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American Institute of Certified Public Accountants (AICPA)

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January 17, 1995

**Staff
Anniversaries**

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

		Anniversary
Francine Diana	Facilities Management	14th
Joanne Lindstrom	Planning & Research	9th
Nina Diamond	CPE Marketing - Group Study	8th
Ed Tamman	Budgeting & Financial Analysis	6th
Don Bowman	Electronic Imaging	5th
Maria Eberwein	Electronic Imaging	5th
Marian Jozika	Office Facilities	5th
Emily Vassar	CPE Marketing Services	5th

Oops!

The non-exempt time cards for the week 2/25/95 do not reflect the holiday on Monday, February 20 for Washington's Birthday. Please take a moment to record this day on your time card as an Institute holiday.

**Personal
Safety**

For your personal security, we require that you wear an I.D. badge displayed in an easily visible manner at all times while on the premises. We also recommend that you:

- Keep all personal valuables such as pocketbooks, wallets, watches, eyeglasses, etc. in your desk and that you lock your desk when you leave it.
- Do not leave cash or other valuables in a coat, jacket or sweater left in a closet or unattended in your office area.
- Lock all small valuable items in your desk when you leave for the day.
- Do not admit messengers into our office space after 5:00 p.m. Signs have been placed on the doors advising messengers to leave their packages in the appropriate departments.
- Do not leave any doors propped open when leaving the office. Use your Cardkey to gain access to our facilities.
- Do not admit anyone unless you know them personally or they show you their AICPA I.D. badge before opening the door.
- If you expect visitors for meetings, etc. after regular office hours, please advise Office Facilities by 3:00 p.m. that day so that building security can be alerted.

**Personal
Safety (con't.)**

Do not exit our office space if you observe any suspicious person or persons loitering within the elevator lobby area. Call the appropriate Building Security, in N.Y. (212) 489-3020, in N.J. (201) 915-8550 and in D.C. (202) 783-1455.

Close and lock the door when you leave the office at the end of the day. This is particularly important if you have a microcomputer or other electronic equipment in your office.

**Member
Outreach
Corner**

- Just a reminder, members in public accounting, coded as 43, 44 & 45 on your control sheets, should **not** be called during tax season. Tax season, for purposes of the member outreach program, has been identified from the period January 1 through April 15.
- During tax season, you may receive calls from members asking for tax technical assistance. Except for calls about current Washington tax developments, these calls should **not** be forwarded to the Tax Division. Please explain with the seasonality and breadth and depth of potential tax questions, the Institute staff does not have the resources to assist practitioners with tax technical inquiries. It may be helpful to inform the member that the AICPA Board of Directors has approved a Tax Information Phone Service program for members of the Tax section and Private Companies Practice Section on a pilot basis with expansion to all AICPA members within two years.
- Members seeking information normally provided by the Technical Information Hotline should be transferred into the TIS Hotline queue (x7305) and be informed that they are being transferred into a queue and, therefore, may have to hold. If the caller insists on speaking with someone in the Technical Information Division without being transferred to the queue, the liaison should contact one of the following individuals in the order listed:

Shirley Price	-	x3073
Luis Cabrera	-	x3059
Linda Volkert	-	x3072

Liaisons should remain on the line until one of the above individuals is successfully contacted.

- **Reminder:** The queue numbers for member service departments can be found on page three of your telephone directory.