

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 1 FEBRUARY 1972R

Remimeo
ALL Secretaries (REVISED 5 APRIL 1973)
Exec Dir
FBO Hats
Income Hat

ISSUE III

INCOME REPORT REQUIRED

Making more income is easy. We all want more income to be better paid, improve our org image and expand.

How is it easy? All you need to do is use this Policy Letter and follow it exactly as a guide to making more income with ease.

Attached to this PL is a form called the Divisional Income Sheet. It issued to each Divisional Head or Deputy to be filled in weekly. One simply takes the form and the invoices (yellow) collected by their Departments as proof of payment before delivering a service or items sold for the week and lists them on the form.

The Divisions required to fill in these forms are:

DISSEMINATION

*All book sales.
All sales of tapes, meters, insignia
and other bookstore items.
All sundry bookstore sales.*

TREASURY

*All advance payments on account.
All credit collections.
All payments on loans.*

TECH

*All monies for basic courses.
All monies for Training.
All monies for Processing.*

QUAL

*All Word Clearing receipts.
All Qual Interneship fees.
All Cramming receipts.
All membership fees.
All other Qual receipts and invoices.*

DISTRIBUTION

All Public Events or service collections.

Note: Treasury and Tech Divisions are required to fill the form column labelled "DIV". This means that each of these Divisions, as they fill out their form must state whether the income was collected by Div 2, Div 3 or Div 6. This is done by simply marking a 2, 3 or 6 in this column. If there is any question as to who made the money on a given invoice a question mark is placed in the column and Div Income must find out who made the sale and fill in the column accordingly.

ADMIN

The attached Income Report sheets are made available by Dir Income to all Divisions concerned. Blank sheets are placed in their baskets each Thursday as a nudge.

All invoices are simply listed in numerical sequence on the income sheet, with date, name of the customer and details of service or item sold. The amount of the invoice is entered in the appropriate column, whether cash payment, debit, credit - or no charge invoice.

The completed report sheets are collected by the Dir of Income no later than Friday noon. The invoices from which the sheets are made up are retained in their respective Division and do not accompany the sheets at any time.

DEPARTMENT 7 ACTION

Department 7's action upon receipt of the Weekly Income sheets is to verify them against the total income for the week as shown on an add tape of the in-series invoice copies.

Any invoice missing from a Divisional report becomes the subject of an immediate investigation. The invoice must be traced and the report corrected.

Should the case prove out to be that a Division was delivering service without the yellow invoice having been requested beforehand, the matter is turned over to Ethics for immediate handling. (HCO PL 22 Dec 1971 "Free Services = Free Fall".)

Department 7's product is: "ALL FUNDS COLLECTED FOR SERVICES OR SALES". Failure of a Service Division to require a paid invoice before delivering a service leaves the door wide open to giving away free services, and Dept 7 is dead against this eventuality.

PENALTY

Penalty for missing, inaccurate or incomplete sheets is the pay of the Division Head held until the sheet is corrected and submitted.

Penalty for late or missing submission to Exec Dir of the Weekly Income Report is the week's pay of the Dir Income held until the sheets are submitted, complete and accurate.

WHAT DOES THIS REPORT SHOW YOU

This report shows you what Divisions are producing, what your org is selling and what it isn't. It shows you how many people are buying a particular service and paying on credit extended, such as Review, Cramming. In addition it prevents free services from being delivered.

INCOME REPORTS AND INCOME SOURCES SUMMARIES

Each week your FBO fills in a report called the Income Sources summary. This report shows in what areas geographically you are selling and not selling. It also shows what is being sold.

Together with the income report you will be able to find (a) the areas THAT are BUYING, (b) what you are selling, (c) how many people you are selling to and (d) what Divisions in your org that are producing.

Example. You are getting a lot of processing sales in Brownsville from Dissem. What does that tell you? It tells you that successful actions are being done to generate business in Brownsville. These successful actions must be isolated and reinforced. Maybe there's a successful and active FSM in Brownsville selecting people into the org, or maybe the useable Addresso is all into the Brownsville area and the mag doesn't reach other areas.

Example. Money for Training has been down for three weeks. An investigation may disclose that there is a new Body Reg on post and she doesn't know what training is and is only selling processing. Or there haven't been any graduates from the Academy for five weeks. Or the Tech Sec is being the D of T and Supervisor for 100 students whilst running Tech Services from the side.

These reports are an easy way to locate successful or unsuccessful or neglected situations in order to reinforce or handle them.

PURPOSES AND USAGE

The main purpose of the Income Report is to MAKE MORE MONEY.

The Income Report forms are placed on the Exec Dir's desk by the Dir of Income as soon as possible for the week just ending and on later than Friday 6 PM for the week just ended.

It is realized that it may be difficult to get the reports completed by Thursday afternoon for the week just ended for use by the "Battle Plan" Committee. But whenever possible they should be done for this meeting.

Each Division head is requested to make up and submit to Dept 7 two copies of his income sheet. The original is placed on the Exec Dir's desk per above. Immediately after the "Battle Plan" meeting, it is returned to Income Department where it is bound into a permanent record. All carbons are collected by Dept 7 and made up into a full duplicate weekly income report, which is then sent to Data Bureau at Flag on routine report lines.

The Committee must have the reports from the previous week on hand for use in the weekly meeting. The Committee is also advised to not just operate from week's reports, but to use those of at least 3 weeks prior and also those of successful weeks. This will give you a better overall picture of your income making activities.

The Income Report Sheets and the Income Sources Summaries are basic elements of MAKING MONEY.

It is the duty and responsibility of Each Division Head to see that his reports are filled in weekly without fail. To not do so is extremely detrimental to org income and survival.

Use of these reports as outlined in this Policy Letter will only result in more income and remove the effort and worry of where you are going to get the Gross Income from this week.

A short ten minutes spent each week on filling in your forms and then using them will make life a lot easier and your org's income potential increase and expansion a lot faster.

Treasury Aide

Revised by:

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Authorized by AVU

for

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FOUNDER

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