

DATE MOVED IN	
SOBRIETY DATE	

**OXFORD HOUSE**

**INDIVIDUAL MEMBER  
RECEIVABLE LEDGER**

NAME OF MEMBER

	AMOUNT DUE	DATE PAID	DATE LEFT HOUSE	REASONS	AMOUNT REFUNDED	DATE REFUNDED
EQUAL EXPENSE SHARE [EES] DEPOSIT						

**EQUAL EXPENSE SHARE [EES]      +      MISCELLANEOUS EXPENSES [phone/fines/other] = TOTAL  
DUE**

WEEK OF	EES PAYABLE	AMOUNT PAID	DATE PAID	BALANCE	ITEM	AMOUNT PAYABLE	AMOUNT PAID	DATE PAID	BALANCE	TOTAL BALANCE

Keep a weekly report on individual resident's payments and amount due. Do it by the week even if payment may cover a longer period. [SIDE 1]

NAME OF MEMBER [SIDE 2]

**EQUAL EXPENSE SHARE [EES]                    +                    MISCELLANEOUS EXPENSES [phone/fines/other]   = TOTAL**  
**DUE**

WEEK OF	EES PAYABLE	AMOUNT PAID	DATE PAID	BALANCE	ITEM	AMOUNT PAYABLE	AMOUNT PAID	DATE PAID	BALANCE	TOTAL BALANCE

START A NEW LEDGER SHEET AS REQUIRED BUT KEEP EACH INDIVIDUAL'S LEDGER SHEETS TOGETHER IN A LOOSE LEAF NOTEBOOK. GOOD RECORDS PREVENT MISUNDERSTANDINGS AND HELP ALL MEMBERS OF THE GROUP TO PAY AN EQUAL SHARE OF HOUSEHOLD EXPENSES.

HELP BUILD AN ACTIVE OXFORD HOUSE ALUMNI ASSOCIATION BY PROVIDING YOUR CHAPTER OR OXFORD HOUSE WORLD SERVICES WITH THE NEW ADDRESS OF ANY MEMBER WHO MOVES OUT ON GOOD TERMS.