

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  
ISSUE II  
REVISED 4 DECEMBER 1976

Remimeo  
Orgs  
SHs

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:<br>Org Division 3)<br>(Note: Div 3 GDS is now CASH/<br>BILLS - see HCO PL 8 Nov 73R<br>THE VFPS AND GDSs OF THE DIVISIONS<br>OF AN ORG) | 3 | — | — | — |

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<br>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<br>drawn upon.  |    | — | — | — |
| 11b. DRILL: Go to Treasury and look into<br>the Statement Files. Check if<br>each point per above PL is in.<br>Write up what found and give it to<br>your Supervisor. |    | — | — | — |
| 12. 14 Feb 61 THE PATTERN OF A CENTRAL<br>ORGANIZATION (excerpt: Dept of<br>Material, Dept of Accounts, Admin<br>Report Forms)  | 11 | — | — | — |
| 12a. DEMO: The duties of the Dept of<br>Material.   |    | — | — | — |

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 | — | — | — |
| 14a. CLAY DEMO: Solvency/Insolvency                                      |    | — | — | — |
| *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                        | 25 | — | — | — |
| 17. 16 Oct 69 FINANCE COURSE VITAL ACTION 2                              |    |   |   |   |
| 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 15 May 70)      | 26 | — | — | — |
| 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<br>for payment  |    | — | — | — |
| 11. 26 Apr 65 CANCELLATION OF 19 Jan 65  | 47 | — | — | — |
| *12. 26 Nov 65 FINANCIAL PLANNING  | 48 | — | — | — |
| 13. CLAY DEMO: Financial Planning  |    | — | — | — |
| 13a. DRILL: Draw up dummy (a) Monthly Bills<br>Summary (b) Accounts Summary<br>(c) Income Note Collections Summary |    | — | — | — |
| 13b. DEMO: The 12 duties of FP   |    | — | — | — |
| 13c. CLAY DEMO: The difference between the FP<br>line and check signing line                                       |    | — | — | — |
| 13d. CHART: Full cycle of handling FP  |    | — | — | — |
| 13e. DEMO: Each action of FP   |    | — | — | — |
| *14. 21 Dec 65 LRH FINANCIAL RELATIONSHIP TO<br>ORGS   | 51 | — | — | — |
| 14a. DEMO: Points A-I  |    | — | — | — |
| 15. 4 Jan 66 LRH RELATIONSHIP TO ORGS  | 53 | — | — | — |
| 15a. DEMO: LRH Relationship to Orgs  |    | — | — | — |
| 16. 22 May 68 HIRING PERSONNEL - LINE FOR<br>(14 Jan 66 revised & reissued)  | 57 | — | — | — |
| 17. 15 Jan 66 OFFICE OF THE TREASURER  | 59 | — | — | — |
| 17a. CLAY DEMO: The purpose of the Office of<br>the Treasurer  |    | — | — | — |
| 18. 15 Dec 66 FINANCIAL PLANNING   | 61 | — | — | — |
| *19. 25 Jun 67 SCIENTOLOGY ORGS TAX AND<br>BALANCE SHEETS  | 63 | — | — | — |
| 19a. DEMO: The 5 principles of handling<br>tax   |    | — | — | — |
| 20. 11 Nov 69 ACCOUNTS AND PRO   | 71 | — | — | — |
| 20a. ESSAY: How Accounts works to get PR<br>Area Control   |    | — | — | — |
| *21. 4 Nov 70 ESTIMATED PURCHASE ORDERS<br>(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<br>(Reissued as BPL)   | 81 | — | — | — |
| 23a. CLAY DEMO: Income is more important than<br>Disbursement  |    | — | — | — |

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#### PRICES, ESTABLISHMENT OF

PREFERENTIAL \_\_\_ CUTATIVE \_\_\_ SURFACE POST \_\_\_  
PARITY \_\_\_ STIPULATED \_\_\_

|  |    |   |   |   |
|--|----|---|---|---|
| 1. 16 Apr 59 BOOKS, COST OF  | 82 | — | — | — |
| 2. 14 May 59 HOW TO ESTABLISH PRICE OF<br>BOOKS AND TAPES              | 83 | — | — | — |
| 3. 10 Feb 61 PROFESSIONAL CHARGES                                      | 84 | — | — | — |
| 4. 14 Jun 62 PROFESSIONAL CHARGES (amends<br>& amplifies 10 Feb 61) aa | 84 | — | — | — |
| 4a. DEMO: Responsibility of Franchises                                 |    | — | — | — |

