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Inside AICPA, June 1, 1993

American Institute of Certified Public Accountants (AICPA)

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June 1, 1993

**Staff
Anniversaries**

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

Mary Brown	Quality Review	19th
George Hoffman	Private Companies Practice Section	11th
Tracey Monaghan	Information Technology	9th
Bob Boos	General Accounting	8th
Tina Andrews	Planning & Research	5th

Promotions

In Customer Service, Blanche Regan was promoted to Manager from Supervisor and Roxanne Serville was promoted to Supervisor from Lead Customer Service Representative.

Also in Customer Service, Florence Napolitano was promoted to Lead Customer Service Representative from Senior Customer Service Representative and Karen Humphreys was promoted to Customer Service Representative from Clerk Typist.

Congratulations and much success in your new positions!

**AICPA Member
Affinity Program
Expands**

Institute employees can take advantage of the newest AICPA member affinity program, an agreement with Prudential Home Mortgage Corporation.

Prudential Home Mortgage will offer employees competitive rates and a savings of 1/4% off the standard loan origination fee. In addition, employees will receive an appraisal refund of at least \$340. Prudential Home Mortgage also provides the convenience of taking applications over the telephone.

For more information, call (800) 272-1210 (8:00 a.m. - Midnight, Eastern Time, weekdays).

**Library Services
Reminder**

When referring a call to the library, please transfer callers to x6072 rather than transferring them to individual librarians who may not be available at the time to answer the call.

Also, the library can accept requests through their new fax machine. The fax number is (212) 596-6287.

Telephone Tip

Question:

When do I use the "SYSTEM LIST" button?

Answer:

The SYSTEM LIST button is used to access the "Abbreviated Dial" list that is printed in the AICPA Phone Book, and is accessible by all users. The procedure is described below.

- a) Press SYSTEM LIST button.
(Note: On some sets, this will require the use of the SELECT button.)
- b) Enter the "dial code" for the desired entry in the System List (i.e. '083' for the New York State Board for Public Accountants.)

The desired number will automatically be dialed.

United Way

Today marks the kick-off of the 1993 Tri-State United Way campaign. The Institute has been a long-standing supporter of the local United Way effort.

Last week, United Way pledge cards and informative brochures were distributed via the inter-office mail. To participate in this worthwhile cause, simply complete the pledge card, indicating your contribution and returning it to Human Resources by June 14th.

A representative from the United Way of Hudson County (Tri-States) will be available in the Harborside Luncheon Club today, June 1, Wednesday, June 2, and Thursday, June 3, from 1:00 pm to 2:30 pm to answer any questions. In the meanwhile, should you have any questions or comments, please call Chris Miller at extension 3354, or, Kimberley Hines at extension 3350.

401(K) Savings Plan Reminder

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.

For those employees eligible to join the AICPA 401(K) Savings Plan we urge you to attend one of the meetings on June 8th at the Harborside office or June 9th at the New York office. If you are interested in attending please complete the appropriate form included with your enrollment information and return it to Financial Management.

Current 401(K) plan participants are reminded that the deadline for making changes in their investment selections and/or contribution levels is Friday, June 18th. All forms should be submitted to Financial management or placed in the drop-box in the Payroll Department at the Harborside office.

Should you have any questions about the plan, please contact Financial Management on x3482.