

OXFORD HOUSE **COMPTROLLER**



Each House shall have its own duly elected Comptroller. The Comptroller must be a member of the particular house and shall serve a term not to exceed six months. A house member may not serve as Comptroller for two consecutive terms, but may be elected to Comptroller again, six months after the completion of one term.

COMPTROLLER DUTIES

- ▶ The Comptroller will have the responsibility of keeping accurate and organized records of all house members' Equal Expense Share (EES) balances, including money owed to the house for fines or other purposes
- ▶ The Comptroller will provide accurate and prompt receipts for money paid to the house.
- ▶ The Comptroller must complete the EES Ledger prior to the weekly house meeting.
- ▶ The Comptroller must read the latest balances from the EES Ledger at the weekly business meeting during the Comptroller's Report.
- ▶ The Comptroller will assist the Treasurer in overall house financial operations.
- ▶ The Comptroller, along with the Treasurer and President, will together conduct a monthly audit of the house's bank account. The audit must be posted for all members to examine and a copy will be given to the Chapter at the next Chapter Meeting.

READ THE OXFORD HOUSE MANUAL