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1-13-1992

Inside AICPA, January 13, 1992

American Institute of Certified Public Accountants (AICPA)

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January 13, 1992

**Staff
Promotions**

Casilda Stefano was promoted from Secretary in Technical Information to Administrative Secretary in Information Technology.

In General Accounting, Phyllis Gallaro was promoted from Bookkeeper to Senior Bookkeeper.

Congratulations and Good Luck in your new positions!

**Staff
Anniversaries**

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

		Anniversaries
Linda Pierce	Library Services	17th
Alan Frotman	Microcomputer Support/Office Automation	15th
Bruce Biskin	Examinations	7th
Tony Betances	Office Facilities	6th
John Docks	Programming & Systems	6th
Anna Moa	Financial Management	5th
Lisa Winton	Tax Division	5th

**Telephone Skills
Workshops**

The next Telephone Skills Workshops will be held from 9:30 am to 12 noon and 1:30 to 4:00 pm on Thursday, January 29th. If you are interested in participating, please speak to your supervisor to ensure that your attendance will not cause any scheduling conflicts, and call Gae Barbano (x6840) to register.

**Basketball
Updates**

The Men's two-game winning streak was snapped by Liz Claiborne, 45-40.

Both teams got off to slow starts, with Liz Claiborne ahead at halftime, 23-18. Early in the second half the Institute went into a scoring drought and despite a spirited effort, they could get no closer than the final margin. Scoring was led by Ronnie Dunn (Shipping & Receiving), with 12 points, and Tony Smalls (Programming & Systems), with 9.

The team's next game will be 7:20 tonight against Ziff-Davis at Norman Thomas High School (33rd Street and Park Avenue). AICPA fans are welcome.

The Women's team scored a 47-32 victory over Hoops Thursday night to take a 3-1, third-place standing in the League. High scorer was Pam Green with 25 points.

The AICPA Women will be vying for second place when they play DDB Needham 6:30 p.m. this Tuesday, January 14th, at Asher Levy School on First Avenue and 12th Street. Spectators are always welcome.

CPE Program

A special CPE session conducted by Charles Le Grand, Director of Research for the Institute of Internal Auditors and the IIA Research Foundation will be held Tuesday, February 4, 1992, from 9:30 a.m. to 12:30 p.m. in the Board Room.

The session will cover the Systems Auditability and Control (SAC) report which addresses how new technology has resulted in drastic changes to the nature of audit procedures, evidence, and testing. (3 CPE credit hours)

Due to limited seating, sign up with Mary Anne Tait (X5660) as soon as possible.

Report On Employee Relocation Briefing Sessions

On December 18th and 19th, 1991 the Institute held its second round of employee briefing sessions on the relocation to Harborside. Fourteen meetings were held within the two day period with an impressive turnout by 80% of the staff. Employees viewed a video showing the design plans at Harborside and participated in casting a vote for one of two desk top coverings to be used on the outside workstations at Harborside. The two choices were a slate and mauve covering or a light oak finish. Additionally, the staff received resolutions to the four policy issues of smoking, flextime, overtime meal and transportation allowance and commutation reimbursement as well as being brought up to date on the activities of the various relocation committees.

A question and answer period was held at the end of each meeting. The majority of the questions related to commutation reimbursement, N.Y. Office changes, smoking, and transportation matters. With regard to commutation reimbursement, employees requested clarification on two points. First, how long the reimbursement would be effective and second, if the gross-up amount was based on federal tax only or does it include city and state taxes. Don Adams, Vice President-Finance & Administration, reemphasized that eligible employees hired prior to 4/7/91 transferring to Harborside will receive a one time adjustment to his/her base salary. The base salary will be increased (similar to a merit increase) by the additional commuting expense as prescribed in the policy. The eligible reimbursement amount will be grossed up to provide for federal tax only. Employees will be asked to indicate their existing mass transit commutation expenses to 1211 Avenue of the Americas and contrast it with their mass transit commutation expenses to the Harborside Financial Center on a Commutation Reimbursement Eligibility Form. The Eligibility Form must be completed and submitted to Human Resources three weeks prior to the employee's scheduled transfer date to Jersey City. The move is targeted to begin in July, 1992. As soon as it is determined what cost centers are moving when, we will let you know.

Some employees questioned where the Institute would hold committee meetings, in N.Y. or in N.J.? Employees were reminded that the Institute signed a 15 year lease at 1211 Avenue of the Americas effective January 1, 1992. We will occupy the entire sixth floor and additional space on concourse level one. The design plans do include meeting room facilities as well as a board room. Member meetings are planned to be held at the facilities located at 1211 Avenue of the Americas.

Our non-smoking employees were concerned about the proximity of the smoking section of the cafeteria to the non-smoking section. The horseshoe design of the cafeteria, around the atrium, will enable us to better separate the smoking section from the non-smoking section.

Other employees had some specific questions about his/her transportation route to the Harborside Financial Center at Exchange Place. Answers to those questions are being researched and we will contact those employees as soon as we get the answer. We would like to remind everyone that as we get closer to the move we will conduct a "Transit Day" inviting representatives from the N.J. Transit Waterfront Office to answer your specific travel questions.

So, what desk top covering came out the winner, choice A or B? Well, it depends. The final vote tally was 257 (58%) for slate and mauve and 183 (42%) for light oak. The workstations at Harborside are grouped in twelve zones, five on the third floor and seven on the second floor. The votes were analyzed by cost center and compared to floor assignments within zones. Three zones will be occupied by cost centers who strongly favored light oak. **FINAL RESULT: Three zones will have light oak and nine will have slate and mauve.** The cost centers with light oak will be:

438	Microcomputer Support/ Office Automation	456	Circulation
442	Fulfillment	458	Finance & Administration
445	Financial Management	459	Collections
454	Order Department	469	Membership Administration
		480	Customer Service

We do hope you found the meetings informative and enjoyable. Please remember if you have any questions, contact Pat Duane on X6203 - she'll be happy to assist you.