



OXFORD HOUSE - _____

MEETING MINUTES

MEETING TYPE: Regular Emergency Interview

DATE: ____ / ____ / ____

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

START TIME: ____ : ____ am / pm

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
	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.)

Motion Made, Seconded, and Passed (MMSP) to accept the Treasurer Report

COMPTROLLER REPORT

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

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

MMSP to accept the Comptroller report

