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Accountants (AICPA) Historical Collection

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AICPA: Your Professional Organization

American Institute of Certified Public Accountants (AICPA)

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AICPA

your
professional
organization

American Institute of
Certified
Public Accountants

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Welcome to AICPA

The AICPA provides a broad range of services to its members. The purpose of this booklet is to identify them for you, so you can put them to use.

The types and volume of services have grown to keep pace with the expanding needs of practitioners. It is our hope you will avail yourself of them whether you are in public practice, industry, government, or education.



WALLACE E. OLSON
President
AICPA



Communications & Education

Publications

The *Journal of Accountancy* is the profession's leading magazine and reports on the latest thinking, developments and trends in accounting, auditing, government, management advisory services, taxation, education, professional affairs, and related business and professional subjects. The "Practitioners Forum," a popular feature, offers practical guidance and advice. This publication is free to members.

The *CPA Letter*, a semi-monthly newsletter, keeps members up to date on significant technical and professional developments and information that is essential to practitioners, yet too inaccessible for the practitioner to monitor alone—also free to members.

The CPA Client Bulletin is a monthly newsletter that offers practitioners a vehicle for funneling useful information to their clients as reminders of services CPAs perform. In simple, non-technical language, the *Bulletin* offers tax tips, notes on new developments and other helpful facts for the business manager. Sold on a subscription basis, it is designed to serve as a major supplement to a firm's client relations program.

The Tax Adviser is a monthly magazine offering a broad range of authoritative reporting, interpretation and practical advice on federal tax matters. Subscriptions are available to members at discounted prices.

The Practicing CPA, a monthly newsletter for the local practitioner, deals with practice management, taxation and practical application

of professional standards for members in firms with fewer than 50 AICPA members. It is also available to others on request.

Specialized Periodicals and Services

The American Institute offers technical and professional books, pamphlets, periodicals, self-study materials and subscription services. Included are *Accounting Trends and Techniques*, a yearly study of 600 annual reports, and industry accounting and audit guides. About 50 new titles are added yearly. Many are available to members gratis; others are available at a 20 percent discount.

The three-volume *MAP Handbook* details how practitioners cope with the perplexing problems of managing a growing firm. Ideas and procedures are described, and numerous useful printed forms are reproduced to help the CPA better organize and develop his practice. Periodic supplements add to his fund of practical knowledge.

Public and State Society Relations

The Institute's national public relations programs foster public understanding and respect for the accounting profession by disseminating information through the mass media. For practitioners, this unit is a source for booklets, talks, visual aids and other materials helpful in public appearances. As liaison between AICPA and state societies, the division supports state society programs and prepares materials for nationwide coordinated Institute-state society public relations programs to inform the public of how CPAs perform as advisers to business,

government and individuals, as tax advisers and as auditors.

Speakers Referral Service The speakers bureau helps state societies, chapters, and regional conferences obtain knowledgeable speakers on topics of professional and technical interest.

International Practice

To improve financial reporting around the world, the Institute is affiliated with international organizations and works to harmonize international standards and practices.

Continuing Professional Education

Hundreds of programs, with an annual enrollment of about 80,000, offer a wide range of technical and professional subjects of interest to members in public practice, business, teaching or government. In addition to the more than 3,000 group-study presentations regularly offered at convenient sites, many courses are available for self study or local-office training. Practitioners rely on CPE courses to help them expand their practices, learn about new developments and satisfy legal requirements for maintaining the license to practice.

Aids to Practitioner

The Member Relations Division develops Institute activities on behalf of the local practitioner, such as local practitioners' seminars and publication of the pamphlet, *AICPA Aids for Local Practitioners*. Under the aegis of the Management of an Accounting Practice Committee, the division offers MAP programs, including four annual Practice Management Conferences and handles requests from members with specific management problems.

The division plans member forums on major issues and field trips on which staff meet with small groups of members to discuss current issues. The Member Relations Division also administers the Benevolent Fund, which aids indigent members and their families.

Industry and Government

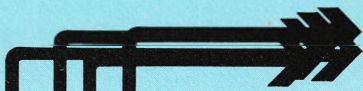
Under the aegis of the Advisory Committee on Industry and Government, the Member Relations Division organizes conferences and other activities designed to aid members not in public practice.

