

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo
FBOs

HCO POLICY LETTER OF 9 APRIL 1972
REVISED 27 SEPTEMBER 1972

FINANCE BANKING OFFICER

HAT CHECKSHEET

(Revised and updated 27 September 1972)

NAME _____ POST _____

DATE STARTED _____ DATE COMPLETED _____

PURPOSE:

This checksheet is the full Finance Banking Officer Checksheet. Its purpose is to provide a full knowledge of Finance policies essential to a comprehensive understanding and application of all data that relates to the post of Finance Banking Officer.

METHOD OF STUDY:

Fast Flow System. This means that students study and understand the theory materials and do the practical sections until they can produce the result required. At the completion of each Part the student attests in Qual before going onto the next Part.

CERTIFICATION:

Certification given upon completion of this checksheet is FINANCE BANKING OFFICER CHECKSHEET COMPLETION.

PREREQUISITE:

Basic FBO Hat Pack (checksheet of HCO PL 1 Mar 71) _____

PART I - BASIC SCIENTOLOGY ACCOUNTING POLICIES

- | | | | | |
|----|-----------|---------|--|-------|
| 1. | HCO PL 26 | May 59 | TO DEPARTMENT HEADS | _____ |
| 2. | HCO PL 26 | Aug AD9 | PROMOTIONAL FUNCTIONS OF VARIOUS DEPTS | _____ |
| 3. | HCO PL 13 | Oct 59 | INVOICING, ACCOUNTS PROJECT 12 | _____ |
| 4. | HCO PL 27 | Jan 60 | ACCOUNTS POLICIES | _____ |
| 5. | HCO PL 19 | Feb 61 | ACCOUNTS: HOW TO DO A PAYROLL | _____ |
| 6. | HCO PL 20 | Dec 62 | THE PATTERN OF A CENTRAL ORGANIZATION | _____ |
| 7. | HCO PL 15 | Feb 64 | THE EQUIPMENT OF ORGANIZATIONS | _____ |
| 8. | HCO PL 6 | May 64 | ACCOUNTS POLICIES | _____ |
| 9. | HCO PL 15 | May 64 | ACCOUNTS POLICIES | _____ |

HCO PL 9.4.71
R 27.9.72

- 2 -

10.	HCO PL 2	Mar 65	PURCHASE ORDER FILING	_____
11.	HCO PL 31	Aug 65	MAIL OPENING	_____
12.	HCO PL 8	Sept 65	SUPPLY OFFICER	_____
13.	HCO PL 15	Nov 65	REPORTING OF THEFT AND ACTION TO BE TAKEN	_____
14.	HCO PL 21	Dec 65	LRH FINANCIAL RELATIONSHIPS TO ORGS	_____
15.	HCO PL 4	Jan 66	LRH RELATIONSHIPS TO ORGS	_____
16.	HCO PL 9	Jan 66	ACCOUNTS, INVALIDATING	_____
17.	HCO PL 23	Jan 66	ACCOUNTING POLICIES OF SCIENTOLOGY COMPANIES	_____
18.	HCO PL 20	Feb 67	SECURITY OF INVOICES	_____
19.	HCO PL 25	June 67	SCIENTOLOGY ORGS TAX AND BALANCE SHEETS	_____
20.	HCO PL 21	Nov 68	SENIOR POLICY	_____
21.	HCO PL 16	Oct 69	FINANCE COURSE VITAL ACTION	_____
22.	HCO PL 11	Nov 69	ACCOUNTS AND PRO	_____
23.	HCO PL 18	Nov 69	DISPOSAL OF ORG ASSETS	_____
24.	HCO PL 14	Dec 69	ORG PROTECTION	_____
25.	HCO PL 25	July 70	SECURITY DIV I - SECURITY MATERIALS	_____
26.	HCO PL 2	Sept 70	FIRST POLICY	_____
27.	HCO PL 8	Feb 71	HANDLING OF BOUNCED CHEQUES AND REFUNDS	_____
28.	HCO PL 27	Feb 71	FIRST FINANCIAL POLICY	_____
29.	HCO PL 1	Mar 71	BASIC FBO HAT CHECKSHEET	_____
30.	HCO PL 10	Mar 71	FBO HAT	_____
31.	HCO PL 24	Apr 71	ORG FINANCIAL AUDITS	_____
32.	HCO PL 5	May 71	PC POLICY LETTER	_____
33.	HCO PL 27	Nov 71	EXECUTIVE SERIES NO. 3 - MONEY	_____
34.	HCO PL 3	Dec 71	EXECUTIVE SERIES NO. 4 - EXCHANGE	_____
35.	HCO PL 25	Nov 71	INTER-ORG EXCHANGE OF STUDENTS AND FEES	_____
36.	HCO PL 22	Dec 71	FREE SERVICES - FREE FALL	_____
37.	HCO PL 31	Jan 72	THE WHY IS GOD - DATA SERIES 22	_____
38.	HCO PL 9	Mar 72	INCOME FLOWS & POOLS - PRINCIPLES OF MONEY MANAGEMENT	_____
39.	HCO PL 12	May 72	PTS PERSONNEL AND FINANCE	_____
40.				_____
41.				_____
42.				_____
43.				_____
44.				_____

