

B O A R D P O L I C Y L E T T E R  
1 FEBRUARY 1972RA  
REVISED & REISSUED 13 OCTOBER 1975 AS BPL  
(REVISED 5 APRIL 1973)

CANCELS  
HCO POLICY LETTER OF 1 FEBRUARY 1972  
ISSUE III  
SAME TITLE

Remimeo  
All Secretaries  
Exec Dir  
Income Hat

(NOTE: This BPL reverts to the original  
PL of 1 Feb 72, Issue III, "Income  
Report Required".)

INCOME REPORT REQUIRED

(Updates HCO PL 5 June 59  
of same title)

Weekly Income Reports are required from all service departments, as listed below.

PUBLICATIONS DEPARTMENT:

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

INCOME DEPARTMENT:

All Credit Collections  
All payments on loans  
Payments on account (Advance Payments) where the service to be delivered is undetermined.

PROCESSING DEPARTMENT:

All preclear processing fees.

TRAINING DEPARTMENT:

All student enrollment fees.

QUAL INTERVIEW AND INVOICE SECTION:

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

PUBLIC SERVICING DEPARTMENT:

All Public course fees  
All Testing receipts.

ADMIN

These reports are compiled by the Department Heads or their Deputies after Thursday 2 PM on the week's income ending then.

They are made on large sheets labelled "Income Sheets" as per the attached sample. These sheets are made available by Department 7 to all Departments concerned. Blank sheets are placed in their baskets each Thursday as a nudge.

The sheets are compiled by the Department Heads from the yellow invoice copies which are collected by their Departments as proof of payment before delivering a service or item sold.

All invoices are simply listed in numerical sequence on the income sheet, with the 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 Department 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 Departmental 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 Department was delivering service without the yellow invoice having been requested beforehand, the matter is turned over to Ethics for immediate handling. (BPL 22 Dec 1971 "Free Services - Free Fall".)

The weekly Income Report sheets, correct and verified, are then placed on the Exec Director's desk by Monday 2 PM. A copy of all bank deposit slips for the week's income deposits is also clipped to the sheets.

The Exec Director initials each sheet and routes them to the Ad Council. Ad Council reviews the income sheets and uses the data to analyze the successful income sources of the org so that they can be reinforced.

Each Department Head is requested to make up and submit to Dept 7 two copies of his income sheet. The original is handled as above. Immediately after Ad Council meeting, it is returned to Income Department where it is bound into a permanent record. All carbons are collected by Department 7 and made up into a full duplicate weekly income report, which is then sent to Treasury Bureau at Flag on routine report lines.

#### PENALTY

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

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

### PURPOSES

The Departmental Income Sheets are not otherwise used in making up monthly accounts summaries or org audits or balance sheets. These are done using the 4th and 5th invoice copies and other original records such as bank deposit slips, bank statements and vouchers.

The income sheets are the basic element of an INTERNAL INCOME POLICING SYSTEM, and that is their sole purpose.

There are various ways through which Department 7 can police income lines, using income sheets and other routine org reports. Those actions are fully outlined elsewhere in Policy.

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

Income people regard the failure of a Department Head to produce his income sheets as an indicator of hidden outnesses of greater magnitude. It indicates at best, negligence, at worst, dishonesty. Both are detrimental to org income and survival, and a Dir of Income worthy of the name will be ruthless in handling both.

Treasury Aide

by order of

L. RON HUBBARD  
FOUNDER

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