

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 APRIL 1979

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Remimeo  
Treas Hats  
Div 6 Hats  
Reg Hats  
FBO Hats  
Org Signatories  
AGF

*(Revisions in Script)*

Cancels and Supersedes BPL 9 Jan 67RB  
FSM SYSTEM ADMINISTRATION IN ORGANIZATIONS

NEW FSM (INSTANT PAYMENT) ACCOUNT

A New FSM (Instant Payment) Account is hereby established in each org to make it easy to pay out FSM Commissions instantly.

FSM BANK ACCOUNT SET-UP

To set up the account simply determine an average month's FSM Commissions paid (over a 6 month period) and have the FBO transfer this amount off the top of the Gross Income and into the New FSM (Instant Payment) Account. This should be done over a period of several weeks so as not to cause any hardships on the Org.

SIGNATORIES

The signatories on the account are the ED, OES, HES (DED and DDED can be used if they are posted in the org instead of the HES/OES), AG, AGF, TREAS SEC, FBO, DIST SEC (final approval on these signatories must come from the AGF) and International signatories. It only requires two of the above to sign cheques and most are available at all times during production hours so it will be very easy to get FSM cheques signed.

REPLENISHING THE ACCOUNT

The New FSM (Instant Payment) Account gets replenished at the end of every week.

The Treasury Sec adds up the total amount of FSM Commissions paid out for that week by totalling the amounts on the cheque stubs for the account and gives the amount to the FBO. The FBO then transfers that amount off the top of the GI to the FSM account at the end of the week at the same time as his other allocation cheques.

Should the FSM account run low or become depleted during the course of the week the Treasury Sec immediately informs the FBO to transfer more funds from his FBO #1 account into the FSM account. It is the Treasury Sec's responsibility to keep close watch on this account to ensure it always has sufficient funds as there must never be any stops on paying commissions. (He gives special attention to this on Fridays to make sure there are enough funds to cover weekend commissions.)

The responsibility for this account - its administration and orderliness lies with the Treasury Secretary.

#### DAY AND FOUNDATION ORGS

In orgs where there are both Day and Foundation Orgs, each has its own separate account with its own signatories and cheque books, so that an FSM who selects someone into the Foundation Org can also be paid instantly.

#### HOW THE LINE IS RUN

A person signs up and pays for a service in full. The selection slip is given to the Reg (if no selection slip then a slip of paper with full data on it). The Reg must write on the invoice the name of the FSM who did the selection, (all org invoices must have a line printed for the FSM's name and address in the bottom left hand corner).

After the Reg is finished with the public person the Reg immediately delivers the 3rd copy of the invoice and the selection slip to the FSM I/C (or Dir Clearing). As soon as the person has started his service, the FSM I/C (or Dir Clearing) takes the 3rd copy of invoice and selection slip and HANDROUTES it to the Dir of Disbursements. The Dir of Disb makes out a cheque from the New FSM (Instant Payment) Account along with a disbursement voucher and then HANDROUTES the cheque, DV, invoice (showing payment in full) and selection slip to 2 of the signatories for signing, at once.

Once signed, the Dir of Disb then turns over to the FSM I/C (or Dir Clearing) the cheque, white copy of DV and selection slip (signed off by the Dir of Disb with the DV number).

The FSM I/C (or Dir Clearing) hands the cheque and white DV to the FSM if in the Org or mails it out to the FSM instantly. He then files the selection slip in FSM's file.

#### FSM FILES

It is the hat of the FSM I/C (or Dir Clearing) to police the FSM Commission payment lines and ensure that the FSM Commissions paid are legal and that they are paid instantly. To carry out this duty the FSM I/C (or Dir Clearing) keeps FSM files. When an FSM has been paid a commission, the FSM I/C (or Dir Clearing) takes the selection slip (signed off by Dir of Disbursements, with the DV number) and files it in a folder with the FSM's name on it. By doing this the FSM I/C (or Dir Clearing) can keep track of what commissions have been paid and all data concerning the commission.

This line should be dummy run so that all lines and functions are known and no stops occur in paying an FSM his due commission.

LRH:TH:AHB:RS:jk  
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L. RON HUBBARD  
FOUNDER  
As assisted by  
Ralynn Somma  
FMO 2045R I/C  
and  
Ann (Hallblom) Beatty  
CS-3  
Revision Assisted by  
Tracy Holmes  
FMO 2079 2nd