

CHECKSHEET FOR

~The~

Organization Executive  
Course

~by~  
L. Ron Hubbard

FOUNDER OF DIANETICS AND SCIENTOLOGY

TREASURY  
DIVISION  
3

PUBLICATIONS DEPARTMENT  
Advanced Organization \* Saint Hill \* Denmark

BOARD POLICY LETTER

14 NOVEMBER 1973RA  
Remimeo  
Orgs  
SHs  
ISSUE II  
REVISED 4 DECEMBER 1976

CANCELS  
BPL 14 NOV 73R II, same title  
and  
BPL 14 NOV 73-1 II Errata Addition

Org Exec Course Checksheet  
Series 4RA  
ORGANIZATIONAL EXECUTIVE COURSE CHECKSHEET  
VOLUME THREE  
TREASURY DIVISION

NAME: \_\_\_\_\_ ORG: \_\_\_\_\_ DAY/FDN  
DIV: \_\_\_\_\_ DEPT: \_\_\_\_\_ SECTION: \_\_\_\_\_ POST: \_\_\_\_\_  
DATE STARTED: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

THE COURSE: This checksheet covers Volume 3 of the Organization Executive Course, Division 3. The textbook for this Course is OEC Volume 3 in its entirety, which is available from all Scientology Organization Bookstores, or the Scientology Publications Organization DK, Jernbanegade 6, 1608 Copenhagen V, Denmark, OR Scientology Publications Organization US, 2723 West Temple Street, Los Angeles, California 90026.

PREREQUISITES: Student Hat.

STAFF STATUS III: Treasury Div Staff who complete this checksheet on OEC Vol 3 along with an increased volume of production in their own Division will be awarded STAFF STATUS III, which is credited on the remaining OEC. All policy later than the OEC Volumes will appear on the Snr OEC and FEBC.

CONDITIONS: All Scientology Organizations are authorized to run the OEC for staff and public.

HOW TO STUDY THIS COURSE: Twin checkouts are not required. The student studies the Course materials according to BPL 18 Oct 76R SUCCESSFUL TRAINING LINE UP, ensuring that items are studied to achieve 100% understanding and ability to apply. The student studies all the materials, does all the drills on the checksheet. The number following each checksheet item is the page number in Vol 3 OEC.

All cancelled policy contained in OEC Volume 3 have been deleted from the checksheet. These cancelled issues are listed in Correction Section A at the back of the checksheet with their OEC Volume page number.

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#### WORD LISTS

Any words not easily defined are to be looked up in a dictionary and used in sentences until fully grasped.

#### KEEPING SCIENTOLOGY WORKING

\*1. HCO PL 7 Feb 65 KEEPING SCIENTOLOGY WORKING  
\*2. HCO PL 17 Jun 70 TECHNICAL DEGRADES  
3.

— — —  
— — —  
— — —

#### TREASURY DIVISION 3

A.

Look up and use in sentences any word you can not easily define.

CEN O CON	—	MATERIEL	—	COLLECTED	—
TREASURY	—	PROMOTIONAL	—	CREDIT	—
ENERGY	—	PROP INCOME	—	BILLS	—
ADJUSTMENT	—	TRANSACTIONS	—	GROSS	—
BODY	—	MONETARY	—	RESERVE	—
INCOME	—	OUTGO	—	FREELoader	—
DISBURSEMENTS	—	INVOICED	—	WW	—
RECORDS	—	ACCOUNT	—	OIC	—
ASSETS	—				

1.	65 TREASURY DIVISION 3 ORG BOARD OUTLINE	1	— — —
2.	26 Aug 59 PROMOTIONAL FUNCTIONS OF DEPT OF ACCOUNTS	2	— — —
3.	27 Nov 59 DEPT OF ACCOUNTS (excerpt)	2	— — —
3a.	CLAY DEMO: Purpose of Dept of Accounts		— — —
*4.	20 Nov 65 THE PROMOTIONAL ACTIONS OF AN ORGANIZATION (excerpt: Treasury		

Div 3) 3 — — —  
4a. DEMO: The promotional actions of Div 3  
5. 30 Sep 65 STATISTICS FOR DIVISIONS (excerpt:  
Org Division 3) 3 — — —  
(Note: Div 3 GDS is now CASH/  
BILLS - see HCO PL 8 Nov 73R  
THE VFPs AND GDSs OF THE DIVISIONS  
OF AN ORG)

B.