- 45. _____
- 46. _____
- 47. _____
- 48. Flag Finance Order 1 MISSION ACCOUNTING _____
- 49. Flag Order 1078 FINANCE, RELIEF OF POST _____
- 50. Flag Order 1319 AO FINANCE ETHICS _____
- 51. Flag Order 1674 RULE _____
- 52. Flag Order 2057 FINANCIAL REGULATIONS _____
- 53. Flag Order 2412 MISSION ACCOUNTING _____
- 54. Flag Order 2685 FINANCE OFFICER _____
- 55. Flag Order 3080 CSW REQUIREMENTS FOR PROPERTY _____
- 56. Flag Order 3084 ADDITION TO SHIP ACCOUNTS POLICIES _____
- 57. Flag Order 3123R HIGH CRIME FO - PROPERTY AUTHORIZATION FLAG FINANCE APPROVAL POLICY 22 _____
- 58. _____
- 59. _____
- 60. _____
- 61. _____
- 62. _____

PRACTICAL - I

- 1. Purposes of FBO in clay. _____
- 2. Essay on the ways orgs can jeopardize their non-profit tax status. _____

I ATTEST THAT I HAVE STUDIED AND UNDERSTOOD AND CAN APPLY THE MATERIALS COVERED IN PART I OF THIS CHECKSHEET.

SIGNED _____
STUDENT

THE STUDENT ATTESTATION ON COMPLETION OF PART I HAS BEEN RECEIVED AND LOGGED.

SIGNED _____
CERTS & AWARDS OFFICER

PART II - INCOME COLLECTION AND SUMMARIZING

- 1. HCO PL 16 May 57 INVOICING ITEMS _____
- 2. HCO PL 4 June 59 INVOICING & COLLECTION OF MONEY _____
- 3. HCO PL 5 June 59 INCOME REPORT REQUIRED _____
- 4. HCO PL 24 July 59 ANY CHEQUES OR POSTAL ORDERS... _____

