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Inside AICPA, July 19, 1993

American Institute of Certified Public Accountants (AICPA)

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July 19, 1993

**Staff
Anniversaries**

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

| | | Anniversary |
|---------------|-------------------------------|-------------|
| Joe Moraglio | Federal Government | 17th |
| Lauren Moran | CPE Marketing Services | 12th |
| John Daidone | Academic & Career Development | 6th |
| Paul Geoghan | General Counsel & Trial Board | 6th |
| Linda Huntley | Technical Information | 6th |
| Chris Pinnock | CPE Course Assembly | 5th |

Please Welcome

Josephine Bincoletto - Coordinator - Management Consulting Services. Josephine joins us from Special Assignments, Ltd. where she worked as an Events Coordinator.

Mary M. Foelster - Technical Manager - Federal Government. Before joining the Institute, Mary worked as an Audit Manager for KPMG Peat Marwick.

Promotions

Rudolph Llewellyn was promoted to Senior Bookkeeper from EDP Coordinator in CPE Accounting.

In Accounting, Helen Figueroa was promoted to Supervisor - Accounts Payable from Senior Bookkeeper.

Congratulations and much success in your new positions!

Telephone Tip**Question:**

If I call an *outside* party and the phone is busy *or* rings unanswered what can I do?

Answer:

Use can use either of the following capabilities:

- a) Hang up, wait a brief period, and then press the **LAST # DIAL** button on your set.

This will cause your set to redial the "last number" that was dialed from your set. (Note: If you dialed *another* number or extension in the interim after the first call, then the system will see *that* number as the "last number" that was dialed.)

- b) You can hang up, store the desired number in you "Personal List," and then retry the desired number by using the "Personal List" capability.

NOTE!!! The **LV WRD CLG** button and the **AUTOBACK** button do *NOT* work for calls placed to *outside* parties. These buttons are used *ONLY* for calls that are to other *extensions*.

Reminder

Meetings & Travel would like to remind you to submit all hotel requests to Angeline Davis in the New York office.

Recycled Toner Cartridges

Toner cartridges for the HP Laser Jet Series II, III or IV printers can not be thrown away, they must be recycled. Please return any used toner cartridges to the Purchasing Department. (Preferably in their box. You can place the old cartridge in the box that the new one came in.) If you have any questions please call Maggie Diz on X3315.

Institute's Year End

Reminder: For accounting purposes, the Institute's year end is July 31, 1993. 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 23. Invoices received in your area after July 23 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 expenses, etc. should be submitted to Accounting by July 23.
- If an invoice is not received from a vendor by July 30, 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 are aware of any outstanding bills.

Also, all employee monthly time reports for July should be hand delivered to Accounting by noon on Monday, August 2, 1993. Employees in the New York and Washington offices should send their time reports in the interoffice mail by Friday, July 30. 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.