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American Institute of Certified Public Accountants (AICPA)

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December 5, 1994

**Holiday
Reception**

We are happy to announce that the Institute is hosting a holiday reception for all employees at the N.J., N.Y. and D.C. locations. The event will give you an opportunity to gather with fellow colleagues and enjoy a variety of hors d'oeuvres and assorted pastries with hot and cold soft drinks being served. In appreciation of all your hard work during the 1994 calendar year, we also invite you to participate in a holiday drawing.

In N.J., the event will be held at the Harborside Atrium (opposite the Food Court in the lobby) on Friday, December 16, from 3:30 to 5:00 pm. In N.Y., the reception will be held in the Training Room on Thursday, December 15, from 3:30 to 5:00 pm and in D.C., it will be held on Friday, December 16, from 3:30 to 5:00 pm in the Conference Room area.

Your holiday raffle ticket will be distributed to you by your cost center head. Just drop it in the drum at the entrance.

Also, we must ask all N.J. employees to be sure to wear your AICPA I.D. badge in an easily visible manner. The Atrium is located in a public traffic area and the reception is open to AICPA employees only.

We hope you enjoy the holiday reception and we wish you the very best for the upcoming new year!

HAPPY HOLIDAYS!

**Staff
Anniversaries**

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

	Anniversary
Charles Rhuda	Examinations 20th
Debra Weingarten	Tax Adviser 15th
Mack Curtis	Distribution Services 13th
Adrian Rivera	Library Services 9th
Andrea Adler	Meetings & Travel 8th
Aida Salom	CPE Production 5th
Edith Yaffe	Internal Audit 5th

**Please
Welcome**

Barbara L. Hauser - Secretary - Management Consulting Services. Before joining us, Barbara worked for USCO Distribution Services as a Management Assistant.

**Holiday Lunch
Special**

The Harborside Luncheon Club is offering another holiday lunch special on Wednesday, December 21. The lunch will consist of roast beef with mushroom gravy, mashed potatoes, medley of vegetables and a dessert. The cost will be \$4.50. Enjoy!

Holiday Reminders

For your own personal safety during this holiday season, we must remind you that department holiday decorations should not include any electrical ornaments such as tree lights. The number one cause of fires during the month of December is associated with faulty lights on trees and other holiday decorations.

Also, if your cost center is planning a small department gathering on the Institute's premises, we ask each cost center head to ensure all functions are appropriate and arranged to accommodate minimum disruption during office hours. Again, we must remind you that electrical devices such as hot plates or burners are not allowed. Clean up must be done by staff members and if you require additional waste receptacles, contact the Office Facilities area.

Extended Shuttle Bus Service

To help with your holiday shopping, the Newport Centre Mall shuttle bus extended its service for two weeks in December. The shuttle bus will run every day between the hours of 11:30 a.m. and 2:00 p.m. during the weeks of December 12 and December 19.

Pick up/drop off 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 approximately every 15 minutes between 11:30 a.m. and 2:00 p.m. Please note, the last bus leaves from Newport Centre Mall at 2:00 p.m.

Please Note

On Saturday, December 10, 1994 there will be an electrical power shutdown on the third floor of the Harborside office between the hours of 7:00 a.m. and 6:00 p.m. in order to establish permanent electrical power to the third floor expansion space. Please make the necessary arrangements in your area to prepare for this shutdown.

Reminders

- The remaining Member Outreach training schedule for employees is as follows:

Monday, December 5	Gre - Jo	10:00 a.m. - 12 noon
	Ju - Mars	2:00 p.m. - 4:00 p.m.
Tuesday, December 6	Mart - Mo	2:00 p.m. - 4:00 p.m.
Wednesday, December 7	Mu - Ra	10:00 a.m. - 12 noon
	Re - Sa	2:00 p.m. - 4:00 p.m.
Friday, December 9	Sc - Tod	10:00 a.m. - 12 noon
	Tor - Z	2:00 p.m. - 4:00 p.m.

The sessions are held in the Harborside training room on the second floor. If you have not attended a session, please try to make one of the above scheduled classes. The classes are open to all AICPA staff members and we encourage your participation.

- Call Documentation and Member Information forms as well as pink return envelopes are available in the supply room.
- While the third floor is under construction, it is important to wear your i.d. badge in an easily visible manner. If you have misplaced your I.D. badge, please call Human Resources - New Jersey to schedule an appointment to have a new one made. If you have forgotten your I.D. badge, please get a temporary I.D. from the second floor receptionist.

Your cooperation is appreciated.