

Embezzlement Prevention Checklist

A List of Suggested Precautions to Protect Oxford Houses from Theft

- Lock up the checkbook. Provide the key or code to 2 non-signors ONLY. NO ATM OR DEBIT CARDS!!
- Make sure Treasurer is NOT a signor on account.
- NO online banking – paper statements only.
- Always use a rent receipt book. Keep it locked up too.
- Mandatory** monthly audit with President, Secretary and Comptroller (to be presented to the Chapter with the Housing Report)
- “Two Signatures Required” printed on checks.
- Lock box that EES can be deposited into throughout the week.
- Checkbook is only taken out during the weekly House Business Meeting – which is the ONLY time checks should be written.
- New checks should be ordered and sent to the bank to be picked up, not mailed to the house.

By implementing these procedures we can protect our houses from embezzlement!!

These are suggestions from Oxford House, Inc.

OXFORD HOUSE

DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE HOUSE

PRESIDENT

TREASURER

SECRETARY

COMPTROLLER

COORDINATOR

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I – HOUSE PRESIDENT

Each house shall have its own duly-elected President

- The President must be a resident of the particular house and shall serve a term not to exceed six months.
- An individual may not succeed him/herself in the same office; however, he/she may be elected to the same office after a period of six months has elapsed.

DUTIES

1. The President shall have the responsibility of calling a regular meeting not less than once a week. The President shall preside over the meeting and shall:
 - Call for the reading of the minutes of the last meeting;
 - Call for the reading of the Treasurer's Report;
 - Bring up for consideration any pending "old" business;
 - Bring up for consideration any new applications for membership in Oxford House;
 - Entertain motions for any "new" business; and
 - Ask for a report from the Coordinator on the current physical condition of the house and any request that the Coordinator may have for assistance in completing projects, initiating projects, or assuring general upkeep of the physical premises of the house.

Note: House meetings should be held on a regular meeting day at the regular time unless some situation exists which needs prompt attention. Such situations would include financial crises, new membership applications, or any other problem where time is of the essence. At a minimum, a meeting notice should be posted by 9:00 AM of the morning on which the meeting is to be held.
2. The President shall have the general duty of accepting the responsibility for general leadership within the house. Such leadership should include the encouragement of frequent AA/NA meetings attendance by the members of the House. In addition, the President should stand ready to entertain any complaints from any member(s) of the House as to general operation, personality conflicts, or events taking place outside the House which would affect the reputation of Oxford House.
3. In addition to his/her overall responsibilities, the President shall serve as Chief Officer for the investigation of any complaints related to the possession or use of alcoholic beverages or drugs of any kind by members of the house.
4. The President shall be one of the officials authorized to sign checks for the House. In addition, at least once a month, the President together with his/her Comptroller and Treasurer, shall conduct an audit of the financial records of the house and post findings of such an audit for other members of the House to examine.
5. The President shall represent the House at all Chapter Meetings or if unable, secure an alternate.

II – HOUSE TREASURER

Each House shall have its own duly-elected Treasurer.

- The Treasurer must be a resident of the particular house and shall serve for a term not to exceed six months.
- An individual may not succeed him/herself in the same office; however, he/she may be elected to the same office after a period of six months has elapsed.

DUTIES

1. The Treasurer shall have the overall responsibility for assuring the sound financial management of the house.
 - Together with the President and the Comptroller, the Treasurer shall conduct an audit of all financial Records at least once a month.
 - The Treasurer shall post the findings of such an audit for the other members of the house to examine. The current Weekly Financial Status Report shall be posted on the House board.
2. The Treasurer shall:
 - Familiarize him/herself and follow the financial record-keeping procedures established by the house.

From time to time, he/she may make recommendations to a meeting of the house for any changes in record keeping procedures which provide an improved system for the house.
 - Be responsible for collecting any money due to his/her Oxford House from outside sources. The terms and conditions for the loan of money between Houses or to Oxford House, Inc. shall be set by the members of the lending house.
 - May be one of the duly authorized officers designated to sign checks, but is suggested not, for checks and balances.
 - Assist the Comptroller in collecting rents and may undertake all financial transactions for the Comptroller.

III – HOUSE SECRETARY

Each House shall have its own duly-elected Secretary.

- The Secretary must be a resident of the particular House and shall serve for a term not to exceed six months.
- An individual may not succeed him/herself in the same office; however, he/she may be elected to the same office after a period of six months has elapsed.

DUTIES

1. The Secretary of the House shall have the responsibility for maintaining the Minutes of each meeting and the minutes should, at a minimum, contain the following:
 - The date and time of the meeting;
 - The name of the officer officiating;
 - The number of members present for the meeting;
 - The wording of all motions and whether or not the motion or resolution was approved; and
 - The time the meeting adjourned.
2. In addition to Meeting responsibilities, the Secretary shall have the responsibility for initiating all correspondence that concerns the House, such correspondence to include thank you letters to individuals who have made donations to the House. Generally, thank you letters should be signed by as many members of the House as possible.
 - The Secretary shall forward the name, address and phone number of donors to the National Financial Office together with a detailed description and value of the donation so that a Tax Receipt for deductions purposes can be issued by Oxford House, Inc.
3. The Secretary shall keep records of monthly resident activity and report the totals monthly to the Chapter. The information required includes:
 - Number of applications received by the House in the course of the month.
 - Number of admissions to the House during the month.
 - Total number of residents in the House at the end of the month.
 - The number of vacancies in the House at the end of the month.
 - Number of voluntary departures during the month.
 - Number of departures due to relapse during the month.
 - Number of departures due to other causes during the month.