|   |    |   |   |
|---|----|---|---|
| and Field Auditors for<br>professional charges  | —  | — | — |
| 5. 23 Sep 64 POLICIES: DISSEMINATION AND<br>PROGRAMMES (excerpt: COST OF<br>SERVICE)      | 85 | — | — |
| 6. 10 Feb 65 AD & BOOK POLICIES (excerpt:<br>BOOK PRICING FORMULA)                        | 83 | — | — |
| 7. 9 May 65 AUDITING FEES - PREFERENTIAL<br>TREATMENT OF PRECLEARS<br>SCALE OF PREFERENCE | 86 | — | — |
| 8. 12 Oct 67 CHARGES  | 88 | — | — |
| *9. 27 Sep 70 CUTATIVE PRICES   | 89 | — | — |
| 9a. CLAY DEMO: The 10 Points.   | —  | — | — |
| 10. 31 Jan 71 FSM CONTEST AWARDS<br>(Reissued as BPL)                                     | 90 | — | — |

#### PRICE ENGRAM

|   |     |           |   |         |   |
|---|-----|-----------|---|---------|---|
| ENGRAM  | —   | MANDATE   | — | SERVICE | — |
| CUT-RATE  | —   | HAA       | — | WAIVER  | — |
| INFLATING   | —   | HSS       | — |         |   |
| DEFRAY  | —   | CORPORATE | — |         |   |
| 1. 27 Apr 65 PRICE ENGRAM   | 91  | —         | — | —       |   |
| 1a. ESSAY: On the price engram.                                       | —   | —         | — | —       |   |
| 2. 18 Apr 65 PRICES LOWERED BECAUSE OF NEW<br>ORGANIZATION STREAMLINE | 93  | —         | — | —       |   |
| 3. 27 Sep 70 CANCELLATION (of 15 Mar 58)                              | 136 | —         | — | —       |   |

#### ALLOCATIONS

##### BANKING - FUNDS HANDLING - PERCENTS TO WW

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

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| 1. 27 Apr 59 WHY NEW BOOKS ARE FEW   | 137 | — | — | — |
| 2. 21 May 59 HCO MONIES AND BOOK STOCKS  | 139 | — | — | — |
| 3. 28 May 59 PROMOTIONAL WRITING FUND  | 140 | — | — | — |
| 4. 9 Jun 59 HCO SPECIAL FUND   | 141 | — | — | — |
| 5. 24 Jun 59 STATUS OF HCO OFFICES AND HCO<br>SECS AND HCO VOLUNTEER SECS<br>IN US | 142 | — | — | — |
| 6. 25 Jul 59 MEMBERSHIP MONIES   | 143 | — | — | — |
| 7. 24 Aug 59 HCO FINANCIAL ARRANGEMENTS<br>ALTERED                                 | 145 | — | — | — |
| 8. 9 Sep 59 CBMT ACCOUNT   | 147 | — | — | — |
| 9. 14 Oct 59 DIVISION OF HCO PERCENTAGE<br>REVISED                                 | 148 | — | — | — |
| 10. 18 Nov 59 HCO CENTRAL ORG FINANCIAL<br>MODIFICATIONS                           | 151 | — | — | — |

