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Inside AICPA, December 16, 1991

American Institute of Certified Public Accountants (AICPA)

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December 16, 1991

New Hire Britney Callier - Secretary - Quality Review. Britney joins the Institute full-time after temping in our Quality Review Division.

Staff Promotion Samantha Lewis in Meetings & Travel was promoted from Meetings & Travel Assistant to Travel Coordinator.

Congratulations and Good Luck in your new position!

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

		Anniversaries
Balbina Mojocoa	General Accounting	15th
Willie Marshall	Order	13th
Ruth Cowan	Circulation	8th
Wanda Amparo	Financial Management	7th
Audrei Nelson	Circulation	7th
Mike Molaro	State Society Relations	6th
Deborah Olaseun	CPE Materials Management	6th
Synthia Cohen	Publications Administration	5th
Karen Corcella	Editorial-Journal of Accountancy	5th

Reminder... The Human Resources Division and the Payroll Department are looking forward to the upcoming holidays as eagerly as everyone else. Unlike the rest of the staff, though, they view the holidays as a mixed blessing, because they are responsible for processing time records and paychecks.

We request that you make a special effort to submit your weekly attendance records on a timely basis over the next few weeks.

In particular, PLEASE, PLEASE, PLEASE!..HAND DELIVER this week's (week ending 12/21) time records to Human Resources NO LATER THAN Friday afternoon (12/20), before you leave.

The Human Resources Division and the Payroll Department thank you for your cooperation.

401(k) Last Chance To Enroll Employees wishing to enroll or make changes in the AICPA 401(k) Savings Plan have until Tuesday, December 17th to return their 401(k) forms to Financial Management. The Institute matches your contributions 33 1/3% (on up to 6% of your salary) while you receive a tax deferral on all contributions and earnings. Saving for your retirement is made easy through the AICPA 401(k) Savings Plan.

We encourage all employees who are eligible to enroll to join now so you can take advantage of this valuable employee benefit. Additional forms are available in payroll. If you have any questions regarding the plan please contact Financial Management on x5729 or x3663.

**Weight
Watchers
Continues...**

What a great way to start the New Year! The Institute will co-sponsor another 8 - week "At-Work" program beginning Friday, January 10, 1992. The cost for the program is \$92, half of which the Institute will pay.

Meetings will be held Fridays in Conference Room G on the 7th floor. Depending upon the response, we will have either one meeting from 12-1 p.m. or two meetings (12-1 p.m. and 1-2 p.m.).

We need a minimum of 25 people to start the program. If you are interested, please bring your check for \$46 payable to Weight Watchers and post-dated for January 10, 1992, to Selmo Alamilla in Human Resources (X3803) by December 30, 1991.

**Women's
Basketball**

The AICPA Women's Basketball Team will begin its season in the Urban Professionals League this Thursday, December 19th. The first game will be played at 9 p.m. at Chelsea High School on 28th St. and 9th Ave. against "Just Us". Spectators are welcome.

**Men's
Basketball**

The AICPA Men's Basketball Team won its first game of the year, overwhelming Banque Nationale De Paris, 60-30. Starting out strong, the Institute quickly took the lead and was ahead at halftime 38-17. The second half was more of the same, as the AICPA led by as many as 35 points.

The Institute featured a balanced attack, including Tony Smalls (Programming & Systems) with 13 points, Greg Johnson (Quality Review) with 9 points and Lenny Mai (General Accounting) with 7 points.

The AICPA's next game is tonight, at 6:20, against George Little Management at Norman Thomas High School (33rd St. and Park Ave.). Institute fans are welcome to come cheer their team on, as they try to make it two in a row.

Relocation...

Employee meetings on the Institute's relocation are scheduled for Wednesday, December 18th and Thursday, December 19th in the 5th Floor Boardroom. The meetings will last approximately 45 minutes and we invite all staff members to attend even if you are not relocating.

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, overtime and transportation allowance and no smoking. We will also give you a summary of the results of the June survey.

If you haven't been notified already, 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 relocation questions-and-answers. Please read over the Q&A's as they will provide answers to some of your questions. Also, think about any other questions you might have so you are prepared to ask them at the meeting.