GDSes	PAYMENTS	TRIPLE COPY
SO	FILING	VOUCHER
FEBC	TAX	STATEMENTS
LIQUID	RETURNS	STATEMENT
RECONCILED	PROFIT	BONDED
INVENTORIED	LOSS	CREDITOR
PROPERTIES	ACCOUNTING	DEPRECIATION
ANNUAL	FINANCIAL	LEDGERS
CUSTODY		

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6. 9 Nov 56 ACCOUNTING & FINANCIAL (HCOB)	6	____	____	____
6a. DEMO: Points 1-6 of Accounting Dept		____	____	____
7. 27 Nov 58 BASIC FINANCIAL POLICY - HCO	6	____	____	____
8. 11 Mar 57 INCOME REPORTS (FINANCIAL PROCEDURE LETTER)	7	____	____	____
9. 6 Feb 59 HCO ACCOUNTS WORLDWIDE	7	____	____	____
10. 5 Jun 59 INCOME REPORT REQUIRED	8	____	____	____
*11. 27 Jan 60 ACCOUNTS POLICIES	9	____	____	____
11a. CLAY DEMO: All Income is banked before drawn upon.		____	____	____
11b. DRILL: Go to Treasury and look into the Statement Files. Check if each point per above PL is in. Write up what found and give it to your Supervisor.		____	____	____
12. 14 Feb 61 THE PATTERN OF A CENTRAL ORGANIZATION (excerpt: Dept of Material, Dept of Accounts, Admin Report Forms)		____	____	____
12a. DEMO: The duties of the Dept of Material.	11	____	____	____

C.

THERMOFAX	—	FACILITATE	—	QUARTER
PLATES	—	RENDER	—	SECONDARY
STENCILS	—	RECONCILIA-	—	LEDGES
DOUBLE ENTRY	—	TIONS	—	JOURNAL
OUTSTANDING	—	COMPUTER	—	COUNTERFOILS
MARGINS	—	MINUS INVOICE	—	AUDITS
SOLVENCY	—	VOIDED	—	DEBTORS
INSOLVENCY	—	EXPENDITURE	—	TALLIED
DEPOSIT SLIP	—	PACKET		

13. 23 Nov 61 ACCOUNTS	13	—	—	—
*14. 6 May 74 ACCOUNTS POLICIES	17	—	—	—
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*15. 23 Jan 66 ACCOUNTING POLICIES OF SCIENTOLOGY COMPANIES	21	—	—	—
15a. CLAY DEMO: Each point of PL 23 Jan 66.		—	—	—
15b. DRILL: Draw up a chart of accounts procedures.		—	—	—
16. 2 Aug 66 GRAPH CHANGE - AD COUNCIL STATISTICS		—	—	—
17. 16 Oct 69 FINANCE COURSE VITAL ACTION 2	25	—	—	—
18. ESSAY: The functions of income versus the functions of disbursement.		—	—	—

FINANCIAL MANAGEMENT - FINANCIAL PLANNING

"Financial Planning is an activity that is shared in by the head of each Division". LRH January 1971

A.

HDRF	—	TRUST	—	OTLs	—
UTILITIES	—	TRUSTEE	—	HEAVY HUSSAR	—
BUDGET	—	CORPORATIONS	—	ESTIMATED	—
BRINKMANSHIP	—	DELEGATION	—	TRAMPOLINE	—
DUN	—	ALLOCATION	—	CSW	—
ROYALTY	—	BOILERMAKERS	—	REDRESS	—
FBO	—	AOs	—	SUBSIDIZED	—

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1. 1 May 58 FINANCIAL MANAGEMENT (reissued	26	—	—
15 May 70)		—	—
1a. CLAY DEMO: The purpose of Financial Management.		—	—
2. 24 Feb 64 ORG PROGRAMMING - SOLVE IT WITH SCIENTOLOGY	26	—	—
2a. CLAY DEMO: Solve it with Scientology		—	—
3. 2 Jun 59 A COMMENT ON FINANCE	27	—	—
4. 3 Jun 59 FINANCIAL MANAGEMENT	29	—	—
4a. ESSAY: On the principles of Financial Management.		—	—
5. 19 Jul 59 ACCOUNTS INSPECTION	31	—	—
*6. 18 Jan 65 BUILDING FUND ACCOUNT	32	—	—
6a. DEMO: Each of the stable data.		—	—
*7. 28 Jan 65 HOW TO MAINTAIN CREDIT STANDING AND SOLVENCY	39	—	—
7a. DRILL: Dummy drill dateline bills paying		—	—
8. 2 Mar 65 PURCHASE ORDER FILING	43	—	—
9. 4 Mar 65 RESERVED PAYMENT ACCOUNT	44	—	—
9a. CLAY DEMO: Reserves Account handling.		—	—
*10. 28 Mar 65 EMERGENCIES AND ACCOUNTS PERSONNEL	46	—	—

