

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 6 OCTOBER 1966R
ISSUE II
(Revised 25 April 1973)

Effective Upon Receipt

ADDITION TO HCO DIV ACCOUNT POLICY

of 6 Oct 66 Iss II

This HCOPL revises and updates HCOPL of 6 Oct 66 Iss II in order for Book Accounts to buy and sell LRH and non-LRH books and items but only allows Book Accounts to promote LRH books, books published by Pubs Orgs from the works of LRH and books written on Dianetics and Scientology by the Guardians Office.

The HCO Div Account (Old Book Account) has very rigid policy on how this money can be spent. The reason for this is that money must be safeguarded to provide for adequate promotion and sale of books. BOOK SALES have always been your FIRST LINE OF DISSEMINATION and will always be so.

Improper use of this money has resulted in depletion of the HCO Div Account in some orgs leaving insufficient funds to order adequate book stocks, print and mail the magazine and provide for other vital book promotion. Book promotion and book sales are an absolute must for the continued health of any org. The most important and successful dissemination line is book sales and about three months later the buyers come in for service. To cut this line by reducing book sales will seriously damage the org income three months later.

NEW POLICY

Because poor book sales could result in a collapse of the org and misappropriation of the HCO Div Account can make it impossible to buy and promote books, violation of HCO Div Account policy now becomes a HIGH CRIME.

HCO Div Accounts are now to be monitored by Assistant Guardians for Finance and Finance Banking Officers. Each Treas Sec is to see that an exact accounting of the HCO Div Account expenditures and deposits with full information on who, what for, how much and when monies are paid into and out of the account are sent monthly to the AGF and FBO with a copy to the Flag Data Bureau. Failure to comply with this order and other orders regarding bank mandates, sending of cheque books, etc, will result in immediate Ethics action being called for by the AGF or FBO.

POLICY ON USE OF THE HCO DIV ACCOUNT

Following is an exact list of items that the HCO Div Account may be used for. No others are allowed.

1. Books ordered from Pubs Orgs (other orgs when and if allowed to print).
2. Meters and material for resale only ordered from Pubs Orgs or PR & Consumption Bu Flag.
3. Any books and dictionaries and other items needed for checksheets for resale only and which are not supplied by Pubs Orgs or PR & C Bu Flag.
4. Authorized book printing, meter and material manufacture.
5. Books, meters and material packing, shipping costs.
6. Printing or ordering of books, meters, book flyers for (a) LRH Books, (b) books published by Pubs Orgs from the works of LRH and (c) books written on Dianetics and Scientology by the Guardians Office, and book promotion material per (a), (b) and (c).
7. Assist in defraying the costs of the printing and mailing of org magazines. (This does not mean that the HCO Div Account is obliged to pay any amounts for such.)
8. Ads and promotion for books in newspapers and mags but only for LRH books, books published by Pubs Orgs from the works of LRH and books written on Dianetics and Scientology by the GO.
9. Mailing List purchase and rental for book promotion purposes only.
10. Special book promotion projects other than the above but only for books per (a), (b) and (c) above. (Not usual, but possible if approved for project status by WW.)
11. Direct Congress expenses for items used specifically and only for a Congress. Examples: hall rental, sound equipment rental, program printing, advertising, Flag Personnel speaker fees to Flag, hall decoration, visual aids, tape and film charges.
12. Printing membership cards, applications for memberships, and membership promotion expenses for the sale or renewal of memberships.
13. Tapes for public tape plays for which admission is charged.

Examples of illegal use of HCO Div Account monies in the past are: ordering films, Release Pins and Course Certs, flowers for staff members having babies and payments of commissions and bonuses.

There is nothing to stop orgs from promoting books other than in (a), (b) and (c) above but such would have to be FPed for from the org's allocation.

To be paid into the HCO Div Account are:

1. All receipts for books, meters and material sales.
2. All membership fee receipts.
3. All Congress receipts.
4. All public tape play receipts.

Revised By:

*Lt. Comdr. Robin Roos
Dissem Aide*

As Approved By:

*Mary Sue Hubbard
CS-G*

Authorized by AVU

for

*L. RON HUBBARD
FOUNDER*

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