5.	HCO PL 23	Oct 59	ATTENTION REGISTRARS AND BOOK ADMINISTRATORS	_____
6.	HCO PL 29	Mar 60	HGC AND ACADEMY PRICES FOR MINORS	_____
7.	HCO PL 4	Aug 61	PRIVATE MAIL AND PHONE CALLS	_____
8.	HCO PL 14	June 62	PROFESSIONAL CHARGES	_____
9.	HCO PL 24	July 62	ACADEMY EXTRA WEEKS	_____
10.	HCO PL 9	May 65	AUDITING FEES	_____
11.	HCO PL 19	July 65	DISCOUNTS CENTRAL ORGS BOOKS	_____
12.	HCO PL 16	Aug 65	COLLECTIONS FROM SPs AND PTSs	_____
13.	HCO PL 24	Sept 65	FREE RELEASE CHECK	_____
14.	HCO PL 28	Oct 65	DISCOUNTS	_____
15.	HCO PL 7	Nov 65	RECEPTION LOG IN-THE-ORG LIST	_____
16.	HCO PL 30	Dec 65	PTS AUDITING AND ROUTING	_____
17.	HCO PL 6	Jan 66	CREDIT AND DISCOUNTS	_____
18.	HCO PL 7	Jan 66	CREDIT	_____
19.	HCO PL 30	Jan 66	CREDIT	_____
20.	HCO PL 11	Feb 66	SHIPPING CHARGES	_____
21.	HCO PL 16	Feb 66	INVOICE ROUTING	_____
22.	HCO PL 16	Dec 66	REGISTRATION DISAGREEMENTS	_____
23.	HCO PL 23	Dec 66	ACCOUNTS INVOICES - NAMES ON INVOICES	_____
24.	HCO PL 21	Oct 66	EVENING FOUNDATIONS	_____
25.	HCO PL 12	Oct 67	CHARGES	_____
26.	HCO PL 18	Nov 67	BLUE AND GREEN ACCOUNTS INVOICES	_____
27.	HCO PL 13	Feb 68	COLLECTION LETTERS	_____
28.	HCO PL 18	Jan 69	ADVANCED ORG AWARDS	_____
29.	HCO PL 18	Apr 69	ORG DIVISION - INCOME DEPT.	_____
30.	HCO PL 3	June 69	DIANETIC COURSE PRICING	_____
31.	HCO PL 10	July 69	ORG PERSONNEL RECRUITMENT	_____
32.	HCO PL 2	Sept 69	OLD ACC STUDENTS	_____
33.	HCO PL 3	Sept 69	SUCCESSFUL CLASS VIIIs	_____
34.	HCO PL 10	Nov 69	FORMER STAFF MEMBERS	_____
35.	HCO PL 20	Dec 69	TRADING PROHIBITED	_____
36.	HCO PL 11	Jan 70	PRICING - RESCUE INTENSIVE	_____
37.	HCO PL 13	Jan 70	ORG PERSONNEL RECRUITMENT (REVISED)	_____
38.	HCO PL 20	Jan 70	CLASS VIII RETREAD	_____
39.	HCO PL 29	May 70	LOST INCOME CREDIT AND POST-DATED CHECKS	_____
40.	HCO PL 15	July 70	RETREADS	_____
41.	HCO PL 20	July 70	INTERNEESHIPS AND CASE SUPERVISORS	_____

42.	HCO PL 27	Sept 70	CUTATIVE PRICES	_____
43.	HCO PL 1	Mar 71	INCOME SOURCES	_____
44.	HCO PL 11	Mar 71	REGISTRAR INVOICING LINE	_____
45.	HCO PL 17	Feb 71	FINANCE SERIES 3-1, HANDLING	_____
	Modified 5	July 72	OF BOUNCED CHECKS AND REFUNDS	_____
46.	HCO PL 28	May 71	GROSS INCOME	_____
47.	HCO PL 20	June 71	GROSS INCOME - ADV REG LINE	_____
48.	HCO PL 12	July 71	OFFENSES AND PENALTIES -	_____
			ADDITION	_____
49.	HCO PL 15	Sept 71	PURPOSE AND STATISTICS OF A	_____
			TOUR MEMBER	_____
50.	HCO PL 23	Sept 71	FINANCE SERIES 9 - FINANCE	_____
			BANKING OFFICER PURPOSES	_____
51.	HCO PL 1	Nov 71	ADVANCE PAYMENTS USED FOR	_____
			BOOKS	_____
52.	HCO PL 6	Nov 71	SELLING INTERNESHIPS	_____
53.	HCO PL 28	Nov 71	THE TYPES OF DEPT 6	_____
			REGISTRATION	_____
54.	HCO PL 14	Dec 71	THE LINES OF THE CORRECTION	_____
			DIVISION QUAL INTERVIEW AND	_____
			INVOICE LINES AND ROUTINGS	_____
55.	HCO PL 14	Dec 71	QUAL PRECLEAR LINES	_____
56.	HCO PL 14	Dec 71	QUAL INTERVIEW AND INVOICE	_____
			OFFICER LINES - ADMINISTRATION	_____
57.	HCO PL 3	Jan 72	INVOICES	_____
58.	HCO PL 1	Feb 72	INCOME REPORT REQUIRED	_____
59.	HCO PL 1	Feb 72	ACCOUNTS POLICING	_____
60.	HCO PL 2	Feb 72	INVOICING CLARIFICATION	_____
61.	HCO PL 9	Aug 72	SENIORITY OF ORDERS	_____
62.	HCO PL 11	Aug 72-R	FOUNDATION INCOME	_____
63.	HCO PL 11	Aug 72	FOUNDATION AND DAY ORGS	_____
			SEPARATE	_____
64.				_____
65.				_____
66.				_____
67.				_____
68.				_____
69.				_____
70.				_____
71.				_____
72.	Flag Order	393	FINANCE POLICY	_____
73.	Flag Order	502	INCOME, FLAG	_____
74.	Flag Order	651	BILLING FOR MISSIONS	_____
75.	Flag Order	1454	FBO INCOME COLLECTION	_____

