

# OXFORD HOUSE

## Weekly Summary Report

### ACCOUNTS RECEIVABLE JOURNAL

NAME OF HOUSE
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AS OF THE WEEK OF:

MONTH - DAY
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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.										
<b>TOTALS</b>										

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.