Note: The Secretary's Report must be presented by the House President (or designated representative) at the monthly Chapter meeting.
4. The Secretary shall maintain a record of all Member Applications to the House and shall annotate each with the date submitted, the action of the House and move-in / move-out date of the individual.
5. The Secretary shall make copies of all Member Applications and forward them to the Chapter Secretary.
6. The Secretary shall update the house vacancies on Oxford House website on a weekly or as-needed basis.

IV – HOUSE COMPTROLLER

Each House shall have its own duly-elected Comptroller.

- The Comptroller must be a resident of the particular House, and shall serve for a term not to exceed six months.
- An individual may not exceed him/herself in the same office; however, he/she may be elected to the same office after a period of six months has elapsed.

DUTIES

1. The Comptroller of the House shall have the responsibility of keeping the financial records of the House on a day to day basis. These responsibilities include:
 - Following the financial record keeping procedures established for the House;
 - Collecting the established equal share of expenses from house members (rent);
 - Making expenditures for food, repairs, utilities and miscellaneous items necessary for the operation of the House;
 - Signing checks whenever necessary;
 - Issuing the proper receipts;
 - Balancing the books prior to each regular meeting;
 - Making a report on the financial condition of the House to the members of the House.
2. The Comptroller shall be directly responsible to the Treasurer of the House and shall at least once a month participate in a audit of the Financial Records of the House with the President and Treasurer.

Note: The House should establish a weekly deadline for members' payments and allow enough time for the Comptroller to fully prepare the house's current Financial Status Report.

How To Protect Your Bank Account

1. Make sure your checks require **two signatures**, which are on file at the bank. Keep the signature card updated as Officers change. Treasurer is not a signor. Signors should be the President, Comptroller and / or Secretary. It is often wise to have three signors in the event one member departs.
2. Keep the checkbook locked up during the week in a filing cabinet or other locked receptacle. Have two keys and give them to members of the house who are not check signors.
3. Only bring the books out for the house business meetings, where all expenditures are voted on and checks for those expenditures are written out at the house meeting.
4. Receipts must be written for all monies received. Accepting money orders or cashiers checks is the only way to protect your house finances from theft, returned check fees and the possibility of a bounced house check due to NSF.
5. Never have the House Treasurer as a signor on the house checking account.
6. The monthly bank statement must be passed around at the house meeting and posted on the bulletin board for all members to see. Monthly audits must be completed when the monthly bank statement is received.
7. All members should take an active interest in how their rent money is being spent. Never let any one member have too much control of the finances no matter how long this person may have lived in the house nor how trustworthy this person may appear to be. New members especially should be aware that they have as much right as the senior members to know **EVERYTHING** about house finances.
8. If you have a theft or embezzlement, go to the police and bring charges against the guilty party. If one of the signatures on the check was a forgery, discuss this forgery with the bank.
9. Audit house books and reconcile the checkbook monthly. Bring Monthly Reconciliation and Audit Form to the Chapter meeting.
10. Never accept or request an ATM or debit card from the bank.

V – HOUSE COORDINATOR

Each House shall have its own duly-elected Coordinator.

- The Coordinator must be a resident of the particular House and shall serve for a term not to exceed six months.
- An individual may not succeed him/herself in the same office; however, he/she may be elected to the same office after a period of six months has elapsed.

DUTIES

1. The Coordinator of the House shall:

- Encourage all members of the House to contribute a fair share of time to maintain the House in a clean and organized manner.
- Be authorized to bring to any member's attention that member's failure to pick up after him/herself.
- Enlist the support of his/her fellow members in completing any projects undertaken by the House as a result of a resolution of motion passed at a meeting.

2. The Coordinator should not be responsible for undertaking any House cleaning or work or duties over or beyond those which would be his/her fair share.

- All members of Oxford House are expected to work together in order to maintain a clean and livable home.

3. At each regular House meeting, the Coordinator should make a report to the membership as to the general condition of the House, the status of unfinished projects, and the general level of cooperation existing among the membership. If a general room inspection is required, it should be conducted by two House officers.

4. The Coordinator is responsible for any projects or activities necessary to ensure the physical safety of the House and its residents. This includes but is not limited to installation and regular testing of fire alarms; verification that fire exits are not blocked; fire escape plans or drills to ensure that all residents of the House are accounted for; shutting off the gas meter in the event of fire; posting of emergency phone numbers, etc.

Housing Services Representative

Each House shall have its own duly elected Housing Services Representative (HSR). The HSR must be a resident of the particular house and shall serve for a term not to exceed six months. An individual may not succeed him/herself in the same office; however, he/she may be elected to the same office after a period of six months has elapsed.

DUTIES

The Housing Services Representative shall have the following responsibilities:

1. Participates in scheduled presentations at area treatment centers, distributing vacancy flyers for their individual house or other houses in the chapter.
2. Reports vacancy updates or information pertaining to their house to the appropriate Chapter Housing Services Committee member to update vacancy phone hotlines when necessary or as requested by the chapter.
3. Maintain and update a list of current Officers of the Chapter and State Association.
4. Assists in the various tasks of opening a new house as needed.
5. Attends all regularly scheduled Housing Services Committee meetings.
6. Represent their house and its' group conscience to the Committee as necessary.
7. Helps their individual house maintain a healthy image in their immediate community.
8. Assists the Chairperson and Committee with troubleshooting problems within houses in the Chapter as needed.
9. Lend support to their individual house in helping House Officers realize their expected duties.
10. Compile monthly statistics/data about their houses' involvement to submit to Chapter, including the Monthly Housing Summary report and lists of excess or needed items that may be shared with or obtained from other houses in the chapter.
11. Inform their individual house about Housing Service Committee's needs, endeavors and service work opportunities.
12. Handle suggested proposals or ideas on upgrading or replacing furnishings and appliances.
13. Maintain an inventory list of all House property and Personal property being used by all house members, as well as a list of all property, including furnishings and appliances, owned by the landlord.