

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 AUGUST 1984

Remimeo
Sea Org,
Class IV,
and Celebrity
Centre Orgs

(Revises and consolidates the current
CL IV, CC and SO Treasury Division org
boards. Revised to re-position the
Board Finance Officer and re-instate
the VFP of 'Pleased Creditors' as a
Dept 8 VFP)

(Cancels and Replaces:

HCO PL 5 June 1983 Issue III	CLASS IV ORGS TREASURY DIVISION THREE ORGANIZING BOARD
HCO PL 28 August 1983 Issue V	CELEBRITY CENTRE TREASURY DIVISION THREE ORGANIZING BOARD
HCO PL 25 Sept 1980	SEA ORG ORGS TREASURY DIVISION THREE ORGANIZING BOARD)

SEA ORG, CLASS IV & CELEBRITY CENTRE ORGS'

TREASURY DIVISION THREE

ORGANIZING BOARD

PURSER
(Sea Org title)

TREASURY SECRETARY
(Scientology org title)

BOARD FINANCE OFFICER
(appointed as needed per
HCO PL 19 Nov 74 FINANCE
STRESS IN ORGS.)

(PURSER'S ORG OFFICER)
(Sea Org title)

TREASURY ESTO

TREASURY SEC'S ORG OFFICER
(Scientology org title)

VFP: PRESERVED AND VALUABLE ASSETS AND RESERVES.

DEPARTMENT 7
Energy

DEPARTMENT OF INCOME

DIRECTOR OF INCOME

AREA CASHIER SECTION
AREA CASHIER OFFICER

AREA CASHIER UNIT
Area Cashier In-Charge

AREA ACCOUNTS CLEARANCE UNIT
Area Accounts Clearance In-Charge

AREA COLLECTION SECTION
AREA COLLECTION OFFICER

AREA CREDIT-DEBIT FILE UNIT
Area Credit-Debit File In-Charge

Area Files Clerk
Statements Clerk
Area Collections Summary
Clerk

AREA COLLECTIONS UNIT
Area Collections In-Charge

Area Collections Page

MAIL INVOICING SECTION
MAIL INVOICING OFFICER

MAIL INVOICING UNIT
Mail Invoicing In-Charge

MAIL COLLECTION SECTION
MAIL COLLECTION OFFICER

MAIL CREDIT-DEBIT FILE UNIT
Mail Credit-Debit File In-Charge

Mail Credit-Debit File
Clerk
Statement Clerk
Mail Collections Summary
Clerk

MAIL COLLECTIONS UNIT
Mail Collections In-Charge

Mail Collections Letter
Clerk

FULLY & PARTIAL PAID LIST
COMPILATION UNIT
Fully & Partial Paid List
Compilation In-Charge

ADVANCE PAYMENT COLLECTIONS UNIT
Advance Payment Collections In-Charge

Savings Club Collections
Sub-Unit

Savings Club Collections
In-Charge

INTER-ORG COLLECTIONS UNIT
Inter-Org Collections In-Charge

VFP: ALL FUNDS COLLECTED FOR SERVICES AND SALES.

DEPARTMENT 8
Adjustment

DEPARTMENT OF DISBURSEMENTS

DIRECTOR OF DISBURSEMENTS

FP VERIFICATION SECTION
FP VERIFICATION OFFICER

PURCHASING SECTION
PURCHASING OFFICER

SUPPLIER PRICES AND
DATA UNIT
Supplier Prices and
Data In-Charge

FP LIAISON

SUPPLIES ORDERING UNIT
Supplies Ordering In-Charge

BILL VERIFICATION SECTION
BILL VERIFICATION OFFICER

DISBURSEMENTS FILES UNIT
Disbursements Files In-Charge

BILL VERIFICATION UNIT
Bill Verification In-Charge

BILL REPORTS UNIT
Bill Reports In-Charge

BILLS PAYMENT SECTION
BILLS PAYMENT OFFICER

DISBURSING UNIT
Disbursing In-Charge

Check Issuing Clerk

PAYROLL SECTION
PAYROLL OFFICER

VFP: PLEASED CREDITORS.

DEPARTMENT 9
Body

DEPARTMENT OF RECORDS, ASSETS AND MATERIEL

DIRECTOR OF RECORDS, ASSETS AND MATERIEL

BANKING SECTION
BANKING OFFICER

BANKING UNIT
Banking In-Charge

BANK ACCOUNTS RECONCILIATION UNIT
Bank Accounts Reconciliation In-Charge

ASSETS AND MATERIEL SECTION
ASSETS AND MATERIEL OFFICER

INVENTORY UNIT
Inventory In-Charge

KEYS UNIT
Keys In-Charge

ASSETS SECURITY UNIT
Assets Security In-Charge

Insurance Sub-Unit
Insurance In-Charge

ASSETS SALVAGE UNIT
Assets Salvage In-Charge

ASSETS RECORDS UNIT
Assets Records In-Charge

SUPPLY SECTION
SUPPLY OFFICER

SUPPLY RECEIPT AND STORAGE UNIT
Supply Receipt and Storage In-Charge

SUPPLY ISSUANCE UNIT
Supply Issuance In-Charge

Uniforms Sub-Unit
Uniforms In-Charge

RECORDS SECTION
RECORDS OFFICER

CURRENT RECORDS VERIFYING UNIT
Current Records Verifying In-Charge

RECORD ARCHIVES UNIT
Record Archives In-Charge

AUDITS SECTION
AUDITS OFFICER

RECORDS ASSEMBLY UNIT
Records Assembly In-Charge

AUDIT SUMMARIZING UNIT
Audit Summarizing In-Charge

TAX REPORTS UNIT
Tax Reports In-Charge

BALANCE SHEETS UNIT
Balance Sheets In-Charge

- VFPs:
1. COMPLETE AND PERFECT RECORDS OF ORG FINANCIAL TRANSACTIONS WHICH ARE AUDITED, SECURELY PRESERVED AND ALWAYS ACCESSIBLE.
 2. LIQUID ASSETS SECURELY BANKED, SAFEGUARDED AND ACCOUNTED FOR.
 3. COUNTABLE, PRESERVED AND VALUABLE MATERIEL ASSETS WHICH RETAIN THEIR USEFULNESS AND VALUE FOR ANY RESALE.

L. RON HUBBARD
FOUNDER

Compilation Assisted by
LRH Technical Research and
Compilation

Adopted as Official
Church Policy

by the
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:LRH:RTRC:jk:iw