

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

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ORG DIVISION

Income Dept.

The Income Dept has three sections which must not tangle and cross.

These are Area Cashier and Collections Section, Invoicing Section and Collections Section.

The Area Cashier and Collections is total body traffic. It takes in all payments and collections in the area - meaning people who are on the premises. It must have its window, its own invoice machine, its own cash box and records, independent of the other sections.

The Invoicing Section handles the letter mail and sent in payments. It has its own invoice machine and records. It only receives money.

Neither Area Cashier and Collections or Invoice bank money. Banking is handled by the Dept of Records.

The Collections Section sends out all mailed statements to individuals and statements to orgs and acts and writes to collect any money owed the org from any source. It has its own statements books and files and receives whatever Area Cashier and Collections has uncollected when a person leaves the area. Collections can advise Area Cashier and Collections that a person now on the premises owes money and that Area Cashier and Collections might collect it. Usually files of people now on the premises are turned over by Collections to Area Cashier and Collections and are turned back when they leave, care being taken not to lose track of such files in making statements and mailing them. Collections should have a statement sheet for every person who owes the org money.

The Income Dept turns over all its funds to Records for safeguarding and for banking, bank reconciliation, etc. at the end of each day. Dept of Records attends to deposits, clean and streamline the flow lines of income and you raise gross income.

Leave a lot of details belonging to other depts in the Income Dept and you reduce income.

Even where 1 person wears 2 Income hats, the desks, files and equipment and actions must be separate for the Sections.

Arrange the flow lines so Area Cashier and Collections does not trip up anywhere or the other two sections and can collect money in the area.

LRH:ei
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