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Inside AICPA, March 2, 1992

American Institute of Certified Public Accountants (AICPA)

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March 2, 1992

**Staff
Anniversaries**

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

		Anniversaries
Gerry Cicalese	Internal Audit	12th
Roberta Hinds	Receivables	9th
Joan Anderson	CPE Accounting	7th
Lenny Mai	General Accounting	7th
Jessica Sacco	State Legislation & Legislative Relations	7th

**Please
Welcome**

Nadine Cunningham, Melissa Lin, and Yitzhak (Issac) Ruttner join us full-time after temping for the Institute. Nadine and Melissa both work in our Information Technology Division - Nadine as a Licensing & Administrative Clerk and Melissa as an Information Retrieval Clerk. Issac is a Special Projects Administrator in our Quality Review Division.

Effective Writing

The Institute is offering an Effective Writing seminar-workshop on March 23rd and 24th. The program is a practical, nontechnical approach to improve letters, reports and memos, whether the subject is accounting, taxes, management services, or just everyday business correspondence.

The seminar will show you how to choose simple, accurate and efficient words so readers can quickly grasp your message and respond to it favorably. The workshop will give you an opportunity to apply what you learned in the seminar and to reinforce your knowledge by letting you edit your own and your colleagues' writing.

Josh Grauer, CPE Project Manager (and author of the program) will be the instructor. The seminar will be held on Monday from 8:30 a.m. - 5:30 p.m. with a choice of a Tuesday morning (8:30 a.m. - 12:30 p.m.) or afternoon (1:30 - 5:30 p.m.) workshop. If you are interested in attending, call Gae Barbano (x6840) to register. Enrollment is limited to 20, but future programs are planned.

**From the
Suggestion
Box**

Please do something about the smoking in the cafeteria.

With all due sympathy to the non-smokers on the staff, we cannot deny the smokers their right to smoke in the only room available to those staff members who do not work in a private office.

Please do something about the terrible heat in the cafeteria.

The building regulates the heat throughout our office space so it's not within our direct control. However, we will install a fan to circulate the air and cool it down a bit.

**Women's
Basketball**

The **AICPA** women's basketball team scored a 46-33 victory over 911 last Tuesday night. Overcoming a slow start with only a two-point lead by the first time out, the team tightened up its defense and pulled ahead to a more comfortable margin by half time.

With a 9-1 record, the team is guaranteed a playoff spot in the Urban Professionals Basketball League Championship. Their next game is tomorrow night (6:30) against Morgan Stanley at PS 84 on 92nd Street at Central Park West. Spectators are always welcome and appreciated.

Office Security

Although Rockefeller Center, our landlord, provides around-the-clock security, you can never be too careful. Consequently, for your personal security, we require that you wear an I.D. badge displayed in an easily visible manner at all times while on the premises. We also 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.

-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.

-Do not leave any doors propped open when leaving the office. Use your cardkey to gain access to our facilities.

-Do not admit anyone unless you know them personally or they show you their AICPA Employee I.D. card before opening the door.

-If you expect visitors for meetings, etc. after regular office hours, please advise Office Facilities by 3:00 p.m. that day, so that building security can be alerted.

-Do not exit our office space if you observe any suspicious person or persons loitering within the elevator lobby area. Call Building Security (489-3020).

-Close and lock the door when you leave the office at the end of the day. This is particularly important if you have a microcomputer or other electronic equipment in your office.

-Enter the premises through the sixth floor reception area if you arrive before 8:00 a.m. You can access the fifth and fourth floors through the internal stairway. Employees working on the seventh floor must have their own key or cardkey to gain access before 8:00 a.m.

-If you should ever get locked out from the office premises, call Building Security (489-3020) or go down to the lobby and speak to the elevator starter. The Building Security area has master keys to our offices.

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.

-The receptionist will not leave her desk to escort visitors, deliver packages or messages.

-All doors leading to the freight corridor are to be locked at all times.

-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.