

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF SEPTEMBER 25, 1959.

HCO WW  
London Accts &  
Assn. Sec.  
London HCO Sec.  
All Personnel St.  
Hill House &  
Office

Accounting Records and Bills

Any and all items that may be considered to be Accounts Records,  
meaning:-

Bills  
Cancelled cheques  
Invoices  
Receipts  
Chits  
Lists  
Record Books

and any other item that may be considered by you to have to do with accounts

MUST BE GIVEN IN AS

SOON AS RECEIVED

TO THE ACCOUNTANT

Any records you have on hand at this moment should be turned over to  
Accounts. Any cancelled cheques should be turned over to Accounts. Any  
bank statements that have anything to do with HCO or L.R.H. should be turned  
over to Accounts.

Our whole accounts system is based on the collection and compilation  
of records. Therefore we must take the first step of pulling all accounts  
data together in one pile at HCO WW.

This has nothing to do with HASI Accounts Records; these belong to the  
Dept. of Accounts HASI. This has to do with Accounts HCO, and anything with  
HCO on it belongs at Saint Hill.

Only if we all co-operate in giving Accounts all our records when we receive  
them, as well as records we are now holding, can we the rest of us be relieved  
of accounts problems.

If you know of any accounts records send them to Accounts HCO.

There will be a project supervisor income and disbursement reporting system,  
but even these go to Accounts when complete.

L. RON HUBBARD

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