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American Institute of Certified Public Accountants (AICPA)

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A timely report from Human Resources to the staff of the American Institute of Certified Public Accountants

August 1, 1994

Staff Anniversaries

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

Anniversary

Ron Hynek	Fulfillment	20th
Irene Čohen	Office Facilities	16th
Maria Beck	Government Affairs	12th
Diana Darios	Membership Administration	10th
Joe Bentz	CPE Program Development - Non-Tax	7th
Kevin Burns	Distribution Services	6th
Dave Trench	Data Processing Operations	6th

Please Welcome

<u>Dave Dasgupta - Public Relations Coordinator</u>. Dave joins us from Brodeur & Partners where he worked as a Senior Account Executive.

<u>Sharon G. Macey - Secretary - Accounting Standards</u>. Sharon joins us full-time after being employed on a temporary basis in Accounting Standards.

<u>Linda M. Robinson - Relief Receptionist - Office Facilities</u>. Before joining us, Linda worked for Engineering and Refrigeration, Inc. as a receptionist.

<u>Christina M. Simmons - Secretary - Professional Ethics</u>. Christina comes to the Institute from Clegg Industries, Inc. where she worked as an Administrative Assistant.

Promotion/ Transfer

<u>Linda Joy Vendura</u> was promoted from Administrative Secretary to Coordinator in General Counsel & Trial Board.

Irene Cohen transferred from Office Facilities-New Jersey to Office Facilities-New York.

Congratulations and much success in your new position!

E-Mail System

The E-Mail system should be used only for AICPA business. The system is not for personal use and such use is a cost to the AICPA. Use for personal affairs may subject employees to discipline up to and including termination. Because E-Mail messages are the property of the AICPA, the AICPA will periodically monitor the E-Mail system to prevent abuse. All employee messages will be subject to review at anytime and for any reason without notice. Systems security features such as passwords and message delete functions will not neutralize the AICPA's ability to access messages.

Harborside Reminder

Please do not touch or adjust the thermostat gauges located in our office space. The thermostats control the VAV boxes which carry the air conditioning and heat from the main building unit. Continual adjustment can cause damage to the master unit which is maintained and operated by the building management. If the room temperature is uncomfortable, please call Gary Morales on ext. 3771. Your cooperation is appreciated.

Yoga Class

Due to the overwhelming number of requests for lunch time wellness programs, the Institute has made arrangements with "Aerobics-at-Work" to offer a 45-minute Hatha Yoga Class. This invigorating and stress reducing class will be held on Thursdays, beginning August 11, 1994, at 1:00 p.m. in the Harborside Training Room. The cost is \$28.00 for a series of eight classes. Please make checks payable to the AICPA.

To take advantage of this program, please contact Kimberley Hines at ext. 3350 to reserve your spot.

PROFILE - FEDERAL GOVERNMENT DIVISION

STAFF:

The Federal Government Division has a staff of nine, including six CPAs. Division staff are: Joe Moraglio, Vice President; Michele Elgin, Administrative Secretary; Mary Foelster, Technical Manager; Jim Green, Technical Manager; Sue Hicks, Technical Manager; Ian Mackay, Director; Lysa Phillips, Secretary; Annette Schumacher, Technical Manager; and Judy Weixel, Administrative Assistant.

OBJECTIVE:

To represent the profession in Washington, D.C. on all accounting and auditing related matters and to provide staff support to assigned AICPA committees.

ACTIVITIES:

- Establish and maintain liaison with federal agencies and industry representatives.
- Monitor and comment on proposed federal legislation and regulations affecting the profession; communicate new developments to the membership, primarily through the *CPA Letter* and the *Journal of Accountancy*.
- Provide technical and administrative support to the following Committees:
 - Government Affairs
 - Relations with Actuaries
 - Employee Benefit Plans
 - Credit Unions
 - Banking
 - Savings Institutions
 - SEC Regulations
 - Health Care
 - Public Utilities
 - Government Accounting and Auditing
 - Members in Government
- Prepare accounting and audit guides, statements of position, and related annual *Audit Risk Alerts* for banking, savings, credit unions, health care, defense contracting, airline industries, employee benefit plans, and state and local government entities.
- Plan and coordinate annual national conference on Banking, Credit Unions, Savings Institutions, Governmental Accounting and Auditing, SEC Developments, and Employee Benefit Plans.

Please note

Any department that wishes to voluntarily submit a departmental profile can send them directly to Human Resources - New Jersey. Please remember to include staff members, the main objectives of the department and its activities. There is no official format, so please feel free to include any other pertinent information. However, the description should not exceed one page.