|   |     |   |   |   |
|---|-----|---|---|---|
| 11. 30 Dec 60 REVISION OF HCO PERCENTAGES<br>(cancels 14 Oct 59)            | 152 | — | — | — |
| 12. 6 Apr 61 REMITTANCE OF HCO MONIES TO<br>HCO WW (Reissued as BPL)        | 152 | — | — | — |
| 13. AC I Form   | 159 | — | — | — |
| 14. 13 Feb 63 HCO 10% <sup>s</sup> DUE TO WW                                | 160 | — | — | — |
| 15. 14 Jan 64 CONTINENTAL AND AREA HCO<br>FINANCE POLICIES                  | 161 | — | — | — |
| 16. 30 Nov 64 HCO BOOK ACCOUNT  | 162 | — | — | — |
| 16a. DEMO: Handling of the HCO Book<br>Account                              |     | — | — | — |
| 17. 20 Jan 65 CURRENCY REGULATIONS AND 10% <sup>s</sup>                     | 164 | — | — | — |
| 17a. DEMO: The currency regulations.  |     | — | — | — |
| *18. 11 May 65 HCO BOOK ACCOUNT POLICY                                      | 165 | — | — | — |
| 18A. CLAY DEMO: The Boom steps 1-5.   |     | — | — | — |
| 18b. DEMO: HCO Book Account Policy  |     | — | — | — |
| 19. 9 Dec 65 HCO INCOME - MEMBERSHIPS -<br>CONGRESSES - TAPE PLAYS          | 168 | — | — | — |
| 20. 26 Apr 66 SOUTH AFRICA 10% <sup>s</sup>                                 | 168 | — | — | — |
| *21. 3 May 66 RESERVE FUND  | 169 | — | — | — |
| 21a. ESSAY: On what the Reserve Fund is<br>and how the money is used.       |     | — | — | — |
| 22. 6 Oct 66 ADDITION TO HCO DIV ACCOUNT                                    | 170 | — | — | — |
| 22a. DEMO: The 12 points of Policy on use<br>of the HCO Div Account         |     | — | — | — |
| 23. 15 May 68 RESERVE FUND (Reissue &<br>(revised) amendment to 3 May 1966) | 175 | — | — | — |
| 24. 28 May 68 BOOKS   | 176 | — | — | — |
| 25. 17 Jun 68 HCO BOOK ACCOUNT  | 176 | — | — | — |

#### SAINT HILL

Treasury policies originally issued for the Saint Hill Organization.

|             |   |            |   |              |   |
|-------------|---|------------|---|--------------|---|
| CONTRACTURE | — | ALLEGED    | — | CRAMMING     | — |
| ECONOMY     | — | BINDING    | — | LIEU         | — |
| DCI         | — | RATIFIED   | — | DIFFERENTIAL | — |
| NET PROFIT  | — | DISPUTANTS | — | DETRIMENTAL  | — |
| SOLICITOR   | — |            |   |              |   |

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|--|-----|---|---|---|
| 1. 25 Aug 59 PURCHASE ORDER SYSTEM<br>(reissued 20 Jun 61) | 178 | — | — | — |
| *2. 13 Oct 59 INVOICING, ACCOUNTS, PJT 12                  | 179 | — | — | — |
| 2a. CLAY DEMO: The rules governing accounting              |     | — | — | — |
| 3. 21 Mar 60 ECONOMY WAVE                                  | 181 | — | — | — |
| 4. 31 Mar 60 ACCOUNTS LINES                                | 181 | — | — | — |
| 5. 28 Jul 60 LOSSES  | 182 | — | — | — |
| 6. 6 Jul 61 ACCOUNTS                                       | 183 | — | — | — |
| 6a. DEMO: The actions the Income Division<br>performs      |     | — | — | — |
| 7. 11 Jul 61 PURCHASE ORDERS                               | 186 | — | — | — |
| *8. 16 Oct 61 INCOME RECORDS                               | 187 | — | — | — |

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|---|-----|---|---|---|
| 8a. DEMO: The procedure of Income Records   | 191 | — | — | — |
| 9. 4 Oct 62 SIGNING POS AND CHEQUES   | 191 | — | — | — |
| 10. 6 Oct 62 ACCOUNTS IRREGULARITIES  | 191 | — | — | — |
| 11. 2 Mar 64 CONTRACTS AND SERVICES   | 192 | — | — | — |
| 12. 8 May 64 TRANSPORT  | 193 | — | — | — |
| 13. 13 May 74 TRANSPORT   | 193 | — | — | — |
| 14. 26 Jun 64 STAFF BONUSES   | 194 | — | — | — |
| 15. 17 Nov 64 BONUS   | 198 | — | — | — |
| 16. 12 Nov 65 TRANSFERS FROM SHSBC TO SOLO<br>AUDIT COURSE                          | 199 | — | — | — |
| 17. 6 Jan 66 CREDIT AND DISCOUNTS   | 200 | — | — | — |
| 17a. DEMO: The reason for not extending<br>credit.                                  | 201 | — | — | — |
| 18. 7 Jan 66 CREDIT   | 201 | — | — | — |
| 19. 3 Feb 66 LEGAL, TAX, ACCOUNTANT AND<br>SOLICITOR, MAIL AND LEGAL<br>OFFICER     | 202 | — | — | — |
| 20. 11 Oct 66 LEGAL, TAX, ACCOUNTANT AND<br>SOLICITOR MAIL INCOMING AND<br>OUTGOING | 203 | — | — | — |
| 20a. DEMO: The handling and routing of<br>Legal type letters                        | 204 | — | — | — |
| 21. 10 Feb 66 BONUSES FOR SERVICE DELIVERY  | 206 | — | — | — |
| 22. 9 May 66 BONUSES ADJUSTED   | 207 | — | — | — |
| 23. 14 Jul 66 DISMISSAL OF STAFF  | 207 | — | — | — |
| 24. 22 Aug 66 BONUSES ADJUSTED  | 208 | — | — | — |
| 25. 13 Oct 66 INVOICE ROUTING   | 209 | — | — | — |
| 25a. CLAY DEMO: Invoice Routing   | 209 | — | — | — |
| 26. 17 Oct 66 BONUSES   | 211 | — | — | — |
| 27. 21 Nov 66 ADDENDUM TO HCO PL 17 OCT 66<br>"BONUSES"                             | 211 | — | — | — |
| 28. 18 Nov 67 BLUE AND GREEN ACCOUNTS<br>INVOICES (Reissued as BPL)                 | 212 | — | — | — |
| 28a. DEMO: Handling of green and blue<br>invoices                                   | —   | — | — | — |

