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Inside AICPA, April 13, 1992

American Institute of Certified Public Accountants (AICPA)

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April 13, 1992

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

		Anniversaries
Ed Seda-Vargas	Printing Services	21st
Gloria Lipman	Circulation	20th
Claudia Ascione	CPE Marketing Services	10th
David Morgan	CPE Course Assembly	6th

Please Welcome Michael Seda - Technical Manager - Examinations. Michael joins the Institute from Fairleigh Dickinson University where he was an Assistant Professor.

CPE Sessions The Auditing Standards Division is holding an in-house strategic briefing on May 8, 1992 to cover recently-issued Statements on Auditing Standards (SAS) and Statements on Standards for Accounting and Review Services (SSARS). The briefing, led by Alan Winters, Dan Guy, and Doug Sauter, will be held in two sessions, each qualifying for 3 CPE hours. Participants that attend both sessions will receive 6 CPE credits. The sessions will cover the following:

9:30 a.m. - 12:15 p.m.

- SAS No. 67 - Use of Confirmations
- SAS No. 70 - Service Organizations
- Exposure Draft of Proposed Attestation Standard - Internal Controls over Financial Reporting

2:00 p.m. - 4:45 p.m.

- SAS No. 69 - GAAP Hierarchy
- SAS No. 71 - Reviews of Interim Information
- Proposed SSARS - 1992 Omnibus

Seats are filling up quickly for the April 30th CPE training session about SAS No. 68 which deals with audits of governmental units and certain nonprofits. This session will be conducted by Louise Williamson, Technical Manager, Auditing Standards Division, and held in the Boardroom from 10 a.m. until noon.

To enroll for these programs, please call Mary Anne Tait at x5660.

Reminders

If you have not yet sent in your time sheets for week ending 4/11, please hand deliver them to Human Resources by noon today. The Payroll and Human Resources staff thank you for your cooperation.

The Institute will close its offices at 3:00 p.m. on Friday, April 17, 1992. We will resume our regular hours on Monday, April 20th.

Office Security

Human Resources has been notified of instances where personal belongings have been removed from employees' work areas. While Rockefeller Center, our landlord, provides around-the-clock security, individuals must be cautious about leaving valuables unattended. Consequently, we recommend that you:

- Keep all personal valuables in your desk and lock your desk when you leave it.
- Do not leave cash or other valuables in a coat, jacket, or sweater unattended in your office area.
- Lock all small valuable items in your desk when you leave for the day.

We also ask for your cooperation concerning the following general security rules:

- Visitors to the Institute are required to wear a "Visitor" badge and are not permitted any further than the reception desk unless escorted by a member of the staff. A visitor should be escorted to the reception area at the conclusion of a visit and should return the badge to the receptionist.
- The receptionist will--and all staff members should--challenge anyone they feel should not be in a particular area.
- All doors leading to the freight corridor are to be locked at all times.
- Do not admit messengers into our office space. Signs have been placed near all of the elevator banks directing messengers to the messenger center in the northeast corner of the lobby.
- Notify Office Facilities immediately of anyone in your area you think has no reason to be there, or if there is anyone on the floor selling anything or soliciting subscriptions, etc.

Outside of regular business hours, call the 1211 Avenue of the Americas Building Security, 489-3020, if you have a security problem.