

Looks like a lot on our plate. But we can speed up and do it.

Maybe when we have some of these things neat, the load can be shoved off. But right now we are for it.

Therefore, even before I give the official word, HCO Secs. had better give these things their eagle glance and not be taken by surprise when the orders are issued to land on one or another item above. I know we can cope.

L. RON HUBBARD

-----  
HCO BULLETIN OF DECEMBER 1, 1958

ACTIONS TO START AN HCO

- 1) An Area Association to be enfranchised by an HCO receives brochure giving services of HCO and value of it.
- 2) The Area Association nominates an HCO Secretary (HPA, London trained if possible, previous organization experience if possible).
- 3) HCO appoints HCO Secretary Area.
- 4) HCO qualifies an Area HCO to do business in that area, sends bank cards to HCO.
- 5) HCO sends new Secretary bank cards for LRH to sign and POA for HCO Secretary to sign for him on HCO account only.
- 6) HCO prepares and sends contract franchise to Area HCO Secretary to give to Area Association.

L. RON HUBBARD

-----  
November 27, 1958

BASIC FINANCIAL POLICY  
- H C O -

To All HCO Secretaries:

1. All funds received from whatever source shall be scrupulously and correctly invoiced on a triple-copy invoice machine.
2. All monies paid out shall be scrupulously and correctly invoiced on a triple-copy invoice machine.
3. All funds received shall be banked at the main bank HCO account. No funds may be withheld for expenses and no funds may be withdrawn from cash for any charge or any emergency of any kind.
4. All cheques are to be signed only by signatories authorized by LRH. No new accounts may be started except by mandate from L. Ron Hubbard. All bills are to be paid by local organization - except Petty Cash items for HCO.
5. All financial policies to be valid must bear the signature and seal of L. Ron Hubbard.
6. Tax Accounting is to be done entirely by a well-reputed accounting firm. All data in the form of copy in and out invoices is to be forwarded to them and all books are to be submitted to them quarterly for auditing. Any action they wish to take must be reviewed by L. Ron Hubbard before being put into effect.
7. The account system as outlined by LRH above must be installed and followed meticulously. This is the HCO account system. Please follow it exactly.
8. The two invoice machines used by HCO shall contain complete records of all funds which have entered and exited from the office. These should be transferred quarterly to a ledger, in a single IN and OUT column system. They are to be entered under various categories for which a code system is to be evolved. For example:

- a) 10% received from HASI
  - b) Rent received from HASI
- etc.