: Mon. Jan. 20, 2020 Weekly Business Meeting**