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## Inside AICPA, July 10, 1995

American Institute of Certified Public Accountants (AICPA)

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**Staff  
Anniversaries**

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

		<b>Anniversary</b>
Donna Roethel	Peer Review	20th
Jim Blum	Examinations	16th
Josh Grauer	CPE Program Dev. - Self-Study	14th
Ruby Smith	Office Facilities	14th
Arline Dederick	CPE Program Dev. Administration	13th
Arlene Cohen	CPE Administration	10th
Barbara Considine	Records Management	8th

**Library  
Services  
is Moving!**

The AICPA library is moving to Harborside in late August. In order for you to plan your research, please note that the library's reading room will be closed to prepare for the move as of Monday, August 14. The move is scheduled for Friday, August 25.

In addition, telephone service will not be available from Thursday, August 24 through Labor Day when the library will reopen Tuesday, September 5 on the third floor in the Harborside offices. The library staff will be completing the move in the Harborside location from Saturday, August 26 through Labor Day.

AICPA staff and members should also note that the library has reverted to regular 9 to 5 hours and no appointments are needed. The reading room is now available for members and staff only. On Tuesdays the library opens at 10 a.m.

The library's toll free number for members will remain 1-800 862-4272, menu #7. Staff may call us on ext. 6072.

**ESP Week!**

Remember, this week is Employee Suggestion Week. All employees who submit eligible suggestions during the week of July 10th will receive a lunch voucher worth \$5.00. And that's just the beginning! If your suggestion is implemented, you could receive an award ranging from \$50 - \$15,000.

As a reminder, we have available a new ESP brochure to help you along. Each brochure includes our new "user friendly" form, some tips on how to develop good suggestions and a surprise! You can pick up your ESP "kit" in Human Resources in Harborside or New York, or from Ela Work in Washington. So, pick up your ESP Kits today!!

**DMO  
Presentation**

Karen Leonard, a DMO Marketing Consultant from Prudential will be in the New York office on Tuesday, July 25th in Conference Room D at 12 noon to speak with employees on "how to take advantage of the in-network DMO system". Please call Kimberley Hines at ext. 3350 to reserve your spot.

**Reminder**

You have until Monday, July 10th to sign up for the Open Enrollment meeting held in New York on Tuesday, July 11th at 11:00 a.m. in Conference Room F and in New Jersey on Thursday, July 13th at 10:00 a.m. in Conference Room 1.

Representatives from both US Healthcare and PruCare Plus to talk about their health plans. Call Kimberley Hines on ext. 3350 to reserve your spot.

**Institute's  
Year End**

Reminder: For accounting purposes, the Institute's year end is July 31, 1995. So that the books can be closed and the financial statements prepared for submission to the Board of Directors, it is essential for each cost center to:

- Forward all open invoices to Accounting by July 21. Invoices received in your area after July 21 and before August 1 should be walked over to Accounting. New York and Washington employees should fax copies of those open invoices to the attention of Marc Simon and send him the hard copies through interoffice mail.
- All employee Expense Reports and invoices for staff travel, meeting expenses, etc. should be submitted to Accounting by July 21.
- If an invoice is not received from a vendor by July 28, please notify Marc Simon (X3818) of the nature of the service provided, an estimated dollar amount, and the general ledger and activity ledger coding.
- Committee members should be encouraged to submit member reimbursements in a timely manner at year-end.
- Legal, professional and consulting services are an important part of the year-end accrual process. Please contact Marc Simon or Donna Borowicz if you are aware of any outstanding bills.

Also, all employee monthly work reports for July should be received in Accounting by noon on Tuesday, August 1. Please make sure that:

- All requested information is provided accurately and completely.
- You use correct activity numbers.
- You total all work hours correctly.

Your attention to these matters is appreciated.

**Training  
Update**

Below are dates for upcoming Training classes in July. Please remember that all staff in-house computer training will be held in the new computer training facility located on the third floor of the Harborside office. Training classes during the months of August and September will appear in *Inside* at a later date.

<b>DATE</b>	<b>CLASS</b>	<b>TIME</b>
17th	Powerpoint	9-5
18th	Transition WP6.1	9-5
24th	Beginning Lotus Windows	9-5
25th	Lan Windows	9-12 or 1:30-4:30
27th	Beginning WP6.1	9-5
31st	Frontline Project Contributors	9-5 (First Session)*

**\* New York Location**

If you are interested in signing up for any of the above classes, please fill out a Training Request Form and forward it to Gaby Ulloa (x6180) in Human Resources New York.