

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 FEBRUARY 1982
ISSUE I

All Orgs
All Staff
OIC Hats
I & R Hats
FBO Hats
Treas Sec
Hats

CALCULATION OF CASH/BILLS STAT

(Modifies the definition of the
Cash/Bills Stat as given in
HCO PL 1 March 77 THE GUARDIAN)

EFFECTIVE W/E 25 MARCH 82

HCO Book Account funds are no longer to be reported on the Cash/Bills stat.

The past inclusion of the HCO Book Account monies into the "Cash" figure of an org has been known to obscure an unhealthy org condition.

HCO Book Account monies should not be held onto so that someone can keep his stat up. On the contrary, HCO Book Account monies are to be wisely used for the correct purchase of books and bookstore items per HCO Book Account Policies so that books are sold and promo actions occur.

In order to clearly see how much is in the HCO Book Account, a separate graph should be kept of the amount in the HCO Book Account and this figure added to the OIC cable immediately after "CGI" and before "Dept 7 Collections." This stat is to be reported by the Bookstore Officer, but is not assigned to anyone as his personal stat.

In this way, Management and local executives will be able to see the exact picture of the org's viability.

Compiled by
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Based on the advices of
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