- | | | | |
|-----|-----------------|--|-------|
| 76. | Flag Order 1641 | SEA ORG MEMBERS... | _____ |
| 77. | Flag Order 1672 | FINANCE POLICY - FLAG BANKING OFFICER | _____ |
| 78. | Flag Order 2222 | MISSION BILLINGS | _____ |
| 79. | Flag Order 2487 | OTLs - MODIFICATION | _____ |
| 80. | Flag Order 2654 | OT VII PRICING CLARIFICATION | _____ |
| 81. | Flag Order 2721 | PRICING - CLEARING AND OT LEVELS RETREAD | _____ |
| 82. | | | _____ |
| 83. | | | _____ |
| 84. | | | _____ |
| 85. | | | _____ |
| 86. | | | _____ |
| 87. | LRH ED 44 INT | FREeloadERS | _____ |

PRACTICAL - 2

1. Clay demonstrate daily routine of FBO Income Collections _____
2. Clay demo how an FBO finds org income sources. _____
3. Clay demo 10 ways an FBO can force his org to make money. _____
4. Essay on why an add tape, deposit slips, categorized invoices are put into an envelope marked for what week, year, and org. _____
5. Prepare a dummy envelope of weekly invoices and all contents. _____

I ATTEST THAT I HAVE STUDIED AND UNDERSTOOD AND CAN APPLY THE MATERIALS COVERED IN PART II OF THIS CHECKSHEET.

SIGNED _____
STUDENT

THE STUDENT ATTESTATION ON COMPLETION OF PART II HAS BEEN RECEIVED AND LOGGED.

SIGNED _____
CERTS AND AWARDS OFFICER

PART III - ALLOCATION AND FINANCIAL MANAGEMENT

1. HCO PL 22 Apr 59 A LETTER FROM DURBAN, S.A. _____
2. HCO PL 2 June 59 PURCHASING LIABILITY OF STAFF MEMBERS _____
3. HCO PL 2 June 59 A COMMENT ON FINANCE _____
4. HCO PL 3 June 59 FINANCIAL MANAGEMENT _____
5. HCO PL 11 Aug 59 COST OF SUPPLIES _____
6. HCO PL 4 Sept 59 COMPLETED STAFF WORK _____