Relations with Educators

The education division encourages the improvement of educational standards for CPAs through a close liaison with colleges and universities. The division also promotes interest in accounting careers and prepares accounting achievement tests which are used in evaluating both prospective and current accounting personnel.

Minority and Small-Business Development

A small-business development program helps establish and develop minority small businesses. A separate program, supervised by the Institute, promotes the recruitment of minorities into the profession. It provides scholarships and other aids from a \$1 million fund established by accounting firms, corporations, individual CPAs and government.



Technical Services

Auditing Standards

The new 15-member *Auditing Standards Board* replaced the 21-member *Auditing Standards Executive Committee*. It has been increasing the pace of its activities, issuing a number of important Statements on Auditing Standards, auditing interpretations, and exposure drafts. Important auditing issues are continually under study.

Accounting Standards

The *Accounting Standards Executive Committee* identifies emerging practice problems for consideration by the Financial Accounting Standards Board, issues Statements of Position which serve as interim guides on accounting issues pending FASB action, and submits comments on proposals of such organizations as FASB, CASB and SEC.

Accounting and Review Services

The Accounting and Review Services Committee develops standards concerning the CPA's involvement with unaudited financial statements of nonpublic entities.

Computer Services

Guidelines are issued to advise practitioners when it is economical to use EDP and how to avoid costly pitfalls. A library of computer programs for tax planning and other accounting and auditing functions is available from two major time-sharing services. Also available, at reduced rates, are a number of data processing reference services. A computer conference is held annually.

Management Advisory Services

The MAS Division develops guidelines and standards on MAS practice, publishes technical studies, and presents national conferences and seminars, to serve full-time management consultants in CPA firms and general practitioners providing business and management advice to clients.

Technical Information Service

Experienced personnel maintain a full-time telephone and mail service to answer technical questions for members. Members all over the country can call or write with specific requests for information on auditing or accounting that arise in the course of a practice. This service is supplemented by a looseleaf volume, *Technical Practice Aids*, which publishes and answers selected questions.



Review & Regulation

Professional Ethics

The Professional Ethics Division protects the integrity of the CPA certificate through issuance of interpretations of the Code of Professional Ethics and investigation of complaints of substandard practice. It answers member inquiries, processes complaints against members, and assists in the investigation and presentation of cases referred to the Trial Board.

State Legislation

The state legislation department works closely with the state societies on accountancy legislation and regulation that protects the interests of all practitioners and the general public. The monthly newsletter, *Legislative*

Report, provides information on noteworthy legislative and regulatory events. The Legislative Reference Service acts as a central information exchange for dissemination of information on state accountancy legislation, regulation, court cases and generally useful background information.

Uniform CPA Examination

Each examination has set new records for numbers of candidates and papers submitted. A recent study has led to more scientific development of the examinations. Another study is underway on security and grading to ensure the integrity of the examination. These semi-annual examinations support the minimum standards for qualification as a CPA.

Quality Control Standards

The Voluntary Quality Control Program helps assure that a high level of competence is maintained by practitioners by providing consulting reviews of a firm's quality control policies and procedures. This includes technical reviews of both audit and nonaudit engagements.

Information Retrieval

The National Automated Accounting Research System (NAARS) electronically stores texts of corporate annual reports, plus accounting and auditing standards and other basic accounting literature for retrieval. Members may subscribe to this effective, cost-saving research aid or make occasional use of it through the Institute on a fee basis.

Administrative Review

The Local Firm Administrative Review Program constitutes a two-day review of a firm's management policies and procedures. Reviews are performed by CPAs selected for their experience in managing a CPA firm. Their objective is to enable a firm to sustain high performance levels. All findings are confidential.



Administrative Services

Library

The American Institute maintains one of the most comprehensive libraries of published materials on accounting and related subjects in the United States (17,000 volumes and 49,000 other documents). Institute librarians answer reference questions, prepare bibliographies on any accounting subject, and lend printed materials. This service is offered by mail, subject only to postage charges. The staff produces an annual *Accountants' Index*, listing virtually every book, article, pamphlet or speech on accounting and related fields. Forty thousand member inquiries are handled annually.

