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American Institute of Certified Public
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Inside AICPA, July 31, 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:

		Anniversary
Irene Cohen	Office Facilities	17th
Maria Beck	Government Affairs	13th
Joe Bentz	CPE Program Development - Non-Tax	8th
Kevin Burns	Distribution Services	7th
Dave Trench	Data Processing Operations	7th
Elizabeth Delvalle	Library Services	5th
Myrna Giarrantano	Promotions	5th
Nilda Rodriguez	Order	5th

**Please
Welcome**

Jeanette H. Zembower - Technical Manager - Examinations. Jeanette joins us from Merrill Lynch where she worked as a Project Leader - Corporate Audit.

Transfer

Marie Ferguson transferred to Meetings & Travel as a Registration Assistant from Production & Editorial Services.

**Member
Outreach
Training**

We will be holding a Member Outreach Training Program for new staff liaisons on Thursday, August 10 at Harborside in conference room 1 from 10:00 a.m. until approximately 11:30 a.m. If you are currently a staff liaison and would like to attend the program as a "refresher", please call Selmo Alamilla at ext. 3356.

**401(K)
Investment
Performance**

Outlined below are the rates of return for the three 401(K) investment funds for the month of June, the second quarter and year-to-date.

Period	Fund A Money Market	Fund B Balanced	Fund C Equity
June	0.4%	1.8%	2.4%
Apr. 1 - June 30	1.2%	7.6%	7.7%
Jan. 1 - June 30	2.5%	13.8%	15.6%

**Change to
AICPA
Travel Policy**

At the May, 1995 Spring Meeting of Council, a program to consolidate air travel arrangements was approved. The program will require all members seeking reimbursement for committee service as well as speakers, panelists and moderators, to arrange and purchase their airline tickets through Carlson Wagonlit Travel.

AICPA staff members will not be using Carlson Wagonlit travel until late August. This change will not effect the current method of making travel arrangements for AICPA staff.

A mailing was done to council members, committee members, subcommittees and task forces on July 15th. Another mailing to speakers, panelists and moderators is planned within the next two weeks. Staff aides have also been sent the mailing to assist their committees in making the transition.

Officially, the Carlson Wagonlit program is "up and running" as of August 1st. Any callers wishing to make reservations may be directed to their toll free number, 1-800-424-3050. Any questions regarding the policy can be directed to Andrea Adler, Anne Sheerin or Leslie Billera in Meetings & Travel (3151, 3152, and 3163 respectively). Should you need a Committee Travel Policy booklet, please request one from the supply room.

Reminders...

...Institute's year end: 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.

...Following are the training classes available for August:

DATE	CLASS	TIME
1st	Transition WP 6.1	9-5
4th	Frontline Project Leaders	9-5 (First Session*)
17th	Powerpoint	9-5
24th	Transition WP 6.1	9-5
28th	Advanced Lotus Windows	9-5

* New York location

All computer training will be held at the Harborside computer facility located on the third floor, unless otherwise noted.

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 (ext. 6180) in Human Resources - New York.