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7-25-1994

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American Institute of Certified Public Accountants (AICPA)

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July 25, 1994

**Staff
Anniversaries**

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

		Anniversary
Roseann Beni	Quality Review	24th
Nick Fiore	<i>Tax Adviser</i>	12th
Laura Richards	Executive	9th
Shirley Twillman	Government Affairs	9th
Ron Dunn	Office Facilities	7th

**Please
Welcome**

Juan Rivera joins us as an Accounts Payable Clerk in the Accounting Department.

**Promotions/
Transfers**

In Meetings & Travel, Theresa Dillon was promoted to Travel Coordinator from Secretary and Maura Middleton was promoted to Meetings Planner from Conference Coordinator.

Helen O'Shea transferred from Personal Financial Planning to Information Technology.

**CPE Technical
Session**

We are pleased to announce the next full-day CPE Technical Session will be held in our New York office on Thursday, August 25, 1994, from 8:30 a.m. to 4:30 p.m. in the Board Room on the sixth floor. The morning session, conducted by Arleen Rodda Thomas and the Accounting Standards Division staff, will present an update of accounting pronouncements recently issued and what's in the pipeline.

The afternoon session will feature a presentation of the recently issued new Yellow Book (Government Auditing Standards). The session will be conducted by Mary Foelster from our Federal Government Division in Washington.

Please note that this session is the last technical session in the current CPE fiscal year ending August 31. Also note the new starting time for the session is 8:30 a.m. Because of limited seating, Training Request forms should be forwarded to Human Resources **NEW YORK** as soon as possible.

**Harborside
Luncheon
Club**

In the Luncheon Club, the cardboard boxes are provided for take-out orders and the plastic trays for sit down orders. We would appreciate it if you would return any plastic trays in or around your work area. Your cooperation is appreciated.

Sample Yoga?

On Thursday, July 28, 1994, at 1:00 p.m. Harborside staff members are invited to sample Hatha Yoga and other yoga forms. The 45-minute session will be held in the Harborside Training Room and it's free. You'll return to your desk relaxed, invigorated and centered.

Grab your shorts, your sweats, or any other comfortable clothing of your choice to be worn during the yoga session. No previous experience is necessary. Aerobics-At-Work will take care of the rest. If you have any questions or comments, please call Chris Miller at extension 3354.

**Tri-State
United Way
Campaign**

Today marks the kick-off of the 1994 Tri-State United Way campaign. The Institute has been a long-standing supporter of the local United Way effort, and employees have contributed generously in the past. Contributions are made to the United Way of Tri-States so as to assure the widest distribution among the greater New York, New Jersey and Connecticut charities.

United Way pledge cards and informative brochures will be distributed via the inter-office mail over the next couple of days. For those employees who contributed to the 1993 United Way campaign through payroll deductions, those deductions will be stopped as of the 7-28-94 payroll. Please take a moment to review the information and if you have any questions, please call Chris Miller at extension 3354 or Kimberley Hines at extension 3350.

**Time Management
Training Courses**

Two more Time Management courses have been scheduled. One on Tuesday, August 23 and the other on Wednesday, August 24 in the Harborside Training Room on the second floor.

The Planner class, scheduled for Tuesday, August 23 from 9:00 a.m. - 1:00 p.m., is designed to be a particular benefit to those who keep calendars and schedules for others as well as for themselves. The Organizer class, scheduled for Wednesday, August 24 from 8:00 a.m. to 1:00 p.m., will assist managerial and supervisory personnel to plan their schedules more efficiently.

If you are interested in attending, please complete a Training Request form and forward it to Human Resources **NEW YORK** as soon as possible.

Please Note

The Harborside facsimile area is now located by the Electronic Imaging Department on the third floor.