10a. DRILL: Dummy drill handling demands for payment	
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*12. 26 Nov 65 FINANCIAL PLANNING	48
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13b. DEMO: The 12 duties of FP	
13c. CLAY DEMO: The difference between the FP line and check signing line	
13d. CHART: Full cycle of handling FP	
13e. DEMO: Each action of FP	
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16. 22 May 68 HIRING PERSONNEL - LINE FOR (14 Jan 66 revised & reissued)	57
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*19. 25 Jun 67 SCIENTOLOGY ORGS TAX AND BALANCE SHEETS	63
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20a. ESSAY: How Accounts works to get PR Area Control	
*21. 4 Nov 70 ESTIMATED PURCHASE ORDERS (Reissued as BPL)	79
21a. DRILL: Make up an EPO and a Red PO	
22. 13 Feb 71 FINANCIAL PLANNING TIPS	79
22a. DEMO: The FP Tips	
*23. 27 Feb 71 FIRST FINANCIAL POLICY (Reissued as BPL)	81
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PRICES, ESTABLISHMENT OF

PREFERENTIAL    CUTATIVE    SURFACE POST     
PARITY           STIPULATED   

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*9. 27 Sep 70 CUTATIVE PRICES	89	—	—
9a. CLAY DEMO: The 10 Points.	—	—	—
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## PRICE ENGRAM

ENGRAM	—	MANDATE	—	SERVICE	—
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INFLATING	—	HSS	—		
DEFRAY	—	CORPORATE	—		

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## ALLOCATIONS

## BANKING - FUNDS HANDLING - PERCENTS TO WW

ALLOCATIONS	REFILED	REMITTANCES
SHARES	BREAKDOWN	LIBEL
BROKER	CALCULATED	USURPATION
CBMT	RETROSPECTIVE	SLANDER
STOCK		

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#### SAINT HILL

Treasury policies originally issued for the Saint Hill Organization.

CONTRACTURE	—	ALLEGED	—	CRAMMING	—
ECONOMY	—	BINDING	—	LIEU	—
DCI	—	RATIFIED	—	DIFFERENTIAL	—
NET PROFIT	—	DISPUTANTS	—	DETРИMENTAL	—
SOLICITOR	—				

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PES ACCOUNT

PES      — HAS      — CS-6      —  
 ETHNICS      — HQS      — FSM      —  
 SELECTEE      — COMPUTATION      —

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DEPARTMENT SEVEN  
 DEPARTMENT OF INCOME

A. INCOME      — AREA CASHIER      — COLLECTIONS      —

1. 18 Apr 69 ORG DIVISION INCOME

DEPARTMENT 222 — — —  
1a. CLAY DEMO: The three sections of Dept 7. — — —

CASHIER - 1  
TRAINING AND PROCESSING CHARGES

ACC        \_\_ INCURRED    \_\_ INTENSIVE    \_\_  
D. SCN      \_\_ RETREAD    \_\_ C/SING    \_\_  
DISPOSITION    \_\_ RATES      \_\_ EXTENSION    \_\_  
CHARGES      \_\_

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20. DRILL: Draw up a current rate card  
for the org and note if any  
policy violations. — — —

CASHIER - 2  
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CONTINENTAL    \_\_ COUNTERMAND    \_\_ PRO-RATA    \_\_

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6. DEMO: The LT Membership privileges		— — —
7. 28 Jul 60 INTERNATIONAL MEMBERSHIP PRIVILEGES (BPL status)	248	— — —
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8. 25 Oct 60 MEMBERSHIP RESTRICTIONS	249	— — —
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IMPERATIVE — PARCELS — REMITTER —  
 PRIMA FACIE — NEGOTIABLE — CHARGES —  
 RAM — INVOICING — ROUTING —

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ADHERED    QUADRUPLE    DISCREPANCY     
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SOLVENCY — DEFACE — MUDDLE —  
VOIDED — VOUCHER —

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## CORRECTIONS

Under Section A are listed all policy contained in OEC Volume 3 which have been cancelled. Cancelled issues which have been replaced by another PL have the replacement noted. (Your Course Admin will have an "Additions" pack.)

Under Section B are listed all policy in OEC Volume 3 which have been reissued and revised as BPLs. (The revised BPLs should also be contained in the "Additions" pack.)

Under Section C are listed all HCO PLs which have been revised. (These also are in the "Additions" pack.)

