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12-2-1991

Inside AICPA, December 2, 1991

American Institute of Certified Public Accountants (AICPA)

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December 2, 1991

**Please
Welcome...**

Debra Sacks - Project Manager - CPE Program Development - CEA. Debra joins the Institute from Deloitte & Touche where she worked as a Senior Auditor.

**Staff
Promotions**

Gerri Riley was promoted from Administrative Assistant in Federal Tax to Technical Advisor in State Legislation and Legislative Relations.

Diego Ledesma in Printing Services was promoted from Phototechnician to Stat. Camera Operator.

Congratulations and Good Luck in your new positions!

**Staff
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute:

Anniversaries

Mildred Felton	Mail Services	22nd
Ann Avena	Office Facilities	12th
Debra Weingarten	The Tax Adviser	12th
Mac Curtis	Office Facilities	10th
Carol Ferguson	Federal Tax	7th

Reminders...



AICPA Men's Basketball Team will play TONIGHT at 6:20 p.m. against Seltel. Games are played at Norman Thomas High School on 33rd Street and Park Avenue. Spectators are welcome.



The Telephone Skills Workshops on Wednesday, December 4th, will be held from 9:30 a.m. to 12 noon in Conference Room D on the 4th Floor and from 1:30 p.m. to 4:00 p.m. in the 5th Floor Boardroom. Additional Workshops will also be offered in January and February.

RELOCATION

The next round of employee briefing sessions on the Institute's relocation are scheduled for Wednesday, December 18 and Thursday, December 19. The meetings will last approximately 45 minutes and all staff members are invited to attend.

The purpose of the meeting is to update you on the developments of the relocation to Harborside. In addition to viewing a film on the design plans, you will be advised of policy resolutions on flextime, commutation reimbursement, late hour car service and no-smoking. We will also give you a summary of the results of the June survey.

During the week of December 9, your director, manager and/or supervisor will advise you of your scheduled meeting date and session time. You will also be given a copy of a second set of questions and answers. Please read over the Q&A's as they will provide answers to some of the additional questions raised during the first meetings and during the tour program. Again, you will have an opportunity to ask questions at the meetings on December 18 and 19.

As you know, the Institute has extended its lease at 1211 Avenue of the Americas in New York City. The 15 year lease extension becomes effective on January 1, 1992. The space includes the entire sixth floor and additional space on concourse level one. Occupying the N.Y. space are approximately 150 employees from the following cost centers:

403 Gen. Counsel & Tr. Bd.	431 Tech. Stnds. & Svcs.
407 Planning & Research	433 Tech. Svcs. - Prof.
408 Aid to Minorities	434 Accounting Standards
414 State Society Relations	436 PCPS
416 Practice Management	437 SEC Practice Section
422 Auditing Standards	446 Acad. & Career Devel.
427 Audit & Acctg. Guides	466 Printing Services
428 Library Services	467 CPE Course Assembly
	468 Shipping & Receiving

In addition to the above cost centers remaining in N.Y., the cost centers with a split operation between New York and New Jersey are:

401 Executive	415 Secretary Services
404 Human Resources	457 Information Technology
410 Public Relations	482 Mail Services
	484 Office Facilities

All other cost centers are relocating to New Jersey. If you have any questions regarding cost center location or any other relocation matter, contact Pat Duane on x6203.

We look forward to seeing you at the meetings on December 18 and 19.