#### PES ACCOUNT

PES        \_\_\_ HAS                    \_\_\_ CS-6 \_\_\_  
 ETHNICS   \_\_\_ HQS                    \_\_\_ FSM   \_\_\_  
 SELECTEE   \_\_\_ COMPUTATION   \_\_\_

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|---|-----|---|---|---|
| 1. 19 Apr 70 PES WW ACCOUNT   | 217 | — | — | — |
| *2. 12 Jun 70 PES ACCOUNT   | 221 | — | — | — |
| 2a. DEMO: How the intention of PL<br>12 June 70 is to finance<br>promotion. | —   | — | — | — |

#### 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 \_

|  |     |   |   |   |
|--|-----|---|---|---|
| 1. 10 Apr 58 RE: 5th LONDON ACC (Admin Dir)  | 223 | _ | _ | _ |
|  | 223 | _ | _ | _ |
| 2. 22 Sep 58 ACC ACCOUNTS AND PAYMENTS   | 224 | _ | _ | _ |
| 3. 19 Jan 59 EXTRA WEEKS ON HPA COURSE   | 225 | _ | _ | _ |
| 4. 11 May 59 HPA/BSCN "RETREADS"   | 225 | _ | _ | _ |
| 5. 27 Feb 61 FREE COURSES  | 228 | _ | _ | _ |
| 6. 13 Mar 61 FREE COURSES  | 228 | _ | _ | _ |
| 7. 24 Jul 62 ACADEMY EXTRA WEEKS   | 230 | _ | _ | _ |
| 8. 23 Nov 62 SAINT HILL RETREAD FEE  | 231 | _ | _ | _ |
| 9. 23 Jul 63 RETREADS ON SAINT HILL<br>SPECIAL BRIEFING COURSE                           | 232 | _ | _ | _ |
| 10. 8 Oct 63 NEW SAINT HILL CERTIFICATES<br>AND COURSE CHANGES                           | 233 | _ | _ | _ |
| 11. 6 Jul 65 RELEASES  | 234 | _ | _ | _ |
| 12. 1 Sep 65 SAINT HILL SERVICES AND<br>PRICES   | 235 | _ | _ | _ |
| 13. 18 Jan 69 ADVANCED ORG AWARDS<br>(Reissued as BPL)                                   | 236 | _ | _ | _ |
| 13a. DEMO: How AO Awards are handled   |     | _ | _ | _ |
| 14. 3 Jun 69 DIANETIC COURSE PRICING   | 236 | _ | _ | _ |
| 15. 2 Sep 69 OLD ACC STUDENTS  | 237 | _ | _ | _ |
| 16. 3 Sep 69 FORMER HDAs, HPAs   | 238 | _ | _ | _ |
| 17. 3 Sep 69 SUCCESSFUL CLASS VIIIs  | 238 | _ | _ | _ |
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#### DEPARTMENT NINE

#### DEPARTMENT OF RECORDS, ASSETS AND MATERIEL

#### RECORDS AND AUDITS

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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.)

