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| 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 |
|------------|----------------|----------------|-----------|---------|------|-------------------|----------------|--------------|---------|------------------|
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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 DUE |
|----------------|--------------------|--------------------|------------------|----------------|-------------|-----------------------|--------------------|------------------|----------------|------------------|
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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.