

Psi Omega Fraternity



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These reports, signed by the Deputy Councilor, House Manager, and Steward, must be forwarded by **April 15th** and **October 15th**, to the Central Office. Should the University authorities make periodic audits of the Chapter's accounts, please submit the University auditor's report.

Chapter _____ Date _____

House Manager's Report

(if applicable to your chapter)

Number of members living in house _____ Number of rooms vacant _____

General condition of house

Emergency conditions, if any

Mortgage held by _____

Number of members in arrears _____ Amount \$ _____

(List on reverse side of report the names of all members in arrears and amount owed.)

Room rent _____ House tax, if any _____

Signed,

Deputy Councilor

House Manager

Steward's Report

Number of members eating at house _____

Assets of kitchen and dining room:

Liabilities of kitchen and dining room:

Number of members in arrears _____

(List on reverse side of report the names of all members in arrears and amount owed.)

Unpaid bills as of this report: Total \$ _____

(List on reverse side of report the names of accounts and amount due.)

Steward's Signature: _____