7.	HCO PL 20	June 61	PURCHASE ORDER SYSTEM	_____
8.	HCO PL 23	Nov 61	ACCOUNTS	_____
9.	HCO PL 23	Oct 63	REFUND POLICY	_____
10.	HCO PL 7	Jan 64	PAYMENT OF MONIES FOR OVERTIME AND/OR MATERIEL	_____
11.	HCO PL 2	Mar 64	CONTRACTS AND SERVICES	_____
12.	HCO PL 10	Apr 64	BALANCING INCOME-OUTGO PAPER POSTAGE AND PRINTING	_____
13.	HCO PL 19	Oct 64	PRICING FORMULAS	_____
14.	HCO PL 26	Nov 64	PRICING FORMULAS, AMENDMENT	_____
15.	HCO PL 28	Jan 65	HOW TO MAINTAIN CREDIT STANDING AND SOLVENCY	_____
16.	HCO PL 28	Mar 65	EMERGENCIES AND ACCOUNT PERSONNEL	_____
17.	HCO PL 29	Mar 65	STAFF MEMBER LOANS	_____
18.	HCO PL 2	Apr 65	HEED HEAVY TRAFFIC WARNINGS	_____
19.	HCO PL 27	Apr 65	PRICE ENGRAM	_____
20.	HCO PL 23	May 65	REBATES	_____
21.	HCO PL 21	June 65	ANY CENTRAL ORG...	_____
22.	HCO PL 20	Nov 65	THE PROMOTIONAL ACTIONS OF AN ORGANIZATION	_____
23.	HCO PL 21	Nov 65	CHEQUE SIGNING	_____
24.	HCO PL 26	Nov 65	FINANCIAL PLANNING	_____
25.	HCO PL 15	Dec 65	ADDITIONS TO THE PROMOTIONAL ACTIONS OF AN ORGANIZATION	_____
26.	HCO PL 31	Dec 65	CORRECTION TO CHEQUE SIGNING	_____
27.	HCO PL 14	Jan 66	HIRING PERSONNEL LINE FOR	_____
28.	HCO PL 30	Jan 66	CHEQUE SIGNERS - CHEQUE SIGNING PROCEDURE	_____
29.	HCO PL 21	July 66	PROPORTIONATE PAY PLAN 1966	_____
30.	HCO PL 31	July 66	REFUND NOTICE	_____
31.	HCO PL 1	Aug 66	REFUND ADDITION	_____
32.	HCO PL 11	Nov 66	POSTAL ECONOMY	_____
33.	HCO PL 15	Dec 66	FINANCIAL PLANNING	_____
34.	HCO PL 9	Jan 67	FSM SYSTEM ADMINISTRATION IN ORGANIZATION	_____
35.	HCO PL 15	Feb 67	ALLOCATION OF INCOME	_____
36.	HCO PL 22	May 68	AMENDMENT TO THE PROMOTIONAL ACTIONS OF AN ORGANIZATION	_____
37.	HCO PL 2	Sept 68	PERSONS WHO HAVE BEEN ACCEPTED...	_____
38.	HCO PL 8	Dec 68	ASSISTANT GUARDIAN FOR FINANCE	_____
39.	HCO PL 5	June 68	F.S.M. COMMISSIONS	_____

40.	HCO PL 11	Feb 69	TELEX LINES AND LOGISTICS	_____
41.	HCO PL 5	Feb 70	SCIENTOLOGY REFUNDS WRIT OF EXPULSION AND WAIVER	_____
42.	HCO PL 15	May 70	FINANCIAL MANAGEMENT	_____
43.	HCO PL 15	May 70	PURCHASE ORDERS	_____
44.	HCO PL 30	May 70	CUTATIVES	_____
45.	HCO PL 23	Sept 70	QUARTERS; POLICY REGARDING	_____
46.	HCO PL 7	Oct 70	PHONE BILL	_____
47.	HCO PL 9	Dec 70	ESTIMATED PURCHASE ORDERS	_____
48.	HCO PL 9	Dec 70	SCIENTOLOGY ORGANIZATION FINANCIAL MANAGEMENT MEMBER HAT CHECKSHEET	_____
49.	HCO PL 14	Dec 70	GROUP SANITY	_____
50.	HCO PL 14	Dec 70	INSTITUTIONAL & SHOCK CASES	_____
51.	HCO PL 13	Jan 71	INSTITUTIONAL & SHOCK CASES, PETITIONS FROM LEGAL (HOW TO POST A BOND)	_____
52.	HCO PL 29	Jan 71	FINANCE BANKING OFFICERS	_____
53.	HCO PL 13	Feb 71	FINANCIAL PLANNING TIPS	_____
54.	HCO PL 18	Feb 71	AOSH UK/UKLO TREASURY ACTIONS	_____
55.	HCO PL 19	Mar 71	BEAN THEORY	_____
56.	HCO PL 25	Mar 71	VALUABLE FINAL PRODUCTS	_____
57.	HCO PL 26	Apr 71	ESTIMATED PURCHASE ORDERS	_____
58.	HCO PL 26	Apr 71	FINANCE SERIES 5 - FP ACTIVATION	_____
59.	HCO PL 4	Sept 71	FP AND NECESSITIES	_____
60.	HCO PL 22	Oct 71	FINANCE SERIES 10 - PURCHASING AND CHECK SIGNING LINES MODIFIED	_____
61.	HCO PL 6	Nov 71	HGC AUDITORS AND HGC AUDITORS IN TRAINING	_____
62.	HCO PL 12	Nov 71	HOW TO RAISE YOUR OWN STATISTICS AND PAY	_____
63.	HCO PL 26	Feb 72	VIABILITY OR LIABILITY - THE QUALITY OF THE TREASURY DIVISION - A TREASURY DIV CHECKLIST FOR QUALITY	_____
64.	HCO PL 4	Apr 72	HOW A REGISTRAR PREVENTS REFUNDS OF ADVANCE PAYMENTS	_____
65.	HCO PL 20	May 72	TYPES OF PROMOTION	_____
66.	HCO PL 3	June 72	FINANCE SERIES No 13 - PROMOTION ALLOCATIONS	_____
67.	HCO PL 1	July 72	CASH/BILLS AND ORG RESERVES	_____
68.				_____
69.				_____
70.				_____

