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AICPA Aids for Local Practitioners

American Institute of Certified Public Accountants (AICPA)

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COMMUNICATIONS

The **Member Relations Division** administers programs for local practitioners and CPAs in industry and government and serves as the focal point of communications for all members.

(212) 575-6436

The **Member Forum Program** is designed to elicit members' views on issues being considered by AICPA committees. Through group discussions, members review drafts of committee reports and submit their comments to the Institute.

(212) 575-6439

Local Practitioners Seminars, an annual series of three seminars, provide an opportunity for local practitioners to meet with the AICPA president and members of his staff to discuss professional issues from the local practitioner's point of view.

(212) 575-6439

The **Speakers Bureau** and **Field Trip Program** enable committee members and staff to meet with local practitioners, discuss topics of professional and technical interest, and better understand the needs and problems of the practicing CPA.

Speakers Bureau (212) 575-3885

Field Trip Program (212) 575-6439

PROFESSIONAL RECOGNITION

The **Public and State Society Relations Division** coordinates national public relations programs through state societies. It informs the public about the services of local practitioners through magazine articles, newspaper releases, and radio and TV announcements.

(212) 575-3877

The **Relations With Educators Division** and recruiting literature developed by it keep educators and students informed about the rewards and opportunities of small-firm practice.

(212) 575-7653

The **Washington Office** monitors federal legislation and regulations and submits comments on matters affecting small firms. (202) 872-8190

The **State Legislation Division** works closely with the state societies on accountancy legislation that protects the interest of all practitioners and the general public. (212) 575-6210

The **Uniform CPA Examination**, prepared by the AICPA with an advisory grade issued for the state boards of accountancy, assures the public that CPAs possess a minimum level of competence, enhancing the professional reputation of all practitioners. (212) 575-6495

PERSONAL BENEFITS

Life Insurance Plans include the CPA Plan, for individuals, up to \$150,000 of coverage — and the Group Insurance Plan, for firms, up to \$80,000 of coverage. A member can be covered under both plans. (212) 575-6385

The **Long-Term Disability Income Plan** for individual CPAs includes liberal definitions, rehabilitation program, and monthly benefits from \$500 to \$3,000. (212) 575-6385

The **retirement plans** offer firms an easy way to furnish retirement benefits to proprietors, partners, professional corporations, and their employees. (212) 575-6385

The **Benevolent Fund** helps members, former members, and their families through periods of financial difficulty. (212) 575-6439

AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

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AICPA Aids for Local Practitioners

INTRODUCTION

Of the approximately 82,000 AICPA members in public practice, 56,000 are local practitioners. A large part of AICPA resources provides assistance for the local practitioner. Some of the services included in this brief summary are for all members, but a majority are designed primarily for those in small practice units. For additional information on the services listed, telephone numbers of appropriate staff are given. If you have any other questions, please call the Member Relations Division at (212) 575-6436.

TECHNICAL AND MANAGERIAL ASSISTANCE

SERVICES

Studies and guidelines on subjects of interest to the local practitioner are issued by the Accounting Standards (212) 575-6368, Auditing Standards (212) 575-6379, Federal Taxation (202) 872-8190, Computer Services (212) 575-6296, and Management Advisory Services (212) 575-6363 divisions, and the Accounting and Review Services Committee (212) 575-6656

Continuing Professional Education offers courses, workshops, and seminars to local practitioners who comprise over 75% of the 76,000 CPE participants. Self-study materials are also offered to make CPE convenient for local practitioners. (212) 575-6229

The **Technical Information Service** responds to members' inquiries about practice problems (except tax and legal questions and those involving litigation). (212) 575-6391

The **AICPA Library** researches members' requests for information, provides bibliographies, and lends material by mail. Its new microfiche service offers access to the annual reports of 6,500 companies. (212) 575-6322

Through the **National Automated Accounting Research System (NAARS)**, local practitioners can research financial statements, footnotes, and auditors' reports from thousands of annual reports and request literature containing authoritative material. (212) 575-6393

Management of an Accounting Practice (MAP) responds to members' inquiries pertaining to firm management and administration. (212) 575-6437

The **MAS Small Business Consulting Subcommittee** serves practitioners involved in MAS by developing and documenting tools for identifying and solving problems of the smaller enterprise. (212) 575-6363

The **Practice Review Program** offers a firm the opportunity to submit for comment a report and related financial statements to help improve its reporting practices. (212) 575-6290

The **Technical Standards Review** provides an in-house, post-issuance critique of working papers and reports for audited and unaudited financial statements. (212) 575-6291

The **Quality Control Document Review** provides a confidential examination of a firm's quality control document by Institute staff under the direction of the Quality Control Standards Committee. (212) 575-6291

The **Local Firm Management Review Program** evaluates a firm's operating procedures, based on a checklist developed by the MAP Committee. (212) 575-6437

AICPA professional liability insurance offers coverage for claims arising from alleged negligence in the practice of public accounting. (212) 575-3852

The **Division for CPA Firms**, including a Private Companies Practice Section and an SEC Practice Section, provides a new system of self-regulation for firms represented in AICPA membership and directs greater attention to meeting the differing needs of privately owned and SEC clients. A firm may join either or both sections.

Private Companies Practice

Section (212) 575-6359

SEC Practice Section (212) 575-6656

PUBLICATIONS

The **Practicing CPA** publishes short items on practice management and practical applications of professional standards and tax law for local practitioners. (212) 575-6278

The **CPA Letter** provides members with information about current technical and professional developments. (212) 575-6274

The **Tax Adviser** publishes tax articles, interpretations, and recent developments. (212) 575-6317

The **CPA Client Bulletin** — a client newsletter — is available to practitioners to send to their clients. (212) 575-6277

The **"Practitioners Forum"** in the **Journal of Accountancy** includes advice from colleagues on aspects of running a practice. The Journal also runs major articles of a "nuts and bolts" nature on practice management and growth and development. (212) 575-6272

MAP Handbook, a three-volume looseleaf service, provides guidance to individual practitioners and partners on all aspects of managing their firms. (212) 575-6437

CONFERENCES

National Conferences are held each year on such topics as management advisory services, federal taxation, data processing, relations with bankers, and savings and loan associations. (212) 575-6451

Four **Practice Management Conferences** are held each year on aspects of partnerships and professional corporations, growth and development, firm management and administration, and people management. (212) 575-6437