

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 24 SEPTEMBER 1973
ISSUE XIV

SCIENTOLOGY ORGANIZATION CHEQUE SIGNERS
CHECKSHEET

PURPOSE: To get all Scientology Org cheque signers hatted on their duties and functions as cheque signers.

PREREQUISITES: NONE.

NAME: _____ DATE: _____

ORG: _____ DATE COMPLETED: _____

LENGTH OF COURSE: One week.

STUDY TECH: Full application of all study tech is required throughout this course. The checksheet should be done with a twin, starrate throughout, except where otherwise noted.

SEQUENCE: Once through the checksheet in the sequence given.

PRODUCT: A person with the demonstrated ability to sign cheques, ON-POLICY.

CERTIFICATE: Hubbard Cheque Signer Certificate.

1. HCO PL 15 June 70 Keeping Scientology Working _____
2. HCO PL 17 June 70 Technical Degrades _____
3. HCO PL 18 Jan 65 Financial Management -
Building Fund Account _____
4. DEMO KIT DEMO: The Stable Data _____
5. HCO PL 28 Jan 65 How to Maintain Credit
Standing and Solvency _____
6. CLAY DEMO: What happens when cheques are signed
without a bills summary in front of the cheque
signer. _____
7. HCO PL 27 Feb 71 First Financial Policy _____
8. HCO PL 30 Jan 66 Accounts Procedure _____
9. DRILL: Go to the FBO (or Treas Sec in a non-
FBO org) and have him show you what invoicing
cycle he does when he writes a refund cheque.
Hat him on this PL if he flunks. _____
10. HCO PL 21 Oct 65 Bills Payment - O-rate _____
11. HCO PL 21 Nov 65 Cheque Signing - O-rate _____
12. HCO PL 30 Jan 66 Accounting - Cheque Signers
- Cheque Signing Procedure _____
13. DRILL: Using bits of paper, mock up dummy
cheques and all data needed to sign them. Now
sign the dummy cheques. _____

14. CLAY DEMO: What happens to he who sign cheque if this PL not used. _____
15. HCO PL 1 Mar 66 The Guardian _____
16. CLAY DEMO: The cycle of action to be taken before any major expenditure can be made. _____
17. DEMO KIT DEMO: The circumstances under which the Guardian wants to know about the financial transactions of your org. _____
18. HCO PL 26 Nov 65R Financial Planning (Revised 19 Apr 73) _____
19. DRILL: Go into Treasury and find the copies of the reports mentioned in this PL above. Check them to see if they are as per the policy. Write up what you find. _____
20. CLAY DEMO: The cycles that need to be done before cheques are presented for signature, and you signing the cheques per policy. _____
21. HCO PL 6 Feb 71 Transferring Funds _____
22. DEMO KIT DEMO: What could happen if this PL isn't known by a cheque signer. _____
23. HCO PL 26 Apr 71 FP Activation _____
24. CLAY DEMO: The cycle of FP activation. _____
25. DRILL: Draw on a paper what your org's cash/bills stat could look like if you don't follow this Policy Letter. _____
26. HCO PL 22 Oct 71 Purchasing and Cheque Signing Lines Modified _____
27. HCO PL 18 Feb 73 Org Bank Account Signatories _____
28. Guardian Finance Order - 166 - Effective immediately, all AGF's... _____
29. DRILL: Go find out if your bank account signatories are as per these issues. If not, get them corrected. If so, congratulate the Treasury Secretary. _____
30. ESSAY: The responsibility that a cheque signer has to the solvency of his organization. _____

ADDITIONS & CORRECTIONS:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

STUDENT: I attest that I have completed all requirements of this checksheet, I have no misunderstands on the materials and I can apply the data.

SIGNATURE: _____

POST: _____

DATE: _____

SUPERVISOR: I attest that _____ has
Student's Name

completed all requirements of this course, has no misunderstands on the materials and can apply the data. (Super gives Method 4 check.)

SIGNATURE: _____

DATE: _____

STUDENT EXAMINER: I attest that _____
Student's Name

has presented evidence of his ability to competently sign cheques, on-policy, and has met all requirements of the course.

SIGNATURE: _____

DATE: _____

CERTS AND AWARDS: _____ having completed
Student's Name

all requirements of this course is hereby awarded the certificate of HUBBARD CHEQUE SIGNER.

SIGNATURE: _____

DATE: _____

F Sup Dir WW
for H.G. Parkhouse
DG F WW
for Jane Kember
The Guardian
for Mary Sue Hubbard
CS-G

Authorized by AVU

for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

BDCS:HE:MSH:JK:HGP:TR:nt
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