

**OXFORD HOUSE**

# **COMPTROLLER**





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# COMPTROLLER

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

## Comptroller's Duties:

- The Comptroller will have the responsibility of keeping accurate and organized records of residents' rent balances, including money owed to the house for fines or other purposes.
- The Comptroller will fill out an Accounts Receivable Journal and update an Individual Member Receivable Ledger every week, updating all rent, fine, and move-in fee balances. An Individual Member Receivable Ledger will be accurately maintained for each house resident, including move-in and move-out information.
- The Comptroller will provide accurate and prompt receipts for money paid to the house.
- The Comptroller must complete the weekly reports prior to the weekly business meeting and present the Accounts Receivable Journal to the house at the weekly business meeting.
- The Comptroller will assist the Treasurer in overall house financial operations.
- The Comptroller will open house bills and review them prior to informing the Treasurer for inclusion in the Weekly Financial Status Report. The Comptroller will also be responsible for paying and mailing the house bills once the house has approved payment and the Treasurer has written a check.
- 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.



# OXFORD HOUSE - **EXAMPLE**

## EQUAL EXPENSE SHARE

### MEMBER LEDGER

Equal Expense Share = EES  
EES should be adjusted based on occupancy.

MEMBER NAME: **KEITH G.**

MOVE-IN DATE: **8 / 21 / 16**

WEEK START	PREVIOUS BALANCE	+	EES DUE	+	FINES/ OTHER	-	APPROVED RECEIPTS	=	TOTAL	AMOUNT PAID	ENDING BALANCE
8-21-16	0		120		0		0		120	120	0
NOTES:											
8-28-16	0		120		0		0		120	120	0
NOTES:											
9-4-16	0		120		0		0		120	120	0
NOTES:											
9-11-16	0		120		0		0		120	120	0
NOTES:											
9-18-16	0		120		0		0		120	120	0
NOTES:											
9-25-16	0		120		0		14		106	120	(14)
NOTES:	The house voted for Keith to pick up some cleaning products. The receipt was viewed by everyone.										
10-2-16	(14)		120		0		0		106	106	0
NOTES:											
10-9-16	0		120		0		0		120	0	120
NOTES:	Keith is now on new-member restriction. He did not work due to weather, but will catch up next week.										
10-16-16	120		120		0		0		240	120	120
NOTES:	Keith remains on new-member restriction until zero balance.										
10-23-16	120		120		0		0		240	0	240
NOTES:	Keith placed on a financial contract. Details in meeting minutes.										

MOVE-IN FEE: Amount **150** Date Paid **8-21-16**

DEPARTURE: Date Ending Bal

Upon departure, staple final ledger to member application and place in files.



# OXFORD HOUSE - \_\_\_\_\_

## EQUAL EXPENSE SHARE

### MEMBER LEDGER

Equal Expense Share = EES  
EES should be adjusted based on occupancy.

MEMBER NAME: \_\_\_\_\_

MOVE-IN DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

WEEK START	PREVIOUS BALANCE	+	EES DUE	+	FINES/ OTHER	-	APPROVED RECEIPTS	=	TOTAL DUE	AMOUNT PAID	ENDING BALANCE
NOTES:											
NOTES:											
NOTES:											
NOTES:											
NOTES:											
NOTES:											
NOTES:											
NOTES:											
NOTES:											

MOVE-IN FEE: 

Amount	Date Paid

DEPARTURE: 

Date	Ending Bal

**Upon departure, staple final ledger to member application and place in files.**





WEEK START: \_\_\_\_/\_\_\_\_/\_\_\_\_ WEEK END: \_\_\_\_/\_\_\_\_/\_\_\_\_

## NOTES

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