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| 2. HCO PL 5 Feb 71 ORG GROSS DIVISIONAL<br>STATISTIC REVISED<br>(excerpt Treasury DIV 3)<br>Cancelled and replaced by<br>BPL 11 Aug 75 III DIV 3<br>IDEAL SCENES AND STATS.<br>Also see HCO PL 8 Nov 73RA<br>VFPs AND GDSs OF THE<br>DIVISIONS OF AN ORG | 4 | — | — | — |
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| 4. HCO PL 15 May 64  | ACCOUNTS POLICIES<br>(Addenda to 6 May 64)<br>- CANCELLED  | 20  | — | — | — |
| 5. HCO PL 19 Jan 65  | FINANCE - ORG ACCOUNTS -<br>BUILDING FUND ACCOUNT.<br>Cancelled by HCO PL<br>26 Apr 65 Cancellation of<br>19 Jan 65      | 37  | — | — | — |
| 6. HCO PL 20 Apr 69  | AOSH FINANCIAL CONTROL -<br>CANCELLED  | 67  | — | — | — |
| 7. HCO PL 16 Jun 69  | AOSH FINANCIAL CONTROL -<br>CANCELLED  | 69  | — | — | — |
| 8. HCO PL 19 Oct 64  | PRICING FORMULAS -<br>CANCELLED  | 95  | — | — | — |
| 9. HCO PL 30 Oct 54  | MAILING LISTS FOR<br>FRANCHISE HOLDERS -<br>CANCELLED  | 102 | — | — | — |
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| 16. HCO PL 16 Mar 68 | STUDENT & STAFF PROGRAM -<br>CANCELLED by HCO PL<br>27 Sep 70 Cancellation<br>(of 15 Mar 68) | 135 | — | — | — |
| 17. HCO PL 22 Jul 59 | MONIES INTENDED FOR<br>SCIENTOLOGY RESEARCH &<br>INVESTIGATION FUND -<br>CANCELLED           | 143 | — | — | — |
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| 19. HCO PL 3 Sep 59  | HCO BOOK ACCOUNT -<br>CANCELLED  | 147 | — | — | — |
| 20. HCO PL 20 Oct 59 | INTERNATIONAL MEMBERSHIP -<br>CANCELLED  | 150 | — | — | — |
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|     | STUDENTS - CANCELLED BY<br>HCO PL PROFESSIONAL<br>RATES  | 229 | ___ | ___ | ___ |
| 45. | HCO PL 14 Feb 62 SAINT HILL RETREADS -<br>CANCELLED  | 230 | ___ | ___ | ___ |
| 46. | HCO PL 10 May 63 STUDENT RATES FOR HGC<br>AUDITING IN SA ORGS -<br>CANCELLED   | 231 | ___ | ___ | ___ |
| 47. | HCO PL 15 Nov 69 CLASS VIII RETREAD -<br>CANCELLED   | 239 | ___ | ___ | ___ |
| 48. | HCO PL 28 Nov 69 CLASS VIII RETREAD -<br>CANCELLED   | 239 | ___ | ___ | ___ |
| 49. | HCO PL 6 Dec 69 INTER ORG EXCHANGE OF<br>STUDENTS - CANCELLED  | 240 | ___ | ___ | ___ |
| 50. | HCO PL 10 Dec 69 STUDENT RESCUE INTENSIVE<br>PRICING - CANCELLED   | 240 | ___ | ___ | ___ |
| 51. | HCO PL 11 Jan 70 PRICING - RESCUE INTENSIVE<br>- CANCELLED   | 241 | ___ | ___ | ___ |
| 52. | HCO PL 20 Jan 70 CLASS VIII RETREAD -<br>CANCELLED   | 242 | ___ | ___ | ___ |
| 53. | HCO PL 20 Jul 70 INTERNESHIPS & CASE<br>SUPERVISORS - CANCELLED<br>& replaced by HCO PL 20<br>Oct 71 SELLING INTENSIVES.<br>See also HCO PL 28 Sep 71<br>SELLING & DELIVERING<br>AUDITING, and BPL 6 Nov 71<br>SELLING INTERNESHIPS and<br>BPL 6 Nov 71 SELLING<br>INTERNESHIPS and HCO PL 13<br>NOV 76 PROFESSIONAL RATES | 243 | ___ | ___ | ___ |
| 54. | HCO PL 22 Nov 70 THERE WILL BE NO<br>PROFESSIONAL RATES . . . .<br>(SA ONLY) - CANCELLED   | 249 | ___ | ___ | ___ |
| 55. | HCO PL 29 Dec 60 MEMBERSHIP CHANGE -<br>CANCELLED  | 250 | ___ | ___ | ___ |
| 56. | HCO PL 23 Dec 68 ACCOUNTS INVOICES - NAMES<br>ON INVOICES - CANCELLED &<br>replaced by BPL 20 Apr 73R<br>INVOICES HOW TO WRITE   | 265 | ___ | ___ | ___ |
| 57. | ASSOC SEC<br>DIRECTIVE<br>17 Jun 57 AUTHORIZATION REQUIRED<br>FOR ALL EXPENDITURES -<br>CANCELLED  | 281 | ___ | ___ | ___ |
|     | BPL 14 Nov 73RA - 18 -<br>Issue II<br>Rev 4 Dec 76   |     |     |     |     |
| 58. | HCO PL 12 Sep 61 PAYMENT FOR MATERIALS -<br>CANCELLED  | 284 | ___ | ___ | ___ |
| 59. | HCO PL 21 Apr 64 ORG PAYMENTS FOR TAPE<br>RECORDED LECTURES -<br>CANCELLED and replaced<br>by HCO PL 9 Dec 69<br>IMPORTANT PURCHASING FROM<br>PUBS ORG   | 285 | ___ | ___ | ___ |

