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American Institute of Certified Public Accountants (AICPA)

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July 20, 1992

**Staff
Anniversaries**

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

Anniversary

Joe Moraglio	Federal Government	16th
Lauren Moran	CPE Marketing Services	11th
John Daidone	Academic & Career Development	5th
Paul Geoghan	General Counsel & Trial Board	5th
Linda Huntley	Technical Information	5th

**Staff
Promotions**

Catherine Zaita was promoted from Senior Accountant in General Accounting to Technical Manager in Professional Ethics.

Congratulations and Good Luck in your new position!

**401(K)
Beneficiary
Forms**

For those employees enrolled in the 401(K) Savings Plan, you may have recently received a letter with a beneficiary form attached stating that it needed to be updated or information was missing. Please be sure to fill out the form correctly and return it to Christine Herbster in Human Resources as soon as possible. If you have any questions or need another form, contact Christine on X7063. Thank you for your cooperation.

**Staff Training &
Development Survey**

All Staff members will be receiving a survey on training and development needs this week. The information collected in this survey will allow the Institute to develop programs that enable you to further develop the skills required to more effectively perform your duties.

The survey is **entirely confidential** -- the data gathered will be used in summary form only. Please take the time to complete the survey and return it via inter-office mail to Human Resources by **August 3, 1992**.

The Staff Training and Development Committee thanks you in advance for your cooperation.

**Institute's
Year End**

Reminder: For accounting purposes, the Institute's year end is July 31, 1992. 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:

- * Make sure all open invoices are delivered to Accounting by July 24. Invoices received in your area after July 24 and before August 1 should be walked over to Accounting. New York and Washington employees should fax copies of those open invoices and send the hard copies through interoffice mail.
- * All employee Expense Reports and invoices for staff travel, meeting expense, etc. should be submitted to Accounting by July 24.
- * 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.
- * Committee members should be encouraged to submit member reimbursements in a timely manner at year-end.
- * 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 Monday, August 3, 1992. Employees in the New York and Washington offices should send their time reports in the interoffice mail by Friday, July 31st. Please make sure that:

- * All requested information is provided accurately and completely.
- * You use correct activity numbers.
- * You total all work hours correctly.

Your attention to these matters is appreciated.