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American Institute of Certified Public Accountants (AICPA)

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December 12, 1994

**Staff
Anniversaries**

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

Anniversary

Monte Kaplan	Management Consulting Services	13th
Joan Wright	Accounting	13th
Wanda Amparo	Member Life, Health & Pension Programs	10th
Audrei Nelson	Fulfillment	10th
Mike Molaro	Member & State Relations	9th
Synthia Cohen	Publications Administration	8th
Steve Moliterno	Technical Information	7th
Phyllis Gallaro	Accounting	6th
Barbara Pages	CPE Prog. Dev. - CEA & Vended Programs	5th
Mildred Ramos	Examinations	5th
Zeata Subrian	Circulation	5th

**Holiday
Receptions**

In N. Y. the holiday reception is scheduled on Thursday, December 15, from 3:30 to 5:00 pm and in N.J. and D.C. it will be held on Friday, December 16, from 3:30 to 5:00 pm.

On Thursday, December 15, we will place a message on the N.Y. main telephone number advising callers that the Institute's N.Y. offices have closed as of 3:30 pm and normal business hours will resume on Friday, December 16. We will direct calls in need of immediate attention to the N.J. main number. On Friday, December 16, we will place a similar message on the N.J. main telephone number and direct urgent calls to the N.Y. 6th floor receptionist. We ask that you place an appropriate message in your personal voice mail box.

During the hours of the reception, in Harborside, a guard will be posted at the reception areas. We 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. Also, in order to gain access back to the Institute premises to gather your personal belongings, you'll need to show your I.D. badge to the guard. If any employee is in need of an I.D. badge, please contact Kimberley Hines on ext. 3350. Your cooperation and assistance are appreciated.

**Harborside
Smoking
Policy**

In a communication from Jones Lang Wootton, Harborside's building management group, they asked us to remind AICPA staff members of Harborside's "Non-Smoking Policy". The letter states, in part, "As of late, several employees of tenants have been smoking in unauthorized areas inside the building, i.e., stairwells, vacant spaces and loading docks. This very dangerous practice puts us all at risk as a lit discarded cigarette may ignite and cause significant damage or loss of life." Harborside's security personnel are instructed to enforce compliance of the "Non-Smoking Policy" in order to maintain the life safety of all occupants of Harborside. We ask for your cooperation in this matter.

**Blood
Drive**

On Tuesday, January 3, 1995, the AICPA will hold its first Blood Drive of the year. New Jersey Blood Services, a division of the New York Blood Center, will be collecting blood donations on an appointment only basis. Donations can be made in the Harborside Training Room from 8:30 a.m. to 2:00 p.m. Pledge cards to schedule your appointment will be distributed shortly. Start the New Year by donating blood and giving new life to someone in need!

**Please
Note**

Anyone who has computer equipment at their desk that needs to be taken away, please contact Tony Sportiello at ext. 3384.

**Budget
Reminder**

The deadline for Phase I of the 1995-96 budget process is December 19, 1994. This phase includes: Time By Activity Worksheet, Capital Expenditures Worksheets and Publications Worksheets. The deadline for Phase II of the budget process is January 13, 1995. This phase includes Revenue and Expense Worksheets, Decision Package Summaries, Supplemental Detail Worksheets and if applicable, Electronic Imaging, Survey, Staff Training and Terminated/Dropped Activities Worksheets. It is imperative that the deadlines for each submission be met due to a tight timetable for processing the budget and getting information to the Institute's leadership.

The Budget Collection System can be used by any workstation in the Institute running Microsoft Windows and attached to the network. The Harborside PC Training Room (3rd floor) will be available from December 13th through the 16th for anyone that does not have access to an adequate workstation in their work area. A training instructor will be assigned to the Harborside PC Training Room during this time for anyone requiring assistance. The PC Training Room extension is 3467.

The New York Training Room will be set-up with workstations and available for use on December 12, 13 and 16.

The training rooms will also be available for the preparation of Phase II of the budget process. These dates will be announced in a future issue of *Inside AICPA*.

**New Car
Service**

As of December 1, 1994, Airport Limousine, based in Newark, will be the primary car service for New York and New Jersey employees.

Employees are responsible for making their own reservations and cancellations. When calling Airport Limousine, identify yourself as an AICPA employee and have your voucher number ready. All staff members are authorized to use the service when traveling to and from the airport on Institute business. Vouchers for airport transfers can be obtained from Theresa Dillon, ext. 3107, in the Meetings & Travel Department.

The vouchers are a two-part form. All vouchers should be given to the driver before your departure. Upon arrival of your destination the driver will return the second part (yellow copy) to you. Please return all yellow copies of the vouchers to Theresa Dillon to ensure proper billing. The 15% gratuity and tolls will automatically be included on the bills.

When flying into Newark Airport, car service is available without a reservation or voucher. Upon arrival, go to the nearest airport courtesy phone and dial 11; this will connect you with an Airport Limousine dispatcher. Identify yourself as an AICPA employee with no voucher and provide the dispatcher with the necessary information.

If you are a Harborside employee and plan to work late, car vouchers should be obtained from your division director. Directors will be receiving a supply of vouchers, along with the procedures for distribution, within the next week. **All Garden State vouchers must be returned to Theresa Dillon in Meetings and Travel once you have received the booklet of Airport Limousine vouchers.**

**Freight
Elevators**

The building has informed us that Monday, December 26, 1994 and Monday, January 2, 1995 (both days are Institute holidays) all freight elevator services will be suspended. If you require use of the freight elevator on those dates, kindly make arrangements with the Building Operations Office at (201) 915-8550.

**Lost and
Found**

A set of keys was found in the second floor reception area at Harborside. Please contact Selmo Alamilla in Human Resources at ext. 3356 if you lost them.

**Memorywriter
Diskettes**

If you have program diskettes for the Xerox Memorywriter 630 that you no longer use, please send them to Angela Sayyed in Human Resources - New Jersey.