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## Inside AICPA, July 5, 1994

American Institute of Certified Public Accountants (AICPA)

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July 5, 1994

**Staff  
Anniversaries**

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

**Anniversary**

Jim Blum	Examinations	15th
Mike Tursi	Technical Information	11th

**Children in the  
Workplace**

Over the past few months, we have seen a gradual increase in the number of children visiting the Institute's offices and spending the day with their guardians. Whether these visits were planned or considered personal emergencies, the Institute does not allow children in the workplace on a regular basis. There are limited accommodations designed for children and safety is a concern. Also, the visits create a distraction to other staff members.

We do recognize the difficulties associated with child care and understand occasions arise when normal child care arrangements are interrupted. While making appropriate alternate provisions, one can use a floating holiday or a vacation day. Incidences of emergency which would necessitate bringing your child to the office should be of a rare, non-reoccurring nature and cleared with your supervisor and director.

Human Resources has a list of day care centers in the surrounding downtown Jersey City area. If interested in obtaining a copy, please call Selmo Alamilla on ext. 3356.

**Blood Drive  
Reminder**

The AICPA is holding its 2nd annual blood drive on Friday, July 8th. Blood donations can be made in the Harborside Training Room located on the second floor from 8:00 a.m. to 1:30 p.m. New Jersey Blood Services, a non-profit organization, and a division of the New York Blood Center, will be collecting blood donations by appointment only. Additional information and Blood Donation Pledge Cards were sent out to the staff last week. If you did not receive this information and/or would like to schedule an appointment to donate blood, please call Kimberley Hines on ext. 3350.

Please arrange for an appointment to donate, it will be the greatest gift you ever gave.

**NatWest  
Information**

Our arrangement with National Westminster Bank provides free checking for employees, with no minimum balance requirements. However, that does not extend to any savings balances. This means that if you have a savings account and do not maintain at least a \$1,500 average balance, it will be subject to a service charge.

NatWest tells us this is not a new procedure. If you've had a savings account balance under \$1,500 and did not incur the service charge, it's because the bank's system failed to levy the charge. A recent conversion closed the loophole.

**PC/LAN Tip of  
The Week**

If you are using WordPerfect 6.0 and sending a document via CC-Mail or sharing documents with other staff using WordPerfect 5.1, be sure to save your document(s) in WordPerfect 5.1 format. To do this, go to the **File Menu** and select the **Save As** option. In the **Save As** menu, select WordPerfect 5.1/5.2 (\*.DOCS, \*.WP) then click on the **OK** box. The file is now saved in WordPerfect 5.1 format.

If you have any questions, please call the PC Support Hotline at ext. 7262.

**Institute's  
Year End**

Reminder: For accounting purposes, the Institute's year end is July 31, 1994. So the books can be closed and the financial statements prepared for submission to the Board of Directors, it is essential for each cost center to:

- Make sure all open invoices are delivered to Accounting by July 22. Invoices received in your area after July 22 and before August 1 should be walked over to Accounting. New York and Washington employees should fax copies of those open invoices and send the hard copies through interoffice mail.
- All employee Expense Reports and invoices for staff travel, meeting expenses, etc. should be submitted to Accounting by July 22.
- If an invoice is not received from a vendor by July 29, Accounting is to be notified of the nature of the service provided and an estimated dollar amount.
- Committee members should be encouraged to submit member reimbursements in a timely manner at year-end.
- Legal, professional and consulting services are an important part of the year-end accrual process. Please contact Donna Borowicz if you are aware of any outstanding bills.

Also, all-employee monthly time reports for July should be hand delivered to Accounting by noon on Monday, August 1, 1994. Employees in the New York and Washington offices should send their time reports in the interoffice mail by Friday, July 29. Please make sure that:

- All requested information is provided accurately and completely.
- You use correct activity numbers.
- You total all work hours correctly.

Your attention to these matters is appreciated.