

HUBBARD COMMUNICATIONS OFFICE

1812 19th St. N.W.

Washington 9, D.C.

(Issued HCO WW -Re-issued HCO DC HCO POLICY LETTER OF JANUARY 27, 1960

Re-issued HCO LA)

Dist: HCO Sec. Hat

Org. Sec. Hat

D. of Accts. Hat.

Staff Hats (info.)

ACCOUNTS POLICIES

(Cancels Earlier Directives)

Rules governing Accounting

All income from whatever source is banked intact, never drawn on before being banked

All funds are disbursed by cheque even when disbursed again by cash.

All Transactions are recorded in full, and all invoices and disbursements are given any history known about them on the invoice or the voucher. There is no reason for making accounts history a matter of memory.

All financial receipts and disbursements are reported weekly (by Monday 2 p. m.) by Accounts to Org. Sec. or Assn. Sec. These are also reported by Dept. Head on their income and disbursement sheets.

All purchases require purchase order before made. If a purchase is made with no order or no key on an order, the staff member making it must pay for it.

The accounts project is responsible for enforcing financial policy on staff.

Current Bills File

Every firm or person - even staff members, has a place in our accounts files in a separate file folder. One firm or person = one folder. All records, bills, letters, etc., relating to such are placed in this person or company's file. Any bank or other loan has its own file.

Cancelled cheques and bank statements are kept in their own files by account. But, where possible, a photostat of each check back and front is made and filed with the firm folder to which it was issued. So are invoice and disbursement copies also filed as they apply in these files.

A summary sheet of billing and payments to one firm is kept in the folder of that firm.

These folders are retired to dead file each year when actually dead.

Statement Files

Each debtor of any company we are handling has his own file and all papers related are in it.

All invoices and papers relating to such debtors are kept in this file folder.

A statement sheet is also kept in this folder.

A copy of the contract (photostat) is kept in this file. The original is kept in a valuable document file in the safe.

This applies to any company, firm or person who sends us money or owes us money.

Invoicing.

(Note colors may be different in different areas of the world)

All monies received are invoiced with full data.

The white goes to the payer as a receipt.

The yellow goes to the Project Supervisor or person most interested.

The red goes to accounts for filing in folders.

The blue stays in the machine and is never detached from its consecutive pad of paper.

Invoices are used to sort out banking, reports, statements, etc.

Disbursement Vouchers

All disbursements, whether by cash or cheque, are written on a disbursement voucher.

Payroll vouchers are signed while still on the machine by the recipient.

Cheque numbers, a firm's bill number, any data applying, is written on a voucher.

The white goes as a complimentary statement to the firm, obviating letters or other papers. It is all that goes with the cheque.

(We keep all bills)

A copy of a voucher goes to the Project Supervisor most interested.

A copy goes to Accounts for filing in the folders of the firms or persons

A copy remains in the machine and is not disconnected from its pad.

Banking

All monies are placed in the safe at once they are invoiced and are only removed to be banked.

The Accountant is responsible for them from the moment the mail is delivered to him until they are banked.

The accountant should be bonded.

All money banked is recorded on deposit slips stamped by the bank. These are filed then with bank records along with statements and cheques.

Collections done by the bank are recorded with new invoice and must be sent to us by the bank.

Adjustments and transfers in Accounts are subject to Disbursement Voucher recording and should be so recorded. These are done by cheque, not letter.

Department Files

When a department head receives his invoices and vouchers, he records these on appropriate sheets and presents them by 2:00 p.m. Monday for the week passed to the Assn. Sec. or Org. Sec. who then passes them to Accounts.

They are filed by Accounts in appropriate folders. Dept. Heads may have access to these folders.

Accounts also presents its own report.

Paying Bills

A cheque is made out on an account and is presented with the full folder on the firm or person to receive it.

The total of cheques are added up on a separate slip.

Current bank statements are also presented.

These items are necessary to the payment of any bill.

All bills being paid by bankers order are recorded routinely in the folders.

Bills being paid by cash require the initials of the Assn. Sec. or Org. Sec.

Income Breakdown

Income breakdown is done weekly on appropriate sheets after separating invoice copies into appropriate piles. A tape is run on each pile. A total of all tape totals should equal cash in hand. Cash is then banked in appropriate accounts as above.

The papers and all worksheets related to income breakdown are filed in an envelope for that week.

General

All tapes of addition and other accounting records and all rough computations are kept by Accounts and appropriately filed.

L. RON HUBBARD

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