

**MONTHLY HOUSING REPORT SUMMARY**  
(SECRETARY COMPLETES, PRESIDENT REPORTS AT MEETING)

REPORT SHOULD INCLUDE ALL ACTIVITY BETWEEN CHAPTER MEETINGS

DATE: \_\_\_\_\_

HOUSE: \_\_\_\_\_

CAPACITY: \_\_\_\_\_ CURRENT VACANCIES: \_\_\_\_\_

CURRENTLY IN CHECKING: \$ \_\_\_\_\_ SAVINGS: \$ \_\_\_\_\_

# OF APPLICATIONS RECEIVED: \_\_\_\_\_ # ADMITTED: \_\_\_\_\_

# ON WAITING LIST: \_\_\_\_\_

DEPARTURES - RELAPSES \_\_\_\_\_ VOLUNTARY: \_\_\_\_\_ OTHER: \_\_\_\_\_

# ON CONTRACT OR PROBATION: \_\_\_\_\_

NAMES OF THOSE WHO RELAPSED: \_\_\_\_\_  
\_\_\_\_\_

NUMBER OF MEMBERS CURRENTLY OWING RENT: \_\_\_\_\_

TOTAL OF OUTSTANDING RENT CURRENTLY DUE HOUSE: \$ \_\_\_\_\_

TOTAL OF UNPAID BILLS: \$ \_\_\_\_\_

WHAT BILLS ARE UNPAID: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS ON HOW YOUR HOUSE IS DOING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SECRETARY SIGNATURE: \_\_\_\_\_

## STEPS TO DO AN OXFORD AUDIT

1. Enter Statement, Ending Balance, and Date Statement was produced. (Do not include any checks or deposits that appear after this date.)
2. Enter any deposits that are not on your statement.
3. Total all un-deposited items.
4. Add ending balance (1) and un-deposited items (3).
5. Enter any checks that have not cleared.
6. Total all un-cleared checks.
7. Subtract un-cleared checks (6) from sub total (4).
8. Add all receipts from receipt book.
9. Add all deposits from deposit book (receipts and deposits should match).
10. Enter the checkbook beginning balance and check number (either the beginning of the month or the day after your last statement).
11. Enter the checkbook ending balance and check number (don't forget to subtract any back charges for check fees before ending balance).
12. House or chapter account balance (7) and checkbook ending balance (11) should match.
13. Total all money received.
14. Total all money spent. (If you add money received (13) and beginning balance (10) then subtract total spent (14) it should equal amount balance (7).
15. Enter any money deposited into savings account (include any interest payments).
16. Enter any withdrawals from saving account.
17. Enter ending balance of saving account
18. Total any bills not paid by house or chapter.
19. Total all money owed to house or chapter (membership dues, fines, loans, etc.)
20. Total all money paid into petty cash account.
21. Total all money spent from petty cash account.
22. Enter balance of petty cash account.
23. Add house account balance (7) savings account balance (17) and petty cash balance (22) to get total house funds (23).

# Oxford House Monthly Reconciliation and Financial Audit

HOW TO RECONCILE YOUR HOUSE CHECK BOOK --

Reconcile your checking account every month when you receive your Bank Statement. The following easy steps will help you do the job.

HOUSE NAME
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MONTH/YEAR OF:
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- Step 1. CHECK (✓) AMOUNTS SHOWN ON YOUR STATEMENT AGAINST AMOUNTS ENTERED IN YOUR CHECK BOOK.
- Step 2. LIST BELOW THE CHECKS WRITTEN DURING THE PERIOD WHICH ARE NOT RECORDED ON YOUR BANK STATEMENT.
- Step 3. LIST BELOW THE DEPOSITS MADE DURING THE PERIOD WHICH ARE NOT RECORDED ON YOUR BANK STATEMENT.
- Step 4. ADJUST YOUR CHECK BOOK BALANCE BY SUBTRACTING ANY SERVICE CHARGES NOTED ON YOUR STATEMENT.
- Step 5. Add the deposits not recorded to the statement balance and subtract the amount of outstanding checks plus service charges.

Apply the five steps above by filling in the form below. The result arrived at in the "AUDITED HOUSE ACCOUNT" box is the amount of money a house has available at the end of the period. This completes an audit of the checking account. If your house has a savings account, audit it using the steps on the other side of this form.

## House Checking Account Audit:

BANK STATEMENT DATE
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DEPOSITS NOT ON YOUR STATEMENT	
DATE	AMOUNT
ENTER STATEMENT ENDING BALANCE	+
TOTAL OF ITEMS NOT DEPOSITED	

CHECKS NOT ON YOUR STATEMENT	
NUMBER AND DATE	AMOUNT
=	SUB TOTAL
-	MINUS TOTAL OUTSTANDING CHECKS
AUDITED HOUSE ACCOUNT	→ \$

- 1. HOUSE TREASURER, COMPTROLLER AND PRESIDENT SHOULD WORK TOGETHER TO COMPLETE EACH MONTHLY AUDIT OF HOUSE FUNDS.
- 2. AFTER COMPLETING THE AUDIT EACH SHOULD SIGN THE OTHER SIDE OF THIS FORM AND THEN POST THE FORM SO EVERYONE IN THE HOUSE KNOWS THE FINANCIAL STATUS.

# Oxford House Monthly Reconciliation and Financial Audit

The summary of the financial status our Oxford House at the end of the month is computed below by filling in the right amounts and adding or subtracting:

House Savings Account Amount in the Bank	→	\$
	<i>Plus</i>	
House Checking Account Amount in the Bank	→	\$
	<i>Plus</i>	
Amount to be Deposited in Savings Account	→	\$
	<i>Plus</i>	
Amount to be Deposited in Checking Account	→	\$
	<i>Minus</i>	
Total of Bills Due	→	\$
Available Funds	→	\$
	<i>Plus</i>	
Money Owed the House	→	\$
Total Funds Available When All Money Owed the House is Paid	→	\$

List below the individuals who are behind in paying their equal share of household expenses.

Name	Amount Owed	Name	Amount Owed

Auditing Officer's Initials

President	Date:
Treasurer	Date:
Comptroller:	Date: