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## Inside AICPA, March 27, 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>
Hal Dietrich	Purchasing	31st
Nafieza Karim	Membership Administration	14th
Donna Wolf	General Counsel & Trial Board	13th
Sheila Dolan-Manner	Production - Periodicals	8th
Maxine Grant	Circulation	6th
Mark Murray	Practice Management	6th
Ann Sammon	CPE Program Development - Non-Tax	6th
Pamela Womble	Membership Administration	6th

**Promotions/Transfer** In Private Companies Practice Section, Anita Friars, Laura Inge and Mark Murray were promoted from Project Managers to Technical Managers.

Bruce Brasell transferred from Quality Review to SEC Practice Section as a Technical Manager.

Congratulations and much success in your new positions!

**FYI** The "1995 Guide to Social Security & Medicare" is available in Human Resources. Anyone interested in receiving a copy should contact Kimberley Hines at ext. 3351.

**Inappropriate & Unauthorized Use of Institute Property** Using the Institute's equipment and supplies for purposes other than business is not acceptable practice.

When you request approval to purchase a piece of state-of-art equipment, consent is given on the basis it will facilitate your workload and enhance your performance. If the equipment is used properly, you accomplish these objectives. However, misusing office equipment including supplies has a negative impact on our day-to-day operations and can potentially jeopardize the high quality standard of the Institute's work.

Every time you use the photocopy equipment to reproduce such things as poems, jokes or other non-business documents, the Institute is paying for the cost of the copies, the supplies, your time and the time of other staff members to deliver, read or respond to the unauthorized correspondence. Our mailroom department is kept quite busy processing close to 7,000 pieces of business mail a day. They don't need the extra burden of handling unauthorized mail. Also, the recipients of such mail may have a personal as well as a professional objection -- it interrupts them and takes time away from their business responsibilities.

Misusing equipment can also jeopardize your department's work quality. For example, if a microcomputer user places an unauthorized piece of software into the computer, it could potentially expose the system to a computer virus. The integrity of that database is put at risk. The work could be lost and recreating the database would be costly. Also, the department would experience a hardship in meeting production deadlines. The Institute has issued guidelines to Microcomputer users to ensure compliance with vendor licensing agreements and to protect ourselves from ever encountering such a disaster.

We urge you to exercise good judgement in utilizing the services provided by the Institute. Your adherence and cooperation to the foregoing is appreciated.

**Corporate Challenge**

The AICPA will once again participate in the Corporate Challenge. The first race will be held Thursday, May 11 and the second race will be held Tuesday, June 27. The races are held in Central Park and the distance is 3.1 miles. If you are interested in running, please contact Rachel Dichter at ext. 3566. You must fill out a runners release form for the first race by Thursday, April 6.

**Reminder**

Monthly Work Reports should be submitted to Kimberly Hansen in Budgeting & Financial Analysis by the first of the every month.

**Washington Office Information**

Following is some information on office practices and meeting arrangements in the Washington office.

**Office Information**

1. Office hours are 9:00 a.m. - 5:00 p.m. A receptionist is present from 8:30 a.m. - 5:30 p.m. The receptionist can be reached at ext. 4200.
2. One guest office is available and should be reserved ahead of time. Contact Ela Work - Manager, at ext. 4260.
3. All guests must sign in at the reception desk.
4. Telephone messages, faxes, etc. for you or guests will be left at the reception desk.
5. Telephone booths in the meetings area are available for guests to make calls.
6. A Xerox copier and fax machine (for sending only) are available next to the pantry. Incoming faxes should be sent to the main fax number (202-638-4512). If copying or faxing services are needed let the receptionist know.
7. A closet is available for coats, luggage, etc. along with a portable coat rack.
8. The Washington, D.C. office is part of a smoke free building.

**Meeting Information**

1. If meetings start before or end after office hours, your own staff must greet your guests at the front door. The front door cannot be open and unattended before or after office hours.
2. After 5:30 p.m. guests must be accompanied through the rear side doors, or arrangements must be made ahead of time to have Washington staff accompany guests. Appropriate Washington, D.C. staff are available between 8:30 a.m. and 5:30 p.m., or later if arranged in advance.
3. TV/VCR, overhead projector and easels are available upon request.

For further information on the D.C. office, contact Ela Work at ext. 4260.