

# Comptroller Procedure

- **Individual Member Accounts Receivable Journal**
  - As new members move in, start new Individual Member Accounts Receivable Journal
  - Fill out top portion of sheet
    - *NAME OF MEMBER*
    - *DATE MOVED IN*
    - *SOBRIETY DATE*
    - *MOVE IN FEE AMOUNT DUE, AND DATE PAID*
  - As members move out, fill out the rest of top portion of sheet
    - *DATE LEFT HOUSE*
    - *REASONS* (good terms, nonpayment of EES, disruptive...etc)
    - *AMOUNT REFUNDED*
    - *DATE REFUNDED*
  - Receiving Payments
    - Examine money order or check
    - Fill out receipt appropriately and give copy to payer
    - Remember each line represents one week's activity
    - Enter in *AMOUNT PAID* and *DATE PAID*
      - Subtract *AMOUNT PAID* from *TOTAL* and enter result in *BALANCE*
      - Bring *BALANCE* forward to next line *PREVIOUS BALANCE*
    - Stamp back of check or money order with FOR DEPOSIT ONLY and give payment to Treasurer
- **Accounts Receivable Journal**
  - Fill out top portion of sheet
    - *DATE* (beginning and ending dates of week)
    - *HOUSE NAME*
  - Enter house member's full *NAME*
  - Bring forward *PREVIOUS BALANCE* from last week's *BALANCE*
  - Enter *CURRENT EES* if this is the first meeting of the month
  - Enter any *OTHER* fees due (cable, phone, fines...etc)
  - Add *PREVIOUS BALANCE*, *CURRENT EES*, *OTHER* and enter result in *TOTAL*
  - Enter *AMOUNT PAID* and *DATE PAID* for money received from each member during the week
  - Subtract *AMOUNT PAID* from *TOTAL* and enter result in *BALANCE*
  - Total *PREVIOUS BALANCE*, *TOTAL*, *BALANCE* columns and enter results in *TOTALS* at bottom of page
- **Business Meeting**
  - Give balance for each house member
  - Ask if commitments need to be made for members owing money
    - House needs to vote on each commitment made
    - Document all commitments
  - Complete shopping list

A commitment as it relates to Oxford House is in place for a resident that has run into some type of financial difficulty, i.e. New job, switch jobs, or any other EMERGENCY situation. House should be aware of any individual abusing commitment policy.