



OXFORD HOUSE - _____

MEETING MINUTES

MEETING TYPE: Regular Emergency Interview

DATE: ____ / ____ / ____

START TIME: ____ : ____ am / pm

ROLL CALL (List all members and guests. Discuss all non-excused absences)

Name	Present	Name	Present	Name	Present	Name	Present
	Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N

TRADITION # _____ (Using the Oxford House Manual, read the entire page for one of the Traditions. Each resident reads a paragraph.)

READ MINUTES OF LAST MEETING (Read the entire minutes from the last meeting.)

Amendments made: Yes No

Minutes accepted as read/amended

TREASURER REPORT

CHECKING		SAVINGS		PETTY CASH	
Beginning Bal	\$ _____	Beginning Bal	\$ _____	Beginning Cash	\$ _____
Total Received	\$ _____	Deposits	\$ _____	Cash Spent	\$ _____
Total Spent	\$ _____	Withdrawals	\$ _____	Cash Replenished	\$ _____
Ending Bal	\$ _____	Interest	\$ _____	Ending Cash	\$ _____
		Ending Bal	\$ _____	Receipts Viewed	Yes No

TREASURER REPORT COMMENTS (Bills to be paid, checks written, etc.)

Treasurer Report accepted

COMPTROLLER REPORT

Name	Balance	Name	Balance	Name	Balance	Name	Balance
	\$ _____		\$ _____		\$ _____		\$ _____
	\$ _____		\$ _____		\$ _____		\$ _____
	\$ _____		\$ _____		\$ _____		\$ _____
	\$ _____		\$ _____		\$ _____		\$ _____

COMPTROLLER REPORT COMMENTS (Record any warnings, contracts, and/or fines)

Comptroller Report accepted

