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American Institute of Certified Public Accountants (AICPA)

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November 29, 1993

**Staff
Anniversaries**

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

		Anniversary
Mildred Felton	Distribution Services	24th
Joan Clements	Programming & Systems	10th
Rudolph Jones	Distribution Services	10th
Carol Ferguson	Tax Division	9th
Ingrid Anderson	Production & Editorial	6th
Doris LeMaire	Meetings & Travel	6th
Hector Torres	Data Processing Operations	6th
Joel Koppelman	Examinations	5th
Patty Mulligan	Member Life, Health & Pension Programs	5th

Promotions

In CPE Production, Kathryn Gesing and Mark Scotto were promoted to Senior Production Associates, and Lillian Zenker was promoted to Production Associate.

Hedy Hanna was promoted to Senior Payroll Clerk in our Payroll department.

Congratulations and much success in your new positions!

**Please
Welcome**

Brenda Rivera - File Clerk - Quality Review. Brenda graduated from James J. Ferris High School in June 1993.

Linda Delahanty - Technical Manager - Technical Information. Before joining the Institute, Linda worked as a Manager for Coopers & Lybrand.

**Hot Cereal
Bar**

Beginning Tuesday, November 30, 1993, the Harborside Luncheon Club will feature daily a hot cereal with an assortment of toppings. Toppings include coconut, maple syrup, honey, raisins, brown sugar, granulated sugar, cinnamon and apples. The small size is \$.85. The large size is \$1.15.

Congratulations!

Lisa Winton was one of 15 people selected by The White House Commission to serve on their Taxation Task Force. The main objective of the Taxation Task Force is to come up with constructive ideas for specific recommendations for Executive and Congressional action and legislation for small businesses. The sub-themes of the White House Conference are "Small Business in the 21st Century" and "How Government Can Help Business *Do Business.*"

The Commission believes these task forces will play an important role in the 1995 White House Conference on Small Business.

Congratulations to Lisa for being recognized!

**Inappropriate &
Unauthorized Use
of Institute
Property**

Using the Institute's equipment and supplies for purposes other than business is not acceptable practice.

When you request approval to purchase a piece of the state-of-art equipment, consent is given on the basis it will facilitate your workload and enhance your performance. If the equipment is used properly, you accomplish these objectives. However, misusing office equipment including supplies has a negative impact on our day-to-day operations and can potentially jeopardize the high quality standard of the Institute's work.

Every time you use the photocopy equipment to reproduce such things as poems, jokes or other non-business documents, the Institute is paying for the cost of the copies, the supplies, your time and the time of other staff members to deliver, read or respond to the unauthorized correspondence. Our mailroom department is kept quite busy processing close to 7,000 pieces of business mail a day. They don't need the extra burden of handling unauthorized mail. Also, the recipients of such mail may have a personal as well as a professional objection -- it interrupts them and takes time away from their business responsibilities.

Misusing equipment can also jeopardize your department's work quality. For example, if a microcomputer user places an unauthorized piece of software into the computer, it could potentially expose the system to a computer virus. The integrity of that database is put at risk. The work could be lost and recreating the database would be costly. Also, the department would experience a hardship in meeting production deadlines. The Institute has issued guidelines to Microcomputer users to ensure compliance with vendor licensing agreements and to protect ourselves from ever encountering such a disaster.

We urge you to exercise good judgement in utilizing the services provided by the Institute. Your adherence and cooperation to the foregoing is appreciated.

**Employment
References**

All employment records and references of present and former employees are treated confidentially. **All reference requests, telephone or written, should be directed to Human Resources.**

**Extended Shuttle
Bus Service**

To help with your holiday shopping, the Newport Centre Mall shuttle bus service has extended its service during the month of December. The shuttle bus will run every day during the weeks of December 13th and December 20th.

Pickup/dropoff points are located at the corner of Columbus Drive and Hudson Street, the corner of Montgomery and Hudson Streets and the Corner of Luis Marin Boulevard and Columbus Drive. Buses leave from these designated areas every 15 minutes between 11:30 a.m. and 2:00 p.m.