

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 APRIL 1979RA

Remimeo  
Treas Hats  
Div 6 Hats  
Reg Hats  
FBO Hats  
FEO Hats  
Org Signa-  
tories

ISSUE II  
REVISED 2 MAY 1979  
RE-REVISED 27 OCTOBER 1982

(Revised to modify FSM check signing lines which for the past 3 years have operated on a "float" not directly controlled by the FBO and thus has resulted in some false commissions being paid)

Ref: HCO PL 9 May AD15	FIELD AUDITORS BECOME
Rev. and reiss.	STAFF
14 Jan 1968	
HCO PL 15 Oct 1965	FIELD STAFF MEMBER SELECTION
	PAPERS AND COMMISSIONS
HCO PL 27 Sept 1970	CUTATIVE PRICES
Iss I	

CANCELS AND SUPERSEDES BPL 9 JAN 67RB  
FSM SYSTEM ADMINISTRATION IN ORGANIZATIONS

NEW FSM ACCOUNT

A new FSM 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 week's FSM Commissions paid (over a 6 week period) and have the FBO transfer this amount to the new FSM Account. This could be done over a period of a few weeks if it would cause any hardships to be done all at once.

SIGNATORIES

The signatories on the account are the FBO, D/FBO, ED, HES, OES, Treas Sec and PES (final approval on these signatories must come from the FBO) and International signatories. It only requires two of the above to sign checks and most are available at all times during production hours so it will be very easy to get FSM checks signed.

REPLENISHING THE ACCOUNT

To keep the account topped up so that commissions can be paid instantly, after the initial amount is placed in the account as covered above, as each commission is due, Dept 8 prepares all forms and related data and applies via the Treas Sec to the FBO AT ONCE when payments are due. The FBO rapidly verifies and immediately issues a check from his FBO No. 1 Account to cover the amount of the commission(s). That check is for deposit in the Org FSM Account.

The FSM Account is NOT included on the "CASH" of the org Cash/Bills stat per HCO PL 21 Oct 82 CASH/BILLS DEFINED.

The responsibility for the FSM Account -- its administration and orderliness -- lies with the Dir Disbursements and above him, 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 check-books, so that an FSM who selects someone into the Foundation Org can also be paid instantly.

#### HOW THE LINE IS RUN

The full details covering the administration of the FSM commission payment lines are covered in HCO PL 9 May AD15 (Revised and Reissued 14 Jan 68) FIELD AUDITORS BECOME STAFF, HCO PL 15 Oct 65 FIELD STAFF MEMBER SELECTION PAPERS AND COMMISSIONS and HCO PL 27 Sept 70 Iss I CUTATIVE PRICES. These PLs are modified only in respect to the payment of the FSM commission once the selectee has arrived and begun his service.

After the Reg is finished with the public person, if the person has been selected by an FSM, 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 the invoice and selection slip and HANDROUTES it to the Dir of Disbursements. The Dir of Disbursements IMMEDIATELY takes the assembled papers to the FBO DIRECT VIA THE TREAS SEC. The FBO verifies the validity of the commission from the presented papers and immediately issues a check from the FBO No. 1 Account to the org FSM Account to cover the valid FSM commission(s) due. The Dir of Disbursements then immediately writes a check for the amount of the commission(s) from the FSM Account and makes out a disbursement voucher for each check he writes and then HANDROUTES the check, DV, FBO transfer voucher, org invoice (showing payment in full), selection slip and other items required per check signing line PLs to the 2 signatories for signing, at once. (The signatories must see a copy of the FBO transfer voucher to ensure that there will actually be money in the FSM Account to cover the commissions being paid. To pay commissions without the transfer of the amount of the commission from the FBO Account to the FSM Account would result in the FSM Account becoming depleted and the FSM checks not able to clear the bank.)

Once the FSM check has been signed, the Dir of Disbursements turns it over to the FSM I/C (or Dir Clearing) along with a white copy of the DV and selection slip (signed off by the Dir of Disbursements with the DV number).

The FSM I/C (or Dir Clearing) hands the check 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 the FSM's file. Should the FSM wish to use his commission toward his next service, he need only endorse the back of the FSM commission check and have it invoiced toward his next service, books, etc. The invoiced check is counted on the Org GI.

The Dir of Disbursements sees that the FBO transfer check is deposited in the org's FSM Account.

### 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 proper and on-policy 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.

The entire FSM Commission payment line must exist on a routing form in every org and the routing form must be used to ensure that these lines are kept fast and smooth.

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

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FOUNDER

Written at the request  
of the  
CHURCH OF SCIENTOLOGY  
INTERNATIONAL  
Assisted by  
WDC for Reserves

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