

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

FBOs HCO POLICY LETTER OF 1 MARCH 1971

BASIC FBO HAT CHECKSHEET

BASIC FBO HAT

Name _____ Post _____

Date Started _____ Date Completed _____

PURPOSE:

This checksheet is the BASIC FBO hat. Its purpose is to outline the BASIC FBO duties and basic policies and FOs essential to their competent performance.

METHOD OF STUDY:

This checksheet is done once through zero rate.

It is then done a second time starrated, with a clay demo of the major idea or ideas of each checksheet item.

CERTIFICATION:

Certification given on completion of this checksheet is BASIC FBO HAT completion.

PART I - WRITE-UPS:

1. FBO Hat Write-up by MarySue Hubbard of
23 March 1968 _____
2. LRH Write-up "Analysis of Finance Zones and
Interests" of 10 Oct 70 _____
3. _____
4. _____
5. _____

PART II - BASIC FBO DUTIES

1. FO 393 FINANCE POLICY _____
2. FO 401 Organization, R.S. _____
3. FO 406 Finance - Flag Banking Officer _____
4. FO 410 Finance Royal Scotman _____
5. FO 412 Financial Regulations _____
6. FO 502 Income, Flag _____

7.	FO	565		Flag Banking Officer	_____	_____	_____
8.	FO	720		Flag & Mission Expenses	_____	_____	_____
9.	FO	745		OTL Duties	_____	_____	_____
10.	FO	948		Money	_____	_____	_____
11.	FO	963		FBO Routine	_____	_____	_____
12.	HCO PL	29	Jan 71	Finance Banking Officers	_____	_____	_____
13.	HCO PL	17	Feb 71	Basic FBO Duties	_____	_____	_____
14.					_____	_____	_____
15.					_____	_____	_____
16.					_____	_____	_____
17.					_____	_____	_____
18.					_____	_____	_____
19.					_____	_____	_____
20.					_____	_____	_____

PART III - COLLECTION, BANKING AND ADMIN

1.	HCO PL	9	Jan 66	Accounts, Invalidating	_____	_____	_____
2.	HCO PL	13	Jan 66	Records of Bank Deposits	_____	_____	_____
3.	HCO PL	23	Jan 66	Accounting Policies of Scientology Companies	_____	_____	_____
4.	HCO PL	30	Jan 66	Minus Invoices & Vouchers	_____	_____	_____
5.	HCO PL	25	June 67	Scientology Orgs Tax And Balance Sheets	_____	_____	_____
6.	FO	1078		Finance Relief of Post	_____	_____	_____
7.	HCO PL	9	Nov 68	IMPORTANT - Standard Admin	_____	_____	_____
8.	FO	2032		Urgent - Important - Finance Policies	_____	_____	_____
9.					_____	_____	_____
10.					_____	_____	_____
11.					_____	_____	_____
12.					_____	_____	_____
13.					_____	_____	_____
14.					_____	_____	_____
15.					_____	_____	_____

PART IV - ALLOCATION:

- 1. HCO PL 2 June 59 A Comment on Finance _____
- 2. HCO PL 28 Jan 65 How to Maintain Credit
Standing and Solvency _____
- 3. HCO PL 28 Mar 65 Emergencies and Account
Personnel _____
- 4. HCO PL 26 Nov 65 Financial Planning _____
- 5. FO 588 Essence of Financial Planning _____
- 6. HCO PL 30 July 68 Gross Income Senior
Datum _____
- 7. HCO PL 15 May 70 Financial Management
Issue II _____
- 8. FO 2480 Real Planning of Finance _____
- 9. FO 2562 Finance Money Handouts _____
- 10. FSO 37R Financial News _____
- 11. HCO PL 4 Nov 70 Estimated Purchase
Issue IV Orders _____
- 12. FO 2626 Non-Utilization _____
- 13. HCO PL 14 Dec 70 Group Sanity _____
- 14. FO 2655 Finance Policies _____
- 15. FO 2657 Flag Finance Approval Policies _____
- 16. HCO PL 13 Feb 71 Financial Planning Tips _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____
- 21. _____
- 22. _____

Attested Complete _____
Staff Member

C&A

LRH:VP:nt
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Lt. Vicki Polimeni
CS-3
for
L. RON HUBBARD
FOUNDER