

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo
Org Exec Sec
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HCO POLICY LETTER OF 13 JANUARY 1966
Issue II

RECORDS OF BANK DEPOSITS

As the importance of keeping proper records is so vital for accounting purposes, it will be a crime for personnel responsible to fail to keep in consecutive date order duplicate deposit slips of all weekly deposits of money into any organizational bank account and to fail to keep a copy of such deposit slips along with the weekly invoices and adding machine tapes of these invoices in envelopes for the week.

PROCEDURE FOR RECORDS OF SUCH

A. 1. All the invoices for the week in consecutive numerical order are placed in brown envelopes for the week.

2. Put into brown envelopes all adding machine tapes of such invoices for the week.

3. Put into the brown envelopes a duplicate of all deposit slips for all accounts for the week. Duplicates of such deposit slips can easily be made by placing a piece of carbon paper and a pink slip of paper under the bank deposit slips in the bank deposit books or bank deposit slip forms (for countries where banks do not supply bank deposit books).

Be sure that all pertinent information goes on to the pink slip:

- a. Date of deposit
- b. W/e date for the accounts period
- c. The name of the account into which the deposit is made
- d. The full record of cash, postal orders and cheques being deposited.

B. Always have in the bank deposit book the original deposit slip and keep these books as a full record of weekly deposits for all accounts, a separate deposit book for each account.

If your bank supplies no bank deposit book, keep the weekly bank deposit slips provided by the bank in consecutive order, either pasted into a note book or kept in a ringed note book for each account.

L. RON HUBBARD

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