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American Institute of Certified Public Accountants (AICPA)

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January 4, 1992**Staff
Anniversaries**

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

		Anniversary
Tom Kelley	Technical Services - Professional	19th
Iman Faltass	Circulation	12th
Elma Satterfield	Quality Review	12th
Leonora LaMantia	Library Services	9th
Donna Hart	Order	5th
Jay Rothberg	Member & State Relations	5th
Timothy Wyatt	Order	5th

**Office Hours
Information**

In the event of a severe storm, widespread transportation disruption, or other emergency, to find out whether or not the Institute's office hours are changed or if the office is closed, N.J. and N.Y. employees should dial (212) 596-6088. You will hear a recorded message authorized by President Chenok announcing any change to our standard hours of operation. This message, which is accessible 24 hours a day, represents the official word on office operations. The responsibility for calling this number to determine whether the office hours are changed or if the Institute will be closed rests with each member of the staff. Staff members can also tune in to News Radio 88 on the AM dial for office closing information. If it becomes necessary to shut down during regular business hours, cost center heads will be notified.

Also, if N.J. employees experience transportation disruption in PATH service, please refer to the alternate transportation card previously distributed to you. If you need a new card, call Selmo on x3356. We will, when appropriate, announce alternate routes on the office hour number.

**Shuttle Bus to
Newport Centre
Mall**

The free shuttle bus service to and from the Newport Centre Mall resumes its regular **Friday's only** schedule beginning January 8th and continues to run every Friday until further notice. Buses leave every 15 minutes between the hours of 11:30 a.m. and 2:00 p.m. from the designated pick up/drop off points: corner of Columbus Drive & Hudson Street, corner of Montgomery & Hudson Streets, and the corner of Marin Boulevard & Columbus Drive (across from the Cali Building).

IRS Information

Anyone needing tax forms or taxpayer information can visit the Jersey City IRS offices located at 30 Montgomery Street, 5th floor. Office hours are 8:15 a.m. - 4:15 p.m. The office does not have a telephone number, but you can call the IRS information line at 1-800-829-1040. The Jersey City post office, located at 69 Montgomery Street (corner of Washington and Montgomery Streets) will also have tax forms available for N.J. State residents as well as non-residents.

**Weight Watchers
Continues**

We are happy to announce that our Weight Watchers "At-Work" program will continue for another 10 weeks! The program will be offered in NY and NJ as long as at least 20 employees register at each location. The Institute will pay half of the total cost for the 10-week program which in NJ is \$115, and in NY is \$125.

Meetings will be held from 12 p.m. to 1 p.m. every Monday beginning February 1st for 10 weeks. Weekly meetings will be held in NJ in Conference Room 1 on the 2nd floor, and in NY in Conference Room D on the 6th floor.

NJ employees interested are invited to attend an "open house" meeting at 12 p.m. in Conference Room 1 on the second floor on Monday, January 11th or Monday, January 25th. You will have the chance to see what the weekly meetings are like and can register for the upcoming program at that time. Please bring your check (which you may post-date to February 1st) for \$57.50 payable to Weight Watchers to the open house meeting. If you cannot attend an open meeting, bring your check to Joanne Lindstrom in Human Resources-NJ by Friday, January 22nd.

NY employees interested should bring a check (which you may post-date for February 1st) for \$62.50 payable to Weight Watchers to Gaby Ulloa in Human Resources-NY by Friday, January 22nd.

If you have any questions, please call Joanne Lindstrom on X3353.

FASB Update

On Tuesday, January 19, 1993, the FASB staff will present a full-day staff training session. The session will cover FASB 109 on the accounting for income taxes, FASB 106 on accounting for post-retirement benefits other than pensions, and FASB 112 on employers' accounting for post-employment benefits, such as health care and life insurance. The session will be a comprehensive review of those pronouncements, including hands-on examples and case studies, and will be conducted by FASB Project Managers Ron Lott and Kim Petrone. It will be held in the AICPA Board Room in NYC from 9:30 a.m. - 4:30 p.m. Coffee and breakfast breads will be served. Please contact Pam Mongello (x3514) to register. Because the last few sessions were "sold-out," make sure to enroll early to assure your participation.

**Harborside
Notices**

Employment opportunities and Human Resources notices are now posted on both the second and third floors of the Harborside office. The second floor bulletin board is opposite the reception area in the hallway leading from the elevators. The third floor bulletin board is located around the corner from the Stationery and Supply room and the ladies room.

Also, an information exchange bulletin board for employees has been placed in the luncheon club opposite the cashier's station.