71.			_____
72.			_____
73.			_____
74.			_____
75.			_____
76.	Flag Order 272	CHARGE ACCOUNTS	_____
77.	Flag Order 406	FLAG BANKING OFFICER	_____
78.	Flag Order 588	ESSENCE OF FINANCIAL PLANNING	_____
79.	Flag Order 692	IN DEALING WITH THE PUBLIC...	_____
80.	Flag Order 720	FLAG AND MISSION EXPENSES...	_____
81.	Flag Order 1100	FLAG EXPENSE	_____
82.	Flag Order 1111	REPEAT OF POLICY	_____
83.	Flag Order 112	RECEIPTS	_____
84.	Flag Order 1211	HANDLING OF MONIES ALLOCATED	_____
85.	Flag Order 1244	APPROVAL REQUIRED ON PURCHASES	_____
86.	Flag Order 1336	UNIFORMS	_____
87.	Flag Order 1409	FINANCIAL PLANNING	_____
88.	Flag Order 1916	ENGINE ROOM FINANCE	_____
89.	Flag Order 1925	LEASES & AGREEMENTS	_____
90.	Flag Order 2446	PASSPORT RENEWALS	_____
91.	Flag Order 2480	REAL PLANNING OF FINANCE	_____
92.	Flag Order 2511	WHAT ACTIONS CAN BE EXPECTED FROM FLAG	_____
93.	Flag Order 2527	STATION SHIP STATS	_____
94.	Flag Order 2539	RELAY OF GIFTS TO LRH	_____
95.	Flag Order 2562	FINANCE MONEY HANDOUTS	_____
96.	Flag Order 2563	FLAG BILLS AND COURIER EXPENSES	_____
97.	Flag Order 2611	LIAISON OFFICE SUPPLY LINES	_____
98.	Flag Order 2626	NON-UTILIZATION	_____
99.	Flag Order 2630	FITNESS BOARD	_____
100.	Flag Order 2639	SEA ORG FINANCIAL PLANNING MEMBER CHECKSHEET	_____
101.	Flag Order 2655	FINANCE POLICIES	_____
102.	Flag Order 2657	FLAG FINANCE APPROVAL POLICIES	_____
103.	Flag Order 2694	SHIP ACCOUNTS POLICIES	_____
104.	Flag Order 2938	CONTRACTS AND BILLS PAYING	_____
105.	Flag Order 2949	CUSTOMS CLEARANCE FOR COURIERED CASH	_____
106.	Flag Order 3075	SEA ORG BONUS SYSTEM	_____
107.	Flag Order 3076	NON-SEA ORG TECH PAY AND BONUSES	_____
108.	Flag Order 3089	STATUS AND TRANSPORT OF PERSONNEL	_____

