

B O A R D P O L I C Y L E T T E R

11 AUGUST 1972R

ISSUE II

Remimeo  
Also changes  
CBO 216

REVISED 4 SEPT 72

REISSUED 14 JULY 1975 AS BPL

CANCELS

HCO POLICY LETTER OF 11 AUGUST 1972R

ISSUE III

SAME TITLE

(LRH Revision is in Script)

FOUNDATION INCOME

(Effective for the first week ending Thursday after the date of receipt of this PL for OIC report of Day and Foundation Gross Income.)

*(This Revision separates the Financial Planning of Day and Foundation. Combining them permits the Day org to grab the Foundation's income when the Day org is low that week and Foundation high. Combining FP caused a crash of ASHO Fmd. The FP must be separate.)*

Where a Day Org and a Foundation are operating on the same premises, the definition which is used to determine the income of each org is:

THE ORG THAT WILL DELIVER THE SERVICE GETS THE INCOME, regardless of the time of the Day and Night when it is taken in.

It may at times occur that a Day Registrar signs up a person for a service to be taken Foundation hours, or vice-versa.

This is handled by having two separate invoice machines, one for the Day org and one for the Foundation. Both machines are kept available by the Registrar's desk.

The Day Registrar, when invoicing money for a Foundation service, would simply use the Foundation machine to make out the invoice. Same applies for a Foundation Registrar taking in and invoicing Day income.

The Registrar who reges the person, Day or Foundation, gets the stat on her own stats.

Mail income is also invoiced on separate machines for Day and Foundation orgs.

For ease of recognition, Foundation invoices are additionally marked with a large "F" letter.

In any case where it can not be determined at the time of payment whether the service will be taken Day or Foundation, that org which reges the service is authorized to count the income as theirs.

HCO ACCOUNT

Booksales and other HCO Account items as well as

Bookstore sundry sales are counted as the stat of the org that makes the sale regardless of whether the person is otherwise on Day or Foundation lines.

In order to maintain separateness of Day and Foundation income flows, the Day and Foundation orgs must also be provided with separate invoice machines for the HCO Book Account.

Foundation invoices for HCO Account also carry the "F" letter.

### COLLECTIONS

The Foundation org does its own collections from its own set of Advance Payments and Credit files and does not depend on the Day org for these functions.

### ACCOUNTS

There is only one set of bank accounts for the Day and Foundation and all income, Day and Foundation, is banked in these accounts. In the case of FBO orgs, the FBO carries one set of accounts only for both Day and Foundation orgs.

Accounting functions for both Day and Fdn are handled by the Day org. The Day org pays all bills.

Day FP and Fnd FP must be kept separate. Each has its own FP Committee and plans its own funds. Rent or building cost and utilities are pro-rated between Day and Fnd.

### HONESTY

The basic ingredient by which this definition and handling of Day and Foundation income will be made to work is HONESTY of Executives, Registrars and Treasury people.

CS-3

by Order of

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FOUNDER

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Reissued as BPL  
by Flag Mission 1234 2nd  
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Approved by the  
Commodore's Staff Aides

and the  
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