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12-13-1993

Inside AICPA, December 13, 1993

American Institute of Certified Public Accountants (AICPA)

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December 13, 1993

**Holiday
Reception**

We are happy to announce that the Institute is hosting a holiday reception for all employees at the N.J., N.Y. and D.C. locations. The event will give you an opportunity to gather with fellow colleagues and enjoy a variety of hors d'oeuvres and assorted pastries with hot and cold soft drinks being served. In appreciation of all your hard work during the 1993 calendar year, we also invite you to participate in a holiday drawing.

In N.J., the event will be held at the Harborside Atrium (opposite the Food Court in the lobby) on Tuesday, December 21, from 3:30 to 5:00 pm. In N.Y., the reception will be held in the Training Room on Wednesday, December 22, from 3:30 to 5:00 pm and in D.C., it will be held on Friday, December 17, from 3:30 to 5:00 pm in the Conference Room area.

Your holiday raffle ticket will be distributed to you by your cost center head. Just drop it in the drum at the entrance. The drawings will be held at 4:30 pm.

Also, we must ask all N.J. employees to be sure to wear your AICPA I.D. badge in an easily visible manner. The Atrium is located in a public traffic area and the reception is open to AICPA employees only.

We hope you enjoy the holiday reception and we wish you the very best for the upcoming new year! **HAPPY HOLIDAYS!**

**Holiday
Reminders**

For your own personal safety during this holiday season, we must remind you that department holiday decorations should not include any electrical ornaments such as tree lights. The number one cause of fires during the month of December is associated with faulty lights on trees and other holiday decorations.

Also, if your cost center is planning a small department gathering on the Institute's premises, we ask each cost center head to ensure all functions are appropriate and arranged to accommodate minimum disruption during office hours. Again, we must remind you that electrical devices such as hot plates or burners are not allowed. Clean up must be done by staff members and if you require additional waste receptacles, contact the Office Facilities area.

**Harborside
Holiday Lunch
Special**

Back by popular demand, the Harborside Luncheon Club is offering another Holiday Lunch Special this coming Thursday, December 16. The lunch will consist of turkey, stuffing, sweet potatoes, medley of vegetables, cranberry sauce, bread, butter and a special dessert. The cost will be \$3.95. Enjoy!

**Staff
Anniversaries**

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

	Anniversary
Willie Marshall	Order
Monte Kaplan	Management Consulting Services
Joan Wright	Accounting
Wanda Amparo	Member Life, Health & Pension Programs
Audrei Nelson	Fulfillment
Michael Molaro	Member & State Relations
Synthia Cohen	Publications Administration
Steven Moliterno	Technical Information
Phyllis Gallaro	Accounting
	15th
	12th
	12th
	9th
	9th
	8th
	7th
	6th
	5th

Achieve Your Financial Goals

It's important to focus on planning for retirement. Whether your 25 or 55 it's time to get serious about securing your financial future. The sooner you start saving and the better you manage your money the more retirement security you will attain. The AICPA 401(K) Savings Plan gives you an opportunity to save for your future by allowing you to contribute on a tax deferred basis, and for every dollar you contribute (up to 6% of your salary), the AICPA will match it by 33 1/3%.

For those employees eligible to join the 401(K) Plan (one full year of service) we urge you to submit your enrollment forms by December 17th in order to begin participation as of January 1, 1994.

Current 401(K) participants are reminded that the deadline for making changes in their investment selections and/or contributions is this Friday, December 17. All forms should be submitted to Financial Management or placed in the drop box in the Payroll Department at the Harborside office.

Remember, the AICPA 401(K) Savings Plan is a valuable employee benefit and a worthwhile way to save for your retirement and long-term financial needs. If you have any questions about the plan, please contact Financial Management on X3482.

AICPA Holiday Food & Toy Collection

At a recent Frontline Project Contributor group meeting, facilitated by David Perlman, the group discussed ways the AICPA and its staff could help a local organization. The class members: Wanda Amparo, Josephine Bincoletto, Caroline Clement, Bernadette Emery, Licia Jennings, Marie Labranche, Melissa Lin, Pam Mongello, Chris Pinnock, Guy Provenzano, Rosalynd Rambert, Nayda Rey, Micki Rubino, and Lorraine Wedler, looked into several Jersey City organizations and selected The Anthony House Shelter.

The Anthony House Shelter, a refuge for mothers and their children who have either been abused or left homeless, has been in existence for three years. The shelter houses approximately 35 mothers and their children at one time. Sixty percent of the children are 3 years of age and under, the remaining 40% range from 4 to 15.

Anthony House is seeking donations of canned or other non-perishable food items or wrapped toys for the children. Also, since this is a housing facility, soap and towels are also in great demand.

If any staff member is interested in making a donation, we will provide drop-off boxes. Beginning Tuesday, December 14, in New Jersey, these boxes will be located in the Human Resources reception area (outside Angela Sayyed's office) on the second floor adjacent to the main reception area and, in New York, outside the Training Room. There will be two boxes: one for toys and the other for non-perishable food, soap and towels. If you plan to give a toy, please indicate the age group for which your gift is intended and whether it is for a boy or girl.

A representative from the Anthony House Shelter will come to Harborside to pick up the donations on Wednesday, December 22nd so that the children can have something to look forward to on Christmas morning.

If you have any questions, please feel free to call David Perlman (X3062) or Josephine Bincoletto (X3504).

Time Cards

Due to the Christmas holiday on Friday, December 24th, **PLEASE HAND DELIVER** all attendance records for this week ending 12/18 to Human Resources before the close of business on Friday, December 17. We also ask the Washington office to be sure to send all attendance records for this week 12/18 to Human Resources - New Jersey in Friday's (December 17) mail.