

House Filing Cabinets

All houses should have house filing cabinets set up with separate hanging file folders labeled with the following:

1. **Applications-Current Residents(Completed Applications)
Attach Medical Info and "My Plan for My Recovery"**
 2. **Applications – Past Residents and Residents Not accepted.
Make sure all forms are complete.**
 3. **Lease/Landord Information**
 4. **FEIN Information**
 5. **Oxford House Inc. Information
Loan
Donation
Correspondence**
 6. **Master Copies of All House Forms**
 7. **Bank Statements
File by year in separate folders
There should be 12 bank statements for each year**
 8. **House Audits Completed
File by year in separate folders
There should be 12 Audits for each year**
 9. **Oxford House "NAME" Energy Bill
Bills should be filed after paid with Date and Amount Paid
written on them**
 10. **Oxford House "NAME" Phone Bill
Bills should be filed after paid with Date and Amount Paid
written on them**
 11. **Oxford House "NAME" Cable Bill
Bills should be filed after paid with Date and Amount Paid
written on them Cable Bill**
 12. **Oxford House "NAME" GAS Bill
Bills should be filed after paid with Date and Amount Paid
written on them**
 13. **Oxford House "NAME" Water Bill
Bills should be filed after paid with Date and Amount Paid
written on them**
 14. **ANY OTHER BILLS
Bills should be filed after paid with Date and Amount Paid
written on them**
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