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## Inside AICPA, December 20, 1993

American Institute of Certified Public Accountants (AICPA)

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December 20, 1993

**Staff  
Anniversaries**

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

		<b>Anniversary</b>
Balbina Mojocoa	Accounting	17th
Madelaine Feldman	Advertising	14th
Ruth Cowan	Circulation	10th
Cris Ligon	State Legis. & Legis. Relations	9th
Celeste Booth	Information Technology	8th
Angel Martinez	Printing Services	8th
Carrie Vaccaro	Production & Editorial Services	8th
Jane Mancino	Auditing Standards	7th

**Please  
Welcome**

Carol Bertolotti - Project Manager - CPE Program Development - Confs. & Training Schools. Carol joins us from New Jersey based CPA Firm where she worked as a Senior Manager.

Margaret L. Simmons - Manager-Issues Management - Congressional & Political Affairs. Before joining us, Margaret worked as Counsel for the Institute for Strategy Development in Washington, D.C.

**Blood Drive**

On Monday, January 3, 1994, the AICPA will hold its first Blood Drive of the year! New Jersey Blood Services, a division of the New York Blood Center, will be collecting blood donations on an appointment only basis. Donations can be made in the Harborside Training Room from 8:30 a.m. to 2:30 p.m. Pledge cards to schedule your appointment will be distributed shortly. Start the New Year by donating blood and giving new life to someone in need!

**CPE Annual  
Tax Update**

Save the dates, and start off your 1994 CPE year with a top-rated discussion leader and course.

On Monday and Tuesday, January 10 and 11, Albert L. Grasso (a recipient last year of the AICPA Discussion Leader of the Year Award) will present a one-day Annual Tax Update (8 CPE credits) at our New York City offices.

Because we anticipate a heavy demand, we urge you to sign up as soon as possible for either day. AICPA Training Request forms are available through Human Resources.

**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.

**Have a safe holiday!**

**Harborside Luncheon Club** Due to the Holiday Reception in Harborside on Tuesday, December 21, there will be no food service in the Luncheon Club after 3:00 p.m.

**New! Different! Delicious!** Beginning today, freshly brewed Espresso and Cappuccino is being served in the Harborside Luncheon Club. Espresso is available for \$ .85 (6 oz.), Cappuccino is \$1.10 (8 oz.).

**In Memoriam** It is with deep regret that we inform you of the passing of three AICPA retirees.

John Lawler passed away on Saturday, December 11, 1993. John retired from the Institute, as Administrative Vice President, on June 30, 1976, after serving the Institute for more than 25 years.

On Sunday, November 28, 1993, Arthur Lodge passed away. Art retired from the Institute on June 28, 1991, after working for over 21 years in the Publications Division as Editor of the Newsletter.

Rod Parnell passed away last weekend. Rod started his career with the Institute on August 9, 1945 and retired as the Executive Editor of the Newsletter, on February 28, 1990.

### **PROFILE - FINANCIAL MANAGEMENT**

Staff: Robert Boos, Richard Bruder, Stuart Eisenberg, Howard Gerner, Allan Kaplan, Gelya Kotlyar, Irina Shubov, Lianne Mantinone, Madeline Mercado and Anna Moa.

Objectives and Activities:

- \* Provide all accounting and administrative services for the staff pension and 401(k) savings plans.
- \* Prepare and file all tax returns for the AICPA, related organizations, employee benefit plans and the Insurance Trust.
- \* Monitor the Effective Legislation Committee's compliance with the Federal Election Commission's regulations and prepare the monthly compliance reports.
- \* Perform all investment accounting and administrative functions and provide staff support to the AICPA Investments Committee.
- \* Perform all depository, cash management and treasury functions for the AICPA and related organizations to ensure we maximize the return on cash and short-term investments.
- \* Process all member reimbursement requests for committee and other activities. We process 5,000 requests a year.
- \* Perform all accounting and administrative services related to insurance coverage for the AICPA and related organizations; perform periodic risk analyses.
- \* Monitor and perform accounting services for the AICPA's real estate and equipment leases.
- \* Maintain the AICPA's central file of contracts.
- \* Provide the cashier's window at Harborside as a staff service.