- 109. Flag Order 3090 PAYMENT FOR AND RELAY OF SO
MEMBERS' PERSONAL MAIL,
TELEXES, PACKAGES AND GEAR _____
- 110. Flag Order 3100 HEAVY SHIP BILLS - HIGH CRIME _____
- 111. _____
- 112. _____
- 113. _____
- 114. _____
- 115. Flag Ship Order 37R FINANCIAL NEWS _____
- 116. _____
- 117. _____
- 118. LRH ED 55 INT FINANCIAL PLANNING PROGRAM
NO. 1 _____
- 119. LRH ED 74 INT SOLVENCY _____
- 120. LRH ED 79 INT FINANCIAL PLANNING PROGRAMME
No. 1 ADDITION _____
- 121. LRH ED 122 INT GROSS DIVISIONAL STATISTICS _____
- 122. ED 378 US FEDERAL WITHHOLDING TAX -
SOCIAL SECURITY (FICA) _____
- 123. LRH ED 179 INT STAFF PAY TARGETS _____
- 124. FDD 9 FIN INT INCOME SOURCES SUMMARY FORM _____
- 125. FDD 9 FIN INT - 1 INCOME SOURCES SUMMARY FORM _____
- 126. _____
- 127. _____

PRACTICAL - 3

- 1. Essay on How FP becomes unreal and steps FBO
takes to remedy. _____
- 2. Clay demonstrate each division's Valuable Final
Products and sub-Products. _____
- 3. Essay on how Finance, being fully familiar with
the products of divisions can skillfully apply
income greater than outgo to each Division. _____
- 4. Clay demonstrate 10 sources of lost income. _____
- 5. Clay demonstrate FBO handling of each of the 10
sources of lost income. _____
- 6. Demonstrate (clay) the Bean Theory and what an
FBO's allocation buys. _____
- 7. Demonstrate (clay) how the FBO uses the Bean Theory
to raise FBO statistics. _____

I ATTEST THAT I HAVE STUDIED AND UNDERSTOOD AND CAN APPLY
THE MATERIALS COVERED IN PART III OF THIS CHECKSHEET.

SIGNED _____
STUDENT

THE STUDENT ATTESTATION ON COMPLETION OF PART III HAS BEEN RECEIVED AND LOGGED.

SIGNED

CERTS AND AWARDS OFFICER

PART IV - BANKING, RESERVES AND REPORTS

1.	HCO PL 17	July 62	ACCOUNTS: BANK CHARGES ON REMITTANCES	_____
2.	HCO PL 30	Nov 64	HCO BOOK A/C	_____
3.	HCO PL 9	Dec 65	HCO INCOME	_____
4.	HCO PL 18	Jan 65	FINANCIAL MANAGEMENT - BUILDING FUND ACCOUNT	_____
5.	HCO PL 20	Jan 65	CURRENCY REGULATIONS AND 10% _s	_____
6.	HCO PL 4	Mar 65	RESERVED PAYMENT ACCOUNT	_____
7.	HCO PL 11	May AD15	HCO BOOK ACCOUNT POLICY RECEIPT AND USE OF MEMBERSHIP MONIES	_____
8.	HCO PL 13	Jan 66	RECORDS OF BANK DEPOSITS	_____
9.	HCO PL 15	Jan 66	OFFICE OF THE TREASURER	_____
10.	HCO PL 2	Aug 66	GRAPH CHANGE AD COUNCIL STATISTIC	_____
11.	HCO PL 6	Oct 66	ADDITION TO HCO DIV ACCOUNT POLICY	_____
12.	HCO PL 11	Oct 66	LEGAL, TAX, ACCOUNTANT	_____
13.	HCO PL 9	Nov 68	STANDARD ADMIN	_____
14.	HCO PL 15	May 68	RESERVE FUND	_____
15.	HCO PL 17	June 68	HCO BOOK ACCOUNT	_____
16.	HCO PL 20	June 68	COMMODORE AND FOUNDER AS SIGNATORY ON EVERY BANK ACCOUNT	_____
17.	HCO PL 19	Apr 70	PES WW ACCOUNT	_____
18.	HCO PL 10	Oct 70	INTRODUCTION TO AN ACCOUNTS AUDIT	_____
19.	HCO PL 10	Oct 70	HOW TO DO AN ACCOUNTS AUDIT - ASSEMBLY FUNCTION	_____
20.	HCO PL 10	Oct 70	HOW TO DO AN ACCOUNTS AUDIT - BREAKDOWN FUNCTION	_____
21.	HCO PL 10	Oct 70	HOW TO DO AN ACCOUNTS AUDIT - SUMMARIZING FUNCTION	_____
22.	HCO PL 10	Oct 70	HOW TO DO FINAL ACCOUNTS	_____
23.	HCO PL 14	Nov 70	THE THEORY OF BOOK KEEPING AND ACCOUNTANCY - PART I - FUNDAMENTALS	_____
24.	HCO PL 14	Nov 70	THE THEORY OF BOOK KEEPING AND ACCOUNTANCY - PART 2 - FUNDAMENTALS	_____