Meetings and Conferences

Through the course of a year, AICPA sponsors 18 major conferences on such topics as tax regulations or new SEC rules and conducts more than 600 meetings of its committees and task forces. Collectively, they are the vehicle for CPAs working together in pursuit of professional interests.

Insurance

Professional Liability Insurance features coverage for all but the very large practice units at reasonable group rates. Overview of the program by a committee of practitioners promotes stable rates and adequate coverage. This liability coverage, available to any firm having an AICPA or state society member partner, protects over 8,000 participating firms.

Insurance and Retirement Plans. The

AICPA Insurance Trust offers members two attractive, low-cost term life insurance plans, one for individual members and one for members in public practice and their employees. A long-term disability income plan for members only is also available. Qualified retirement plans are also offered to members, firms and professional corporations in public practice.



Federal Government Relations

Taxation

The Washington-based Executive Committee of the Federal Tax Division is a senior technical committee authorized to issue technical pronouncements and take official positions on behalf of the profession on tax-related matters. One of its major functions is to communicate the profession's views to federal officials on proposed tax legislation and rules and regulations issued by the Treasury Department and the IRS.

Government Relations

The Federal Government and Legislative Affairs Divisions are responsible for articulating the profession's views on technical issues to federal officials. Increasing federal officials' awareness of subjects of interest to the profession requires a Washington-based operational arm to identify issues, coordinate Institute objectives with senior technical committees, and communicate the profession's position to federal legislators and officials of regulatory authorities, such as the SEC. The weekly *AICPA Washington Report* summarizes pertinent federal activities.



Division for CPA Firms

The Division for CPA Firms is a voluntary organization within the AICPA serving the interests of accounting firms and the public. Organized in two sections, the division offers more visible evidence of the auditor's independence and compliance with professional standards. It also offers smaller firms a greater voice in the profession's decision-making processes.

The two sections—firms may join one or both—are the SEC Practice Section and the Private Companies Practice Section. The SEC unit serves the interests of accounting firms with an SEC practice; the other focuses on the activities of accounting firms with privately held clients.

Membership in either section entails peer reviews at least every three years, requirements for CPE participation and insurance coverage, as well as annual dues and other stipulations. The SEC section is under the scrutiny of an independent Public Oversight Board.

Requirements for Membership

To qualify for admission to membership in the American Institute, you must . . .

- *possess a valid and unrevoked CPA Certificate issued by the legally constituted authorities of the states, territories or territorial possessions of the United States or the District of Columbia.*

- *have passed an examination in accounting and other related subjects satisfactory to the Board of Directors of the American Institute.*

Membership Dues

Dues, as established by Council of the American Institute, are levied on a varying scale which is related to the length of time a member has held his CPA certificate, the nature of his professional activity, and his position if he is in public practice.

An Invitation

If you would like to take advantage of the practical benefits and services described in this booklet, you are invited to apply for membership in the American Institute.

As a member, you will be sharing in important programs that are now serving to improve the quality of professional service . . . advance the standards of the profession . . . and continually increase the recognition and prestige you now enjoy as a CPA.

Annual Dues *

	Length of Time CPA Certificate Held	Dues Schedule
1. Partners, Practitioners and Shareholders/Officers Members, at the beginning of the fiscal year, engaged in public accounting practice as partners, individual practitioners or shareholders / officers of professional corporations formed to practice public accounting.	3 years or less	\$ 55
	3-6 years	\$ 80
	6-10 years	\$105
	Over 10 years	\$135
2. Educators and Government Members whose principal occupation at the beginning of the fiscal year is employment by recognized colleges or universities or by government.	3 years or less	\$ 40
	Over 3 years	\$ 45
3. Other Members, at the beginning of the fiscal year, employed as staff accountants, or in other occupations not specified in paragraphs (1) and (2).	3 years or less	\$ 40
	3-6 years	\$ 45
	6-10 years	\$ 55
	Over 10 years	\$ 60
4. Retired Members, who at the beginning of the fiscal year will have retired from practice or other work, and have notified the Institute of these facts.	Retired before 9/1/71	\$ 10
	Retired 9/1/71 to 8/1/75	\$ 15
	Retired after 8/1/75	\$ 20
5. International Associates		\$ 55

**Please do not send payment for dues. The Institute will bill you upon your acceptance as a member on a pro-rata basis according to date of admission.*



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