

HUBBARD COMMUNICATIONS OFFICE  
37 Fitzroy St. London W.1

CONVERT  
TO SEC E.D.

HCO POLICY LETTER OF JUNE 5, 1959

Modifies previous directions.

INCOME REPORT REQUIRED

The Association (Organization) Secretary is entitled to weekly income reports from the following departments:

DEPARTMENT OF ACCOUNTS

Payments on notes  
Payments on loans  
Payments on memberships

TRAINING DEPARTMENT

All student enrolment fees  
All Extension Course fees

PROCESSING DEPARTMENT

All preclear processing fees  
All testing receipts

PE FOUNDATION

All HAS student fees  
All Co-audit student fees

BOOK SECTION (HCO)

All mail order sales

RECEPTION

All across counter sales.

Those reports are made on a large sheet labelled "Income Sheet" available from the Department of Accounts or HCO WW.

These reports are compiled by department heads after Thursday at 2:00 PM on the weeks income ending then. They are due on the Association (Organization) Secretary's desk by Monday, 2:00 PM.

The sheets are compiled from yellow invoice copies by the Dept. head or his deputy.

Penalty for missing, inaccurate or incomplete sheets, week's pay of department head held until sheet is submitted or corrected.

The Accounts department collects the sheets and places them on Association Secretary's desk.

The accounts department clips to these an official record of the bank deposits made into all accounts the preceding Friday.

The Association (Organization) Secretary initials each sheet and gives them to the Advisory Committee on Tuesday, the next day. Advisory Committee minutes are compiled from these sheets.

Immediately after the Tuesday Advisory Committee meeting these sheets are returned to the accounts department by the Director of Accounts or his deputy and there bound into a permanent record.

The yellow invoice clips from which these are compiled, are retained in their respective departments and do not accompany the sheets at any time.

L. RON HUBBARD

LRH:gh:mb