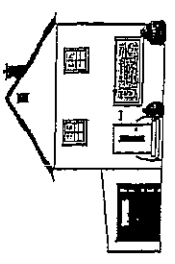


TABLE OF CONTENTS

COMPTROLLER

COMPTROLLER REPORT	1
WELCOME PACKET, RULES & FINE SHEET BEHAVIOR CONTRACT	2
EMBEZZLEMENT PREVENTION CHECKLIST HOUSE OFFICER RESPONSIBILITIES	3
NEW MEMBER CONTRACT & INFO BOUNDARIES & INSIGHTS FOR NEW MEMBERS	4
DISRUPTIVE BEHAVIOR, DEFINITION OF RELAPSE, EXPULSION GUIDELINES	5
SIGNS OF A SICK HOUSE, CHECK-UP, CORRECTING FINANCIAL DIFFICULTIES	6
HOUSING SERVICES, BORROWING MONEY DRUG TESTING INFO	7
SUGGESTED INTERVIEW QUESTIONS O.H. FREQUENTLY ASKED QUESTIONS	8
MONTHLY HOUSE REPORT MONTHLY FINANCIAL AUDIT	9
HOUSE BANK ACCOUNT & CHANGING SIGNORS ARTICLES OF ASSOCIATION	10
H&I PRESENTATIONS, FUNDRAISING, STATE PAMPHLET, GUIDELINE FOR AN OPEN HOUSE	11
SIGNING A NEW LEASE OPENING A NEW HOUSE	12
501(C) DONATIONS TO HOUSES/CHAPTERS MONTHLY DONATION TO OXFORD HOUSE, INC.	13
WORLD COUNCIL RESOLUTIONS HOUSE MANUAL & CHAPTER MANUAL	14
	15

EXAMPLE



OXFORD HOUSE - QUARTERLY RESIDENT RENT PAYMENT

NAME OF RESIDENT	MONTH OF SEPTEMBER 2007					MONTH OF OCTOBER 2007					MONTH OF NOVEMBER 2007				
	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
	From/To 9-1 9-7	From/To 9-8 9-14	From/To 9-15 9-21	From/To 9-22 9-28	From/To	From/To 9-29 10-5	From/To 10-6 10-12	From/To 10-13 10-19	From/To 10-20 10-26	From/To 10-27 11-2	From/To 11-3 11-9	From/To 11-10 11-16	From/To 11-17 11-23	From/To 11-24 11-30	From/To
MEMBER 1 MOVE-IN 9/1 pd 250	PD														
MEMBER 2 MOVE-IN 9/7 pd 350	PD 14	PD CREDIT 26													
MEMBER 3 MOVE-IN 9/10 pd 250															
MEMBER 4 MOVE-IN 9/18 pd 350				PD 72											
ONE WEEK = \$100 (EX.)				PD 56		CR 44									
ONE DAY = \$14															
MOVE-IN FEE = \$150															

POST ON HOUSE BULLETIN BOARD - COMPTROLLER TO INDICATE RENT DUE DATE FOR EACH RESIDENT.
A RESIDENT MORE THAN TWO WEEKS LATE IS SUBJECT TO DISCIPLINARY ACTION AND/OR DISMISSAL. HOUSE MUST VOTE ON ALL EXTENSIONS OF CREDIT.

