

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Revised  
Exec Secs Hats  
Org Secs Hats  
All personnel Org  
Division Hats

HCO POLICY LETTER OF 15 JANUARY 1966  
Issue II

OFFICE OF THE TREASURER

The Office of the Treasurer is formed herewith at Saint Hill.

On the Org Board it belongs under the corporate name at the upper right of the Board. Its personnel come directly under the Treasurer but for staff posting belong in the Org Advisory Section of the Office of the Org Exec Sec Int Executive Division. There may be other personnel in that section and also an Org Division Advisor but the section is junior to the Treasurer.

The Office of the Treasurer has the following purpose:

TO HELP RON SAFEGUARD THE FUNDS AND ASSETS OF THE ORGANIZATION AND THROUGHOUT THE WORLD AND TO BE RESPONSIBLE FOR THOSE FUNDS, THEIR PROPER RECEIPT, ACCOUNTING AND DISBURSEMENT BY ALL STAFF PERSONS AND TO PREPARE PUNCTUALLY ALL QUARTERLY AND ANNUAL ACCOUNTS FOR ANY AND ALL PURPOSES.

All Organization Secretaries and Organization Division staffs must concur and act at once upon any orders issued by the Treasurer. Such orders issued and signed by the Treasurer take precedence over any local orders which may conflict or seem to conflict with them.

The duties and policies of the Treasurer are issued as HCO Policy Letters, Sec Eds and Treasurer's Directives, the latter serving to amplify or explain HCO Policy Letters or SEC EDs.

The "B" Routing channel of Communication is from the Treasurer to the Org Exec Sec WW to the Office of LRH WW to the LRH Communicator WW to the LRH Communicator Area to the Org Exec Sec of the Area to the Org Sec of the Area.

The "A" Routing is from the Treasurer WW to the Org Sec Area.

Any orders passed on "A" Routing must be available to the Org Exec Sec WW and the Org Exec Sec Area and may not be denied them.

Within ten days after the end of every quarter the standard accounts items required for summary, as specified by the Treasurer, must be airmailed or HCO Couriered from the area org to the Treasurer at Saint Hill. These dates are:

April 10  
July 10  
October 10  
January 10

The Treasurer will prepare and summarize accounts from these records and return them by air or HCO Courier to the Org.

At the end of the Org's year a full accounting will be furnished suitable for filing with Company Registrars and Tax authorities.

All orgs should shift their reporting year to the actual year Jan 1 to Dec 31 as feasible.

The employment of outside accounting firms is no longer required.

Advices for tax reporting may be obtained from the Office of the Treasurer WW.

This policy letter does not interrupt or cancel any obligation of the org to account to governments for the year 1965. The earliest reports to be done by the Treasurer will be 1966.

All orgs must adhere severely to the 20th Century accounting systems of Scientology without variation and may not revert in any way to older accounting methods as these obscure from executives of the org their true financial position and delay knowledge of affairs.

The Office of the Treasurer is formed to make the burden of accounting easier and to regularize the accounting activities of all organizations and improve their position and reputation.