

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 SEPTEMBER 1979  
ISSUE VII

Remimeo  
FP Members  
Ad Council  
Exec Council  
FBO  
AGF

(Replaces FDD 27 DIV III INT, FINANCIAL  
PLANNING MINI-HAT CHECKSHEET, as this  
is updated to include new financial  
policies.)

FINANCIAL PLANNING MEMBER MINI-HAT  
CHECKSHEET

NAME: \_\_\_\_\_ ORG: \_\_\_\_\_

POST: \_\_\_\_\_ DIVISION: \_\_\_\_\_

DATE STARTED: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

PREREQUISITES: Staff Status II.

STUDY TECH: Once through the checksheet using full study tech.  
Where student is not Fast Flow, the checksheet is done starrated.

PRODUCT: A fully oriented FP member, able to use these basics  
to do an FP with reality.

CERTIFICATE: MINI-HATTED FP MEMBER.

LENGTH OF COURSE: 7½ hours (3 study periods).

I. INTRODUCTION

- |    |                  |                             |       |       |       |
|----|------------------|-----------------------------|-------|-------|-------|
| 1. | HCO PL 7 Feb 65  | KEEPING SCIENTOLOGY WORKING | _____ | _____ | _____ |
|    | Reiss. 15.6.70   |                             |       |       |       |
| 2. | HCO PL 7 Jun 70R | TECHNICAL DEGRADES          | _____ | _____ | _____ |
|    | Rev. 9.4.77      |                             |       |       |       |
| 3. | HCO PL 14 Feb 65 | SAFEGUARDING TECHNOLOGY     | _____ | _____ | _____ |
|    | Reiss. 7.6.67    |                             |       |       |       |
| 4. |                  |                             | _____ | _____ | _____ |
| 5. |                  |                             | _____ | _____ | _____ |
| 6. |                  |                             | _____ | _____ | _____ |

II. KEY WORDS

Fully word clear the following words in the Scientology  
Admin Dictionary and a good English dictionary.

FINANCIAL	_____	_____	_____	INCOME	_____	_____	_____
PLANNING	_____	_____	_____	ALLOCATION	_____	_____	_____
MONEY	_____	_____	_____	ACCOUNT	_____	_____	_____
EXCHANGE	_____	_____	_____	NECESSITY	_____	_____	_____
PROGRAM	_____	_____	_____	DISBURSEMENT	_____	_____	_____
CREDIT	_____	_____	_____	PRODUCT	_____	_____	_____
SOLVENCY	_____	_____	_____	DEMAND	_____	_____	_____
PROMOTION	_____	_____	_____	DELIVERY	_____	_____	_____

III. FINANCE BASICS

1. HCO PL 3 Dec 71 Exec Series 4 EXCHANGE \_\_\_\_\_
2. HCO PL 28 Sep 79 I Finance Series 18  
INTRODUCTION TO NEW  
FINANCE SYSTEM \_\_\_\_\_
3. CLAY DEMO: What you have to get an org to do  
to ensure increasing allocation. \_\_\_\_\_
4. HCO PL 14 Dec 70 Pers Series 14, Org Series  
19 GROUP SANITY \_\_\_\_\_
5. ESSAY: Who would you allocate money to at FP  
and why. \_\_\_\_\_
6. DRILL: Get an org FP for a recent week, then  
check the OIC for the same week. Write up  
how to handle any out-exchange you find. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

IV. FINANCIAL PLANNING

1. HCO PL 28 Sep 79 Finance Series 20 FINANCIAL  
Issue III PLANNING PROGRAM NUMBER 1 \_\_\_\_\_
2. HCO PL 13 Feb 71 FINANCIAL PLANNING TIPS \_\_\_\_\_
3. HCO PL 20 Oct 78 Finance Ser 17 TWO-BIT FP \_\_\_\_\_
4. DRILL: Get a copy of the current org FP Pgm  
No. 1. Look over it and compare it to the  
policy. Write up any outnesses you find on it  
to the Course Sup. \_\_\_\_\_
5. ESSAY: What would happen if the FP was done on  
a "two-bit" basis. \_\_\_\_\_
6. HCO PL 20 Nov 65 THE PROMOTIONAL ACTIONS OF  
AN ORGANIZATION \_\_\_\_\_
7. HCO PL 28 Jul 74 ADDITIONS TO HCO PL 20 NOV  
65 THE PROMOTIONAL ACTIONS  
OF AN ORGANIZATION \_\_\_\_\_
8. LRH ED 245R INT FINANCIAL PLANNING CHECKLIST  
FOR THE PROMOTIONAL ACTIONS  
OF AN ORGANIZATION \_\_\_\_\_
9. DRILL: A. Go look over your Division using  
the Promo Actions PL as a checklist. Which  
actions are out? \_\_\_\_\_  
B. Look over the checklist and write  
which items you'd need financed to get done  
the actions you found to be out. \_\_\_\_\_
10. ESSAY: When does Exec Council use LRH ED 245R  
INT Checklist and why. \_\_\_\_\_
11. HCO PL 21 Nov 62 Reissue Series 6 COMPLETED  
STAFF WORK - HOW TO GET  
APPROVAL OF ACTIONS AND  
PROJECTS \_\_\_\_\_

- 12. BPL 4 Nov 70R ESTIMATED PURCHASE ORDERS  
Rev. & Reiss.  
13.10.75 as BPL
- 13. DRILL: Write up a dummy EPO and PO with full  
CSWs and have the supervisor check them against  
this PL.
- 14. HCO PL 28 Jan 65 HOW TO MAINTAIN CREDIT  
STANDING AND SOLVENCY
- 15. CLAY DEMO: (A) Paying bills by dateline.  
(B) The 7 points of Secret to  
Solvency.
- 16. HCO PL 2 Jun 59 A COMMENT ON FINANCE
- 17. ESSAY: How you handle a financial emergency  
from FP.
- 18. HCO PL 25 Mar 71 Org Series 26  
VALUABLE FINAL PRODUCTS
- 19. ESSAY: What do Valuable Final Products have to  
do with FP.
- 20. HCO PL 28 Feb 65 DELIVER
- 21. DEMO: Why delivery is important to FP.
- 22.
- 23.
- 24.

STUDENT COURSE COMPLETION

A. STUDENT COMPLETION: I have completed the requirements of  
this checksheet and I know and can apply this material.

STUDENT ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_

B. SUPERVISOR ATTEST: I have trained this student to the best  
of my ability and he has completed the requirements of this  
checksheet and knows he can apply the checksheet data.

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

C. CERTS AND AWARDS:

A. If student is Fast Flow, attests:

- (a) I have enrolled properly on the course.
- (b) I have signed a no-charge invoice for the course.
- (c) I have studied and understand all the materials  
of this checksheet.
- (d) I have done the drills on this checksheet.
- (e) I can produce the results required in the materials  
of this course.

STUDENT ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_

CERTS AND AWARDS: \_\_\_\_\_ DATE: \_\_\_\_\_

B. If student is not Fast Flow, have him write exam:

EXAM GRADE: \_\_\_\_\_ EXAMINER: \_\_\_\_\_

C. When student has passed, issues Certificate of MINI-  
HATTED FP MEMBER.

CERTS AND AWARDS: \_\_\_\_\_ DATE: \_\_\_\_\_

(Route to Course Admin for filing in student folder.)

THE BOARDS OF DIRECTORS  
of the  
CHURCHES OF SCIENTOLOGY

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