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## Inside AICPA, March 14, 1994

American Institute of Certified Public Accountants (AICPA)

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March 14, 1994

**Staff  
Anniversaries**

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

	<b>Anniversary</b>
Rick Rikert	Technical Information 24th
Betty Betances	Professional Ethics 12th
Tom Haller	CPE Accounting 10th
Agnes Ramdas	Member & State Relations 9th
Mark Scotto	CPE Production 9th
Tracey Argenzio	Office Facilities 8th
Irene Kassimis	Office Facilities 8th
JP Mascetti	Programming & Systems 8th
David Silverman	Printing Services 8th
Jeann Smolka	Advertising 8th
Eddie Lanigan	CPE Accounting 7th
Leigh Knopf	Planning & Research 6th



With Spring just around the corner, the AICPA is recruiting for a co-ed softball team. All staff members are invited to join the team. At this point we are trying to gauge a level of interest to see if we will have enough staff members to form a team. If interested, contact Kimberley Hines at ext. 3350. We will keep you informed on the "making of a great team!"

**Broadway  
Discount  
Coupons**

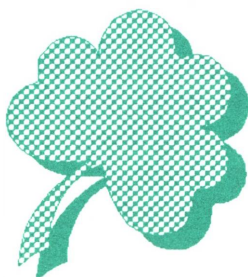
Now available in Human Resources (New Jersey) is a limited supply of special discount coupons for the Broadway show "Les Miserables". The coupons are valid through April 10, 1994.

**Early Closing**

The Institute will close at 3:00 p.m. on Friday, April 1, 1994.

**Country Time  
Lemonade**

Our apologies.... The free *Country Time Lemonade* sippers were not delivered on Friday, March 11 for distribution to the first 200 people who purchased *Country Time Lemonade*. However, the offer still stands, we will keep you informed of the rain date.

**HAPPY ST. PATRICK'S DAY**

**Reminder...** You have until Wednesday, March 16 to order your Luca Pacioli T-shirts. They cost \$10.50 each and are available in L, XL and XXL sizes. Order forms are available in Human Resources (New York and New Jersey) and with Ela Work in Washington. Forward your check, payable to the Pacioli Society, to the Promotions Department by Wednesday, March 16. Allow 4-6 weeks for delivery.

**Correction** With regard to requesting meeting space, if you experience any problems with the setup of your meeting room, or have additional requirements, **on the day of your meeting**, please contact the 2nd floor receptionist at ext. 3319 in New Jersey or Joe Ciccone at ext. 6229 in New York.

**Travel and Expense Advances** Getting caught without cash can hamper your travel plans. When you need a cash advance for a business trip, we ask that you follow some simple guidelines to avoid unnecessary confusion:

1. Submit advances greater than \$200 to the cashier at least 24 hours before needed.
2. Have your immediate supervisor or Vice President approve all advances.
3. Advances should be settled within two weeks of receipt.
4. Advances must be settled before a new cash advance is made.
5. Advances should be settled on properly approved expense reports.
6. **To expedite payment**, any expense reports that show an advance with a refund should be sent directly to Financial Management, not to Accounts Payable.

The Financial Management department thanks you for your cooperation!

**1994 TEAMWALK** Employees of the AICPA, their families and friends are invited to join the more than 22,000 walkers in one of the most spectacular events in New York City, the **MARCH OF DIMES TEAMWALK '94**. The 25 Kilometer event will take place on Sunday, April 25, starting at Central Park (79th Street) to Battery Park and back. The monies raised will help the March of Dimes continue its mission of birth defects prevention.

This will be the Institute's eighth year participating in this annual event. Last year, the accounting industry, as a whole, raised over \$100,000 to aid the March of Dimes in their efforts in preventing low birth weight, which is the leading cause of disability and even death among newborns.

As a walker, you will sign up sponsors who pledge from dimes to dollars for each kilometer you complete. On the day of the walk, your sponsor sheet will be validated at checkpoints along the route. Then you can go back to your sponsors, show them proof of how many kilometers you walked, and collect their tax deductible pledges as a donation to help fight birth defects. You do not have to walk the complete route. You can collect for as much as you walk.

Participants can earn valuable prizes, awarded by the March of Dimes, ranging from T-shirts to televisions, based on the amount collected. It's a great New York event and you are invited to bring a friend or relative, we'd love to have them as members of the AICPA team. So, if you are interested in joining your friends and co-workers in what will be a fun-filled and rewarding day, please contact Kimberley Hines in Human Resources on ext. 3350 for your entry form.