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Inside AICPA, July 22, 1991

American Institute of Certified Public Accountants (AICPA)

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July 22, 1991

- A Warm Welcome To...** Gina Goldstein - Assistant Book Editor - Production & Editorial Services. Gina joins the Institute from Auerbach Publishers where she worked as an Editor.
- Lennox Muckett - Computer Operator - Data Processing Operations. Before joining the Institute, Lennox worked as an AS400 System Operator for the Office of the Brooklyn Borough President.
- Staff Anniversaries** Congratulations to Debbie Apollonio, Executive, and Nick Fiore, The Tax Advisor, who both celebrated their 9th anniversary with the Institute last week.
- IIE** There's still room available in the July 24-26 Investment in Excellence core program facilitated by Donna Harfenist. If interested, contact Elinor Paige on x5476.
- Benefit Program Meetings** Employees who missed the meetings regarding the benefits program changes are welcome to attend a make-up session on Friday, July 26 at 9:15 a.m. in the 5th floor Board Room. If you plan to attend, please call Selmo Alamilla, Benefits Assistant, on x3803 by Wednesday, July 24.
- Harborside Tours** The tours to Harborside resume today, Monday, July 22, through Wednesday, July 24. Remember, the tour bus departs promptly at 9:20 am and 1:20 pm from the north side of 47th Street. Also, don't forget to bring a business card, a personalized memo slip or a piece of paper with your name on it for the prize drawing. Enjoy the tour!
- Pre-Tax Premium Plan/Open Enrollment** A reminder that all employees must complete and return the "Pre-Tax Premium Plan" election form (in its entirety) to Human Resources by Wednesday, July 31.
- If you are switching health plans or adding/dropping dependents, you must also complete the applicable change form and return it to Human Resources by July 31 along with the Pre-Tax Premium Plan election form. If you have any questions, please contact Chris Miller, Benefits Coordinator, on x8630.
- Institute's Year End** Reminder: For accounting purposes, the Institute's year end is July 31, 1991. So the books can be closed and the financial statements prepared for submission to the Board of Directors, it is essential for each cost center to:

- o Hand carry all open invoices to Accounting by July 26. Invoices received in your area after July 26 and before August 1 should be walked over to Accounting.
- o All employee Expense Reports and invoices for staff travel, meeting expense, etc. should be submitted to Accounting by July 26.
- o If an invoice is not received from a vendor by July 29, Accounting is to be notified of the nature of the service provided and an estimated dollar amount.
- o Committee members should be encouraged to submit member reimbursements in a timely manner at year-end.
- o Legal, professional and consulting services are an important part of the year-end accrual process. Please contact Don Adams if you're aware of any outstanding bills.

Also, all employee monthly time reports for July should be hand delivered to Accounting by noon on Thursday, August 1, 1991. Your attention to these matters is appreciated.

Attention CPAs

Below is a listing of the CPE courses being offered in the 5th floor Board Room.

<u>Date</u>	<u>Course</u>	<u>CPE Hrs.</u>	<u>Session Time</u>
7/29	The Yellow Book: Government Aud. Standards-W.A. (Bill) Broadus Jr.	8	9-5
8/9	Overview of Int'l Acct and Aud Standards, Recent EITF Consesuses, Tech Practice Aids, and other Tech Info Division activities-John Hudson, Jack Shoheit, Linda Volkert, Gail Polin, and Moshe Levitin	4	9-1
8/16	Using AICPA Software-Larry Wolfe	4	9-1
8/22	Overview of Auditing/SSARS-Dan Guy and Ray Whittington	4	9-1
8/23	SAS Update and Projects in Process-Auditing Standards Division Staff	4	9-1
8/26	FASB Update (incl. "Son of FASB 96")-Wayne Upton, FASB Project Manager	4	9-1
*	SEC Update-SEC Acting Chief Accountant or Staff	4	9-1
*	Technical Update-Larry Perry (using the new AICPA Small Firm Library)	8	9-5

* To be confirmed later.

If you are interested in attending any of the above courses, contact Moshe Levitin x6593 or Cecil Nazareth x6851.