



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"**
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**
- 15.