## A. CANCELLATIONS:

1. HCO PL 30 Sep 70 CREDIT COLLECTIONS DEFINED - CANCELLED	4	— — —
2. HCO PL 5 Feb 71 ORG GROSS DIVISIONAL STATISTIC REVISED (excerpt Treasury DIV 3) Cancelled and replaced by BPL 11 Aug 75 III DIV 3 IDEAL SCENES AND STATS. Also see HCO PL 8 Nov 73RA VFPs AND GDSS OF THE DIVISIONS OF AN ORG		— — —
3. HCO PL 12 Mar 71 TREASURY DIVISION GDSS ALL ORGs - CANCELLED	4	— — —
	5	— — —

4. HCO PL 15 May 64	ACCOUNTS POLICIES (Addenda to 6 May 64)	20	— — —
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B. REISSUED AS BPLs:

1. HCO PL 4 Nov 70	ESTIMATED PURCHASE ORDERS Revised and Reissued as BPL 13 Oct 75, same title	— — —
2. HCO PL 27 Feb 71	FIRST FINANCIAL POLICY - Reissued as BPL 23 Jul 75, same title	— — —
3. HCO PL 31 Jan 71	FSM CONTEST AWARDS - Reissued as BPL 23 Jul 75, same title	— — —
4. HCO PL 6 Apr 61	REMITTANCE OF HCO MONIES TO HCO WW - Revised and Reissued as BPL 5 Sep 75, same title	— — —

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5. HCO PL 18 Nov 67 BLUE AND GREEN ACCOUNTS  
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6. HCO PL 18 Jan 69	ADVANCED ORG AWARDS, Reissued as BPL 15 Jul 75 same title	— — —
7. HCO PL 14 Dec 69	ORG PROTECTION, Reissued as BPL 30 Jun 75, same title	— — —
8. HCO PL 15 Jul 70	RETREADS, Revised and Reissued as BPL 9 Aug 75, RETRAIN AND RETREADS	— — —
9. HCO PL 3 May 60	KEEPING MEMBERSHIPS IN FORCE, Revised and Reissued as BPL 14 Oct 75, same title	— — —
10. HCO PL 6 Jul 60	LT MEMBERSHIP PRIVILEGES - BPL status	— — —
11. HCO PL 13 Jul 60	LT MEMBERSHIP PRIVILEGES - BPL status	— — —
12. HCO PL 28 Jul 60	INTERNATIONAL MEMBERSHIP PRIVILEGES - BPL status	— — —
13. HCO PL 31 Oct 63	RECEPTION HAT (Excerpt - INVOICING) Revised and Reissued as BPL 13 Oct 75, same title	— — —
14. HCO PL 20 Feb 67	SECURITY OF INVOICES, Revised & Reissued as BPL 27 Apr 75, same title	— — —
15. HCO PL 11 Mar 71	REGISTRAR INVOICING LINE - BPL status	— — —
16. HCO PL 13 Feb 68	COLLECTIONS LETTERS - Reissued as BPL 16 Oct 75, same title	— — —
17. HCO PL 20 Dec 69	TRADING PROHIBITED - Revised and Reissued as BPL 19 Jul 75, same title	— — —
18. HCO B 11 Aug 59	COST OF SUPPLIES - Revised and Reissued as BPL 6 Aug 74, same title	— — —
19. HCO PL 18 Nov 69	DISPOSAL OF ORG ASSETS - Revised and Reissued as BPL 23 Jul 75, same title	— — —
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1. HCO PL 16 May 68	RESERVE FUND (Reissue and Amendment to HCO PL 3 May 66). Revised 3 Jun 75 as HCO PL 15 May 68R, same title	— — —
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ATTEST

A. I attest that I have fully completed the above cheeksheet, and know and can apply the policy materials of Treasury.

Signed: \_\_\_\_\_  
STUDENT

B. I attest that the above named student has fully completed the checksheet and knows and can apply the data.

Signed: \_\_\_\_\_  
a SUPERVISOR

C. 1. The above named student has attested to: (a) properly enrolled on course, (b) has signed a no-charge invoice for 2 1/2 or 5 year contracted staff or paid in full for non-contracted staff or public, (c) has studied and understands all the materials on the checksheet, (d) has done the drills called for on the checksheet, (e) can produce the result required of the course.

2. In the case of a Treasury staff member, he/she has been awarded the Staff Status III certificate.

3. In the case of other divisional staff or public students, the completion of this portion of the OEC has been logged as a completion.

4. If this checksheet completes the full study and completion of all OEC checksheets, the student has been awarded his OEC Certificate (Provisional) which will be validated as a full certificate with a Gold Seal when all Internships for all OEC Checksheets have been successfully completed and attested to.

Signed: \_\_\_\_\_  
CERTS & AWARDS

D. Student CONDITIONAL: If the student has not yet completed his Hat and Method I Word Clearing, an exam is fully passed in Qual on the materials of the checksheet.

Signed: \_\_\_\_\_  
DIR VALIDITY

Send to Student Admin for filing.

Revised by  
W/O Louise Kelly  
Flag Mission 1710 I/C for

Aide

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