

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 11 AUGUST 1972 R
ISSUE III

Remimeo
Also changes (Revised 4 Sept 72)
CBO 216
Correction 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 Fnd. 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 it 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
L. RON HUBBARD
FOUNDER

Revised by
L. RON HUBBARD
FOUNDER

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