

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 DECEMBER 1968

Remimeo
All Staff
Treas. Hats
Asst. Guardian
Fin. Hats

ASSISTANT GUARDIAN FOR FINANCE

The post of Assistant Guardian for Finance is established here-
with alongside and under every Assistant Guardian in the world
but subject to the orders of the Assistant Guardian for admini-
strative purposes.

The purpose of this post is:

TO HELP RON BRING SOLVENCY AND SANITY TO SCIENTOLOGY ORGS. BY
ENSURING MORE IS NEVER SPENT THAN MADE AND SUBSTANTIAL RESERVES
ARE BUILT UP.

The above is brought about by the following duties:

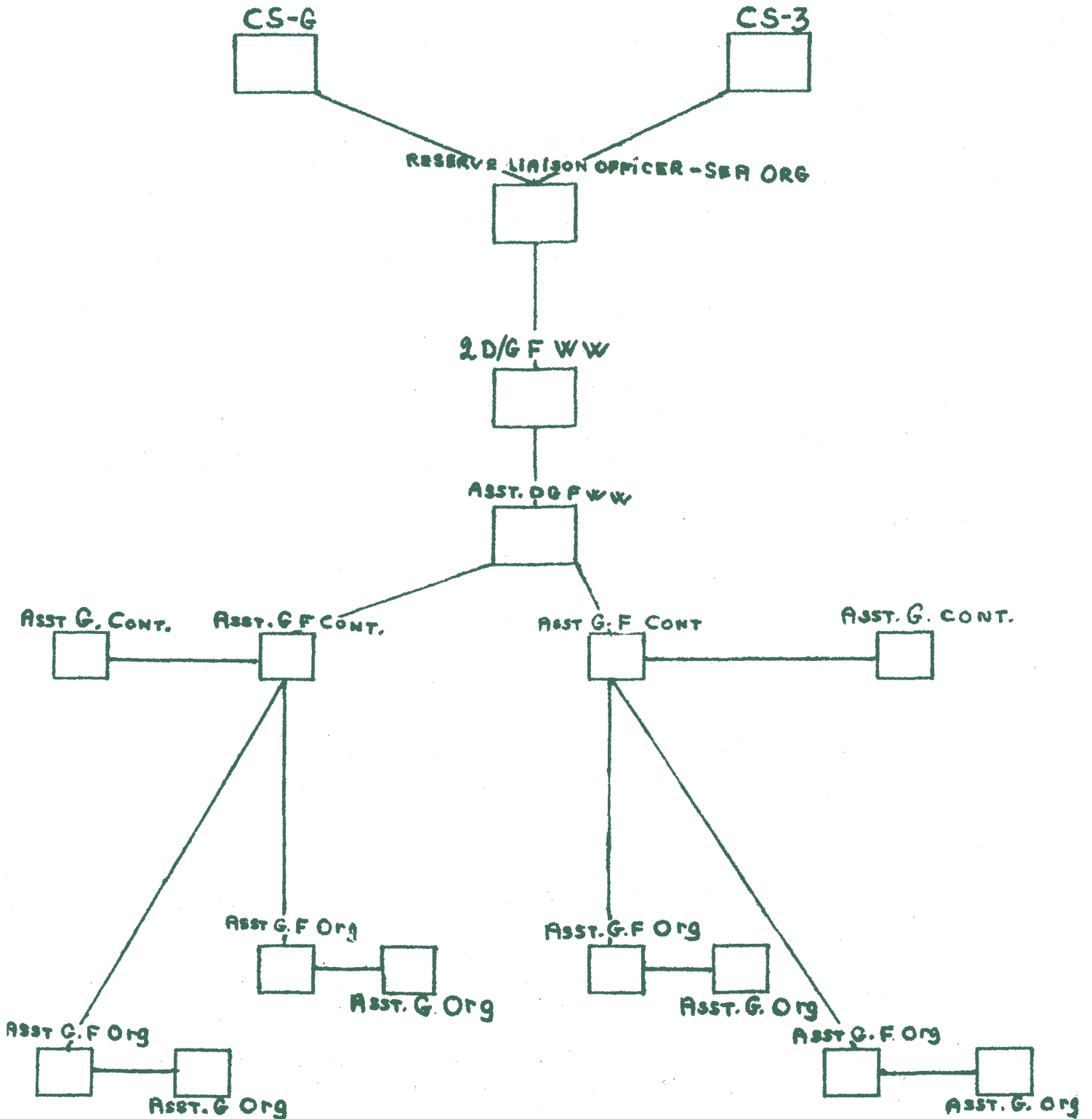
1. Approves Financial Planning for the org. before it is activated.
2. Assigns Treason to anyone incurring expenses on a bypass.
3. Starts no long distant fire fights with orgs.
4. Safeguards the credit and reputation of L. Ron Hubbard and the Guardian.
5. Removes any wasteful minded person on a logistic post and ensures this person is not assigned a similar post where he/she can again waste money.
6. Ensures Finance Policy is at all times adhered to.
7. Approves Treasury post assignment proposals before the appointment can be finalized.
8. Ensures new personnel assigned to Treasury posts first check out star-rated on OEC Treasury Pack.
9. Ensures the org. maintains date-line paying procedure at all times.
10. Routinely inspects Accounts records such as Invoices and Vouchers, Accounts Summaries, Bills Summaries, Bank Balance records to ensure Finance Policy and Standard Admin are applied.
11. Checks "In-series" copies of the Invoices against income collected daily.
12. Ensures the Department of Assets and Materiel properly packages and safeguards the org's finance records against loss and damage.
13. Authorizes bonus awards for staff members, but only when org. income is above what is established as requisite to solvency of org.
14. Ensures the org's original Accounts records are forwarded to the Treasurer WW every quarter for an audit. Ref. Policy Letter 15th Jan., 1966 "Office of the Treasurer".

The above mentioned points give the general outline of what is needed and expected of an Assistant Guardian for Finance, but the duty lies with each Assistant Guardian for Finance to evolve his post and thereby bring solvency and stability of Scientology orgs. throughout the world.

Where an org. does not as yet have a Guardian Office, points 1, 11, and 12 are handled by the Executive Council, but the overall responsibility of the org.'s finance concerns lie with the Assistant Guardian for Finance of the Continental Guardian Office.

If an org. is found to be up to no good regarding finance matters and does not have an Assistant Guardian for Finance, then the Assistant Guardian for Finance of the Continental Office flies to that org. at the org.'s own expense to personally inspect their accounts records and take any remedial actions necessary.

COMMAND LINES



The statistic is the same as the Guardian and Assistant Guardians - GROSS BILLS AND GROSS CASH.

LRH:ei
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L. RON HUBBARD
 Founder