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Inside AICPA, November 21, 1994

American Institute of Certified Public Accountants (AICPA)

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November 21, 1994

**Staff
Anniversaries**

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

		Anniversary
Loretta Williams	Receivables	16th
Rocco Petrozzo	Distribution Services	15th
Bob DiCorcia	Production & Editorial Services	14th
Cindy Kane	General Counsel & Trial Board	13th
Angela Sayyed	Human Resources	12th
Michele Ruggiero	Accounting	8th
Irene Taylor	Microcomputer Support/ Office Automation	7th
Richard Grant	CPE Program Dev. - Self-Study	6th
Margaret Leahy	Order	5th

**Please
Welcome**

Anita M. Lyons - Technical Manager - Technical Information. Previously, Anita worked as a Senior Accountant for Price Waterhouse.

Kim M. Pettineo - Graphics Designer - Promotions. Before joining us, Kim worked for Fairview Advertising, Inc. as an Art Director.

**401(k)
Participants**

Due to a delay in processing by our 401(k) record keeper, Metlife, the third quarter 401(k) statements will be distributed with the December 1, 1994 paychecks. The rates of return for each investment fund are listed below.

	Fund A	Fund B	Fund C
<u>Rates of Return</u>	<u>Money Market</u>	<u>Balanced</u>	<u>Equity</u>
Quarter ending 9/30/94	.88%	3.54%	6.22%
Year to Date	2.26%	-.61%	2.04%

If you would like to make changes to your payroll deduction or investment selection, **forms must be submitted by December 16, 1994.** Forms can be picked up at the Payroll Department in Harborside, Human Resources in New York or from Ela Work in Washington. Please return forms by interoffice mail to Financial Management. Harborside employees may use the drop box in Payroll.

**Children in
the Workplace**

Just a reminder, the Institute does not allow children in the workplace on a regular basis. There are limited accommodations designed for children and safety is a major concern. 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.

**New York
Office**

We have established a Mail Facility on the 6th floor in the New York office. This department is equipped with a new mid-range copier, trained staff and is intended to bridge the gap between high volume reproduction needs and that which is suited for our convenience copiers.

**Welcome to
Harborside**

Please join us in welcoming CPE Course Assembly and Distribution Services staff members to their new locations on the first floor of the Harborside complex behind the Harborside Club.

Welcome (con't.)

New phone numbers for CPE Course Assembly include David Morgan, ext. 3850 and general numbers at ext. 3851, 3852 and 3853. The direct fax number for CPE Course Assembly is (201) 938-3902.

Staff members needing to reach Printing Services, CPE Course Assembly and Distribution Services should enter from the Atrium through the glass door marked "Authorized Personnel Only." This door is located next to the glass "takeout" door of the Harborside club. Follow the AICPA signs to the security desk located in the hallway between CPE Course Assembly and Printing Services. **Staff members must show their identification badges or a temporary pass to the security guard to enter the departments.** To reach Distribution Services, continue through the front passageway of Printing Services.

Staff members can not presently gain access to the space by using the revolving door from the street or the internal stairway from the second floor. Both areas are under construction.

As soon as the smoking lounge adjacent to CPE Course Assembly is fully constructed and satisfactorily vented, it will be open to all Institute staff members.

Member Outreach Corner

- Last week we received several calls from staff liaisons reporting that many of the phone numbers on the member listing are incorrect or out of service. You asked, "What should we do". While it is not your responsibility to track down the correct phone number, the Membership Administration Department would like to be notified if a member's telephone number is incorrect so they can delete or change the number in the system. To notify Membership, you can either call Membership directly on ext. 7317 or complete a Member Information Form and forward it weekly to Pamela Womble along with your Call Documentation forms.
- The Editor of the CPA Letter plans to include a regular "Common Inquiry" section in future publications. If you have any updates or new material to add to the common inquiry handout, please forward them to Gae Barbano. Your assistance in this matter will add value to the Member Outreach Program.
- If a member calls with a technical inquiry best handled by the hotline, you can transfer the member to the hotline directly (ext. 7305) or advise the member to call 1/800/TO-AICPA (1/800/862-4272). Remember, this information can be found in your Common Inquiries.
- During the training sessions for the Member Outreach Program, we mentioned that a Directory of AICPA Services printed on card stock was going to be distributed for each staff member to keep handy for quick reference. Attached is the Directory, which has been updated since the training sessions (a telephone number for AICPA software products was added -- see Software listing, as was a line regarding members seeking information on insurance programs -- see Member Programs and Benefits listing). Please call Human Resources if you need additional copies.

Training Update

On December 14th, in the AICPA Board Room, Janice Johnson, CPA (Coopers & Lybrand, NYC) will present her AICPA/CPE course **MASTERING THE 1995 TAX SEASON CHALLENGES--AN ANNUAL UPDATE**. This course brings CPAs in public practice or industry the latest development in 1993 and 1994 federal taxation, including new legislation, regulations, rulings and case law. This course offers participants the most practical and efficient response to the new tax legislation and developments, and how to apply them in tax planning and tax return preparation. Suggested CPE credit hours is eight. Ms. Johnson has a distinguished career of service to the accounting profession and is a noted author, lecturer, and frequent commentator on tax issues.

If you are interested in attending please contact Gaby Ulloa on extension 6180 to reserve a seat and follow-up with a Training Request Form.