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American Institute of Certified Public Accountants (AICPA)

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October 17, 1994

Staff Anniversaries

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

Anniversary

Domenic Lofaso	Production - Periodicals	11th
Al Man	CPE Program Development - Self-Study	11th
Desmond Thompson	Accounting	8th
Barbara Capek	Information Technology	7th
Violeta Gomez	Private Companies Practice Section	5th
Erin Mackler	CPE Program Development - Non-Tax	5th
Catherine Mathews	SEC Practice Section	5th
Beth Ryan	Human Resources	5th

Promotions

Sheri Bango was promoted to Manager - State Legislation from Assistant Manager in State Legislation & Legislative Relations.

In Professional Ethics, Susan Coffey was promoted to Senior Technical Manager from Technical Manager.

Anita Dennis was promoted to Managing Editor from Senior Editor in *Journal of Accountancy*.

In the Promotions Department, Julia Esposito was promoted to Manager - Marketing & Promotions from Manager - Promotions.

Carrie Vaccaro, in Production & Editorial Services, was promoted to Editorial Manager from Book Editor.

Congratulations and much success in your new positions!

Thank You

All of the employees at Harborside are to be congratulated for bearing up so well during the noise and confusion of the construction. On October 12, we had a problem with the odor from the spray application of a product called Zolatone. Although the product is not considered a health hazard and does not have any long-term effect, its fumes can produce, in some people, nausea, headache, dizziness or eye irritation. The "material safety data sheet" for Zolatone says the product's vapor density is heavier than air, so we did not expect the odor to penetrate to our floors.

When we became aware that some employees were reacting badly to the fumes, we immediately suspended all spraying operations. We also had the building engineers turn the air conditioning on to the maximum air flow rate to purge the fumes from our space. This caused some employees to complain it was too cold, but we considered that to be the lesser of two evils.

All future spraying or other applications of Zolatone will be done after 5:00 p.m. or on weekends. You may see painters at work on the first floor during the 8:00 a.m. - 5:00 p.m. workday. They will be using water-based latex paint which has no odor.

**New Check
Cashing Policy**

Effective September 30, 1994, the AICPA's check cashing policy has been revised. During the hours the cashier's window is open (10:30 a.m.- 11:30 a.m. and 2:30 p.m. - 3:30 p.m.), employees may cash personal checks of not more than \$100.

If an employee check is returned by the bank after being automatically re-deposited by the bank, the employee will be notified and the following procedures will be followed:

1. If it is a first occurrence, the employee's check cashing privileges will be suspended for six months. The suspension will end on the first of the month following the month in which the six month period lapses.
2. In the event of a second occurrence, or if more than one check is bounced, the employee's check cashing privileges will be suspended permanently or until expressly reinstated by the Vice President, Finance and Administration, or the Director, Financial Management.
3. Upon proof of a bank error, withdrawn check cashing privileges will be reinstated.

Congratulations

The *Journal of Accountancy* was awarded a certificate of excellence in the APEX'94 AWARDS FOR PUBLICATION EXCELLENCE competition. APEX awards are based on excellence in graphic design, editorial content and the ability to achieve overall communications excellence. Some 3,800 publications were entered in the nationwide competition.

United Way

This week wraps up the 1994-1995 United Way Campaign. If you haven't returned your United Way pledge card, please be sure to mail it to Human Resources prior to Friday, October 21. If you would like to learn more about the United Way and its affiliates, you are invited to attend an information meeting with representatives of the United Way of New York and Hudson County.

On Thursday, October 20, Karen Farber of United Way of New York will be available in the Training Room of the New York office from 12:00 noon to 1:00 p.m. to answer any questions

On Friday, October 21, Alan Serotta of United Way of Hudson County will be available in the Training Room of the Harborside office from 12:00 noon to 1:00 p.m. to answer any questions.

If you have any questions, please call Chris Miller on ext. 3354.

Reminder

On Saturday, October 22, 1994 the AICPA Harborside office will be closed to all personnel. This closing is due to a power shut-down to perform service work to the building's electrical switchgear.

Thank you for your cooperation.