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American Institute of Certified Public
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1-23-1995

Inside AICPA, January 23, 1995

American Institute of Certified Public Accountants (AICPA)

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January 23, 1995

**Staff
Anniversaries**

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

Anniversary

Phyllis Bernstein	Personal Financial Planning	10th
Alberta DeVore	CPE Marketing Services	8th
Carmen Hidalgo	Programming & Systems	8th
Carla Ciuffo	Electronic Imaging	7th
Vincent Melita	Quality Review	6th
Susan Hicks	Federal Government	5th
Gregory Johnson	Academic & Career Development	5th
Susan Menelaides	Technical Information	5th

**Please
Welcome**

Richard M. Zaccaro - Internal Auditor - Internal Audit. Before joining us, Richard worked for CSX Audit and Advisory Services, Edison and Liberty Corner, as a Project Manager.

Lost & Found

A scarf and a change purse were recently turned in to the "lost and found" in Human Resources - New Jersey. If you misplaced either of these items please contact Kimberley Hines at ext. 3350 and give a description of the article.

**\$6.00 Parking
Lot**

The proprietor of what we refer to as the "\$6.00 Parking Lot" has notified us that due to a rent increase effective February 1, 1995, the daily parking rate will be \$7.00 and the monthly rate will be \$100.00. The former discount offered to AICPA employees is no longer effective as of February 1, 1995.

**Reporting
Absences**

Unexpected absences can, at times, have a disruptive effect on a department's efficient operation. To minimize any potential problems, the Institute's policy requires an employee to notify his/her supervisor of the absence as soon as possible but no later than one hour within starting time. If the immediate supervisor is unavailable the next higher level of authority must be notified. **Prompt notification is especially important when an absence due to illness or injury is expected to exceed or has exceeded 5 consecutive days.** At that time, the employee may be eligible for short term disability benefits provided by our Salary Continuance Plan. This applies to all absences exceeding 5 days, even if the employee has sick days accrued under our policy prior to 8/1/84.

It is the **responsibility of the employee and the supervisor** to notify Human Resources immediately so that the necessary forms can be mailed for completion by the employee and the physician. Failure to provide proper documentation for a disability absence will result in a delay in payment and possible denial of benefits.

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

Thanks for Giving

Many thanks from New Jersey Blood Services and the AICPA to the following very special people who participated in our January 3 Blood Drive:

Mindy Ashe	Melissa Lodi
Marie Bareille	Marty Lyons
Barbara Calvo	Balbina Mojocoa
Mike Calvo	David Morgan
Susan Deane	Barbara Pages
Sheila Dolan-Manner	Napoleon Reyes
Anthony Gambino	Richard Rikert
Kimberley Hines	Michele Ruggiero
Richard Koreto	Beth Ryan
Bibi Kumar	Anne Sheerin
Donna Letters	Cathy Zaita

Pitch Outdated Stuff and Get Organized

Tell the truth. In a single move, could you retrieve your army discharge paper, your tally of home improvements, or your passport?

Most of us can't, and financial planners say disorganization causes problems and costs money. Further, scrambling for papers makes you feel out of control and incompetent.

Here is the organizing advice of financial planners at the accounting firm of Price Waterhouse.

What to discard:

- Most non-tax related checks more than one year old.
- Expired insurance policies with no possibility of a claim.
- Records and product warranties and instruction books for cars, boats and appliances you no longer own.
- All but your last cumulative pay stub for the year.

Save in a long-term storage box:

- Retirement fund records.
- Death certificates, after the estate is settled.
- Military records for possible veteran's benefits.
- Tax returns and supporting documents for the last six years.
- Information on possible pensions from former employers.

Save in keep-handly files:

- Make separate files for checks that support current tax deductions, major purchases, charitable giving and other important matters.
- Make a file for home improvements, large and small. Anything that adds value can be deducted from taxable profit when you sell.
- Insurance policies. Keep policies handy, but make a list of policies and agents for the safe-deposit box.
- Investments. Make a separate folder for each fund or brokerage account. Throw away old annual reports and brochures.

Save in a safe-deposit box:

- Birth and marriage certificates; deeds; records of ownership; passports; stock and bond certificates; listing of insurance policies and agents.