

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 JUNE 1971

Remimeo
FBO Hats
A/Gs

Finance Series 8
(Originally incorrectly issued as
Finance Series 6.)

FBO ACCOUNTS

(Ref: HCO PL 29 Jan 1971 FINANCE BANKING OFFICERS
HCO PL 17 Feb 1971 BASIC FBO DUTIES)

FBO No. 1 and No. 2 accounts are in the local org's name, but are controlled by the joint signatures of the org FBO and A/G (or A/G F), who administer them strictly in accordance with the policies of Central Management which govern their use.

Thus the FBO account names become: FINANCE OFFICE (org name) No. 1 ACCOUNT and FINANCE OFFICE (org name) No. 2 ACCOUNT.

In the event of prolonged absence of FBO or A/G without deputy the Exec Dir may substitute as joint signer until such time as a deputy FBO or A/G can be appointed.

International signatories are:

THE FOUNDER	}	SOLE SIGNERS
THE CONTROLLER		
THE GUARDIAN WW		
THE TREASURER WW		
FINANCE AIDE	}	JOINT SIGNERS
BANKING OFFICER INT		

The checkbooks for these FBO accounts are securely kept by the FBO.

Weekly and monthly financial summaries on these accounts are made up by the FBO and sent to Flag Finance Office.

TAX AND BALANCE SHEETS

The FBO No. 1 and No. 2 Accounts are part of org records as regards tax and balance sheet preparation; the No. 1 account representing all org income receipts and transfers for org expenses, WW 10%s, and Management fees, and the No. 2 account representing partial payments of Management fees by means of local funds placed at the disposal of Central Management.

While they are org accounts in this regard, both accounts are used entirely at the discretion of Central Management, under whose corporate authority the FBO operates. They have no part in Org Cash/Bills figures, and are not considered to be org funds in any other sense than for accounting purposes.

Lt. Vicki Polimeni
Flag Finance Aide
for
L. RON HUBBARD
FOUNDER

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