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American Institute of Certified Public Accountants (AICPA)

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June 21, 1993

**Staff
Anniversaries**

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

Don Adams	Finance & Administration	20th
Dan Guy	Auditing Standards	14th
Jackie Oliveri	Quality Review	12th
Evelyn Fernandez	CPE Materials Management	11th
Elaine Miller	Practice Management	9th
Kristina Korte	Tax Division	7th
Bob Rainier	Publications Administration	7th

Please Welcome

Joseph Michael Boutureira - Vice President-Information Services - Executive. Mr. Boutureira joins us from The Canadian Imperial Bank of Commerce (USA) where he was Vice President-Operations Head.

Michael R. Gulemmo - Van Driver - Distribution Services. Mike joins us from Thompson McKinnon Securities Inc. where he worked as a Credit Specialist.

Telephone Tip**Question:**

Why is my red 'message' lamp on my phone still lit?

Answer:

Your message lamp will stay lit until you have deleted all of your LWC (Leave Word Calling) messages and you have opened all of your new AUDIX messages.

To delete LWC messages and open AUDIX voice messages:

1. Press the **Msg Retrvl** button.
2. Then press the **Next** button, read the message (or press **Return Call** to call the displayed party.)
3. Then press **Msg Delete** to delete it.

Repeat these steps until the display reads "END OF MESSAGES" or "Message Center AUDIX".

If the display reads "Message Center AUDIX", you have unopened new messages. To open all of your AUDIX messages. To open all of your AUDIX messages:

1. Press **Return Call** while this message is on the display or press the **AUDIX** button.
2. Access your AUDIX mailbox (extension #, password #).
3. Follow the directions for getting your messages (menu choice '2').

The red 'message' lamp will go out immediately when all LWC messages have been deleted and all AUDIX voice messages have been opened if you work at a facility where the AUDIX system is located (Harborside and Washington, D.C.) However, you should use the **Msg Retrvl** and **Next** buttons to check for new messages.

If you are located at a facility where AUDIX is used remotely (1211 Avenue of the Americas or 1633 Broadway), it may take several minutes for the message lamp to go out.

Please Note: On some telephones you will need to press the **Select** button first before pressing a feature located in the gray colored section of a button.

Check Your Social Security Earnings

To help you learn how Social Security is a part of your life, Social Security Administration offers you a free Personal Earnings and Benefits Estimate Statement. The Statement shows your Social Security earnings history and estimates how much you have paid in Social Security taxes. It also estimates your future benefits and tells you how you can qualify for benefits.

It's a good idea to check the official record of wages credited to you every three years. If you're interested in doing so, we have several copies of the "Request for Earnings and Benefit Estimate Statement" (Form 7004) available in Human Resources. Or, if you prefer, you can stop by your nearest Social Security Office or write to Consumer Information Center, Dept. 60, Pueblo, CO 81009, and request a copy of Form 7004.

Upcoming Technical Sessions

We are pleased to announce the technical courses being offered during the balance of the CPE year.

A full-day session will be held on July 15, from 9:00 a.m. to 5:00 p.m. in the Board Room on the 6th floor of our New York office. Arlene Rodda and staff will discuss the Accounting Standards Division's projects, including recently-issued pronouncements and projects in process. Linda Volkert of TIS will present the applicable standards and emerging issues affecting environmental costs, and Steve Sacks will discuss the activities and publications of the Management Consulting Services Division. (8 CPE credits.)

On August 6, a half-day session from 9:00 a.m. to Noon at the same location, will feature Herb Finkston and staff who will discuss the Ethics Division's activities, including how their Standards are enforced and what the CPA's responsibilities are under the Code of Ethics. (3 CPE credits.)

We urge you to sign up for these two CPE sessions as soon as possible to avoid being close out. Please call Pam Mongello at X3514 with your reservation.

United Way

It's not too late to pledge your support of the United Way. Anyone who wishes to contribute to this year's campaign should submit their pledge card to Human Resources by Wednesday, June 23. If you have any questions please call Chris Miller on X3354.

Profile - Auditing Standards Division

The Auditing Standards Division is responsible for supporting the Auditing Standards Board (ASB), one of the most visible components of the AICPA's standard-setting mechanism. The ASB is the AICPA's senior technical committee responsible for setting auditing standards for the Institute's more than 308,000 members. Auditing standards are the rules that a CPA must follow when performing an audit.

The Division is made up of a staff of seven CPAs (Walt Conn, Jane Mancino, Doug Sauter, Judith Sherinsky, Jeanne Summo, Louise Williamson and Alan Winters) and two administrative assistants (Lori Swanberg and Jackie Walker) under the direction of AICPA Vice President Dan Guy. The Division is responsible for working with the ASB in providing members with auditing guidance.

Members of the Division assist the ASB in identifying issues affecting auditors by reviewing comments from practitioners, AICPA Quality Review staff, and federal government regulators. If it's determined that a project should be initiated, then research is performed to study the issues, gather data on current practice, review existing professional literature, and develop alternative solutions to address the issues. Finally, members of the division, working with a small task force of practitioners, develop proposed standards for consideration by the ASB at a public meeting.

In addition to working on ASB projects, the Division's responsibilities include monitoring international auditing standard-setting, communicating with members and reporters (including writing articles and making presentations related to developments in auditing), and developing practical guidance to assist auditors in applying auditing standards.