25.	HCO PL 14	Nov 70	THE THEORY OF BOOK KEEPING AND ACCOUNTANCY - PART 3 - PREPARATION OF INCOME AND EXPENDITURE ACCOUNT AND BALANCE SHEET	_____
26.	HCO PL 14	Nov 70	THE THEORY OF BOOK KEEPING AND ACCOUNTANCY - PART 4 - FINAL ADJUSTMENTS	_____
27.	HCO PL 14	Nov 70	THE THEORY OF BOOK KEEPING AND ACCOUNTANCY - SCIENTOLOGY ORGANIZATIONS - ABBREVIATED BOOK KEEPING	_____
28.	HCO PL 14	Nov 70	THE THEORY OF BOOK KEEPING AND ACCOUNTANCY - PART 6 - SCIENTOLOGY ORGANIZATIONS - INCOME AND EXPENDITURE ACCOUNT & BALANCE SHEET	_____
29.	HCO PL 6	Feb 71	TRANSFERRING FUNDS	_____
30.	HCO PL 17	Feb 71	BASIC FBO DUTIES	_____
31.	HCO PL 4	June 71	STANDARD ADMIN	_____
32.	HCO PL 8	June 71	FINANCE SERIES 8 - FBO ACCOUNTS	_____
33.				_____
34.				_____
35.				_____
36.				_____
37.				_____
38.				_____
39.	Flag Order	565	FLAG BANKING OFFICER	_____
40.	Flag Order	916	THE COMMODORE IS TO BE A SIGNATORY.....	_____
41.	Flag Order	948	MONEY	_____
42.	Flag Order	963	FBO ROUTINE	_____
43.	Flag Order	1290	BANK BALANCES	_____
44.	Flag Order	1761	FLAG BANKING OFFICER	_____
45.	Flag Order	1866	FINANCIAL REPORTS	_____
46.	Flag Order	2032	FINANCE POLICIES	_____
47.	Flag Order	2048	FINANCE POLICIES ADDITION TO FO 2032	_____
48.	Flag Order	2058	CURRENCY REGULATIONS	_____
49.	Flag Order	2096	ORIGINALS	_____
50.	Flag Order	2590	FBO COURIER ROUTING FORM	_____
51.	Flag Order	2829	ORG RESERVES	_____
52.				_____
53.				_____
54.				_____
55.				_____

PRACTICAL - 4

1. Mock up (with bits of paper) a Bank Deposit record per HCO PL 13 Jan 66. _____
2. Clay Demo how to do account balance. _____
3. Clay demo how an FBO makes it worthwhile for Flag to manage his org. _____

I ATTEST THAT I HAVE STUDIED AND UNDERSTOOD AND CAN APPLY THE MATERIALS COVERED IN PART IV OF THIS CHECKSHEET.

SIGNED _____
STUDENT

THE STUDENT ATTESTATION ON COMPLETION OF PART IV HAS BEEN RECEIVED AND LOGGED.

SIGNED _____
CERTS AND AWARDS OFFICER

PART V - FBO INTERNESHIP

On-post practical actions and post duties in apprenticeship under a fully qualified FBO - 1 week or longer, until complete to the satisfaction of Continental FBO.

ATTESTED COMPLETE _____
STUDENT

CONTINENTAL FBO

CERTS AND AWARDS OFFICER

W/O R. Spence
Finance Office Org Officer
and
Lt. V. Polimeni
Finance Aide

Revised by:

W/O Fran Broeker
Finance Aide

Approved by LRH Pers Comm
for

L. RON HUBBARD
FOUNDER