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**Staff
Anniversaries**

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

Anniversary

Sam Hoyt	Public Relations	10th
Allan Kaplan	Financial Mgmt.	6th
Lois Wolfteich	Information Technology	6th
Jill Weiner	CPE Prog. Dev - CEA	5th
Gerry Yarnall	Audit & Accounting Guides	5th

Welcome

Two new staff members, who are:

Cynthia James - Secretary - Quality Review. Cynthia joins us from McCann-Erickson Advertising Agency where she worked as an Administrative Assistant to the Senior VP/Research Director.

Ysidro Santana - Copying Coordinator - Printing Services. Previously, Ysidro worked as a Salesperson for Bayridge Variety Store.

**401(K)
Enrollment/
Investment
Changes**

The next opportunity to enroll in the AICPA tax deferred 401(K) Savings Plan is July 1, 1991. Eligible participants must be full time employees 21 years of age with one year of service as of July 1, 1991. Remember, the Institute will match your contribution by as much as 33%.

New enrollment and investment selection forms are available in the Payroll Department. If you want to participate in the plan or change your investment options, return the necessary forms to either the Payroll Department or Financial Management no later than **Friday, June 14, 1991**.

Any questions concerning the 401(K) Savings Plan should be directed to Rich Bruder (x5729) or Howard Gerner (x3663).

**In
Memoriam**

It is with regret that we inform you of the passing of Marie Fazio, an AICPA retiree, on June 2, 1991. Marie joined our staff as a Clerk-Typist in the Admissions Department (now Membership Administration) on March 9, 1953. She retired on May 31, 1989 as a Correspondent in the Membership Administration Department.

**Do Your Part
To Eliminate
Unnecessary
Paperwork**

Executives at all levels today are in danger of being drowned in a flood of paper especially since the advent of high-speed computers, copy machines, and duplicating equipment.

Much of this paperwork can't be eliminated. But what can, should be. It takes a determined, cooperative effort to do it.

Here are a few suggestions for doing your part:

1. Before you write a memo, consider whether a phone call might be quicker and better.
2. When you must write, keep it brief. Get to your point and be done with it. Never try to run over one page.
3. Confine copies to those who really need them. Don't build your ego by sending them to everyone in the office.
4. Don't run more copies than you reasonably need.
5. If you're receiving reports or copies of correspondence you don't use, ask people to take your name off that distribution list.
6. If you can't visualize a future need for certain information-or if it's available elsewhere-don't file it.
7. Use a temporary file for information needed only briefly-then clean it out regularly. Don't burden permanent files.

Paperwork, once started, never seems to die of its own accord. It just goes on forever. One company we know of employed two secretaries full time to put out a weekly statistical report. An executive, realizing that the report was no longer of any value to him, checked into the situation. He found that no one else used the report any more either, and hadn't for more than two years!

There should be a sound logical reason for every piece of paperwork created, circulated, or filed. If there isn't, it's a waste of time and money.

Watching for this waste and helping to eliminate it promptly is the job of every member of the staff.