|     |                  |  |     |   |   |   |
|-----|------------------|--|-----|---|---|---|
| 60. | HCO PL 31 Jul 62 | ORG PAYMENTS FOR ST HILL STUDENTS - CANCELLED and replaced by HCO PL 12 Mar 65 GRADE SUBSIDY FOR STAFF FORBIDDEN IN OTHER ORGS | 290 | — | — | — |
| 61. | HCO PL 28 Apr 60 | YEARLY SALARY INCREMENTS - CANCELLED. See BPL 2 Mar 72R II STANDARD STAFF CONTRACT, LEGAL                                      | 300 | — | — | — |
| 62. | HCO PL 13 Jul 60 | SICK LEAVE - CANCELLED   | 300 | — | — | — |
| 63. | HCO PL 3 Oct 60  | HOLIDAY PAY AND SICK LEAVE - CANCELLED   | 301 | — | — | — |
| 64. | HCO PL 9 Jan 67  | FSM SYSTEM ADMINISTRATION IN ORGANIZATIONS - CANCELLED   | 337 | — | — | — |
| 65. | HCO PL 17 Feb 68 | FIELD STAFF MEMBER COMMISSIONS - CANCELLED & replaced by BPL 7 Sep 73R II FSM COMMISSIONS, PAYMENT OF                          | 342 | — | — | — |
| 66. | HCO PL 2 Apr 68  | SIGNATORIES ON BANK ACCOUNTS - CANCELLED   | 348 | — | — | — |
| 67. | HCO PL 20 Jun 68 | COMMODORE AND FOUNDER AS SIGNATORY ON EVERY BANK ACCOUNT - CANCELLED   | 358 | — | — | — |
| 68. | HCO PL 13 Jun 60 | ACCOUNTS PROCEDURES - CANCELLED  | 351 | — | — | — |
| 69. | HCO PL 7 Jan 60  | HCO INVENTORIES - CANCELLED  | 355 | — | — | — |
| 70. | HCO PL 3 Feb 60  | HCO KEYS - CANCELLED   | 356 | — | — | — |
| 71. |                  |  |     | — | — | — |
| 72. |                  |  |     | — | — | — |
| 73. |                  |  |     | — | — | — |
| 74. |                  |  |     | — | — | — |

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 INVOICES, Revised and

|     |                  |   |   |   |   |
|-----|------------------|---|---|---|---|
|     |                  | Reissued as BPL 15 Aug 75, same title   | — | — | — |
| 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, RETRAINS 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            | — | — | — |
| 20. |                  |   | — | — | — |
| 21. |                  |   | — | — | — |
| 22. |                  |   | — | — | — |
| 23. |                  |   | — | — | — |
| 24. |                  |   | — | — | — |

#### C. REVISIONS:

|    |                  |  |   |   |   |
|----|------------------|--|---|---|---|
| 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 | — | — | — |
| 2. |                  |  | — | — | — |
| 3. |                  |  | — | — | — |
| 4. |                  |  | — | — | — |

5.

— — —

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ATTEST

- A. I attest that I have fully completed the above checksheet,  
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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