

OXFORD HOUSE

Weekly Summary Report

ACCOUNTS RECEIVABLE JOURNAL

NAME OF HOUSE

AS OF THE WEEK OF:

MONTH - DAY

	MEMBER'S NAME [Or other person or entity owing the house money]]	Weekly Equal Expense Share [EES]		EES Deposit		Miscellaneous Items		Fines		Balances Due	
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
TOTALS		→									

This form is completed by the Comptroller each week, presented at the weekly House Meeting and made available for house members to know who has paid up-to-date and who owes money.