



OXFORD HOUSE™ MEETING MINUTES

Name of Oxford House:	Date of Meeting:	Start Time:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Purpose of Meeting:

<input type="checkbox"/> Regularly Weekly Meeting	<input type="checkbox"/> Interview	<input type="checkbox"/> Emergency/Expulsion
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ROLL CALL

Present Members:

1.	7.	13.
2.	8.	14.
3.	9.	15.
4.	10.	16.
5.	11.	17.
6.	12.	18.

Absent Members:

1. <input type="checkbox"/> Excused? Y N	2. <input type="checkbox"/> Excused? Y N	3. <input type="checkbox"/> Excused? Y N
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Names of Guests:

<input type="text"/>
<input type="text"/>

READING OF OXFORD HOUSE TRADITION _____ (Use the Oxford House Manual and read the entire page)

SECRETARY REPORT: READING OF THE LAST MEETING MINUTES

Additions or Corrections: (if applicable)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Motion Made, Seconded: Accept Minutes - as Read - as Corrected Vote Count: Yay-____ Nay-____

TREASURER REPORT

Checking Account

Beginning Balance:

\$	<input type="text"/>
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Total Received:

\$	<input type="text"/>
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Total Spent:

\$	<input type="text"/>
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Ending Balance:

\$	<input type="text"/>
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Savings Account

Beginning Balance:

\$	<input type="text"/>
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Transfer In / Interest Earned:

\$	<input type="text"/>
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Transfer Out:

\$	<input type="text"/>
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Ending Balance:

\$	<input type="text"/>
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Financial Checklist

Deposit Receipt Reviewed Shopping Receipt(s) Reviewed Bank Statement Reviewed Latest Audit Reviewed

Next Audit Scheduled Date _____

Date of Meeting:

TREASURER REPORT CONTINUED
CHECKS APPROVED AT THIS MEETING

Payee and Purpose	Check #	\$ Amount	

FINANCIAL DISCUSSION, NOTES, OR COMMENTS

Motion Made, Seconded: Treasurer Report Accepted Vote Count: Yay-____ Nay-____

COMPTROLLER REPORT

Name	\$ Ending Balance		Name	\$ Ending Balance		Name	\$ Ending Balance	

EES DISCUSSION (including contracts, progress, or verbal commitments.)

Motion Made, Seconded: Comptroller Report Accepted Vote Count: Yay-____ Nay-____

COORDINATOR REPORT

CHORES, ROOM CLEANLINESS, MAINTENANCE AND SAFETY DISCUSSION

Motion Made, Seconded: Coordinator Report Accepted Vote Count: Yay-____ Nay-____

