

41ST ENTRY

American Society of Women Accountants Milwaukee Chapter #41

Volume 50, Issue 7
2002

April

President's Message

Hi Everyone,

As I was reading an article on the do's and don'ts of networking, I realized how many of the do's can be solved by being a member of ASWA.

- Become active in civic or professional groups.
- Serve on committees and task forces.
- Attend a trade show or professional conference at least once a year.
- Stay in contact with your network – schedule at least one get-together every month for this purpose.

Here are some other ideas...

- Collect business cards anywhere you go and distribute yours.
- When you get a card from someone write notes on the back of it to help you remember the person.
- Read the trade publication for your industry. You can find people in your region as well as others nationwide with whom to exchange ideas. *continued on page 2*

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Encouraging Employee Creativity

Accounting departments today are often asked to do more with fewer resources, and nowhere is this truer than in management of personnel levels. This involves maximizing the efforts of each employee, and looking to workers to come up with creative ways to solve business challenges. It should come as no surprise then that 89 percent of executives polled by Robert Half International said that employers are more proactively promoting employee creativity than previous years.

How can you encourage creativity among your staff? Following are a few tips:

- **Create a supportive corporate culture.** Your team should feel confident offering suggestions. Be sure that they understand your company's mission and values, so they can use these guidelines when developing new proposals.
- **Promote collaboration.** Schedule brainstorming sessions, an ideal setting for creative thinking. The goal of these discussions should be to generate as many ideas as possible, without the threat of ridicule or criticism. As the saying goes, "There's no such thing as a bad idea."
- **Provide an open forum for comments.** Implement policies that encourage employee feedback, such as a suggestion box. Recognize recommendations submitted and give a status report at staff meetings to

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Networking produces results whether it's for job hunting or getting ahead in your current position. ASWA can be a huge part of the process. Don't be afraid to utilize this important benefit.

Speaking of networking farther afield, I received an invitation from the Chicago Chapter for their Public Relations Dinner. It's being held on Monday evening, May 13 at Loyola University. The keynote speaker is Illinois State Treasurer Judy Baar Topinka and her topic is "Lessons Learned in Achieving My Professional and Career Goals". I am interested in attending if I can find someone to go along for the drive. Call me or let me know at the meeting.

And speaking of the meeting, learn all about stock options and deferred comp plans from attorney John Vitek, elect the 2002/2003 Chapter officers, and network, network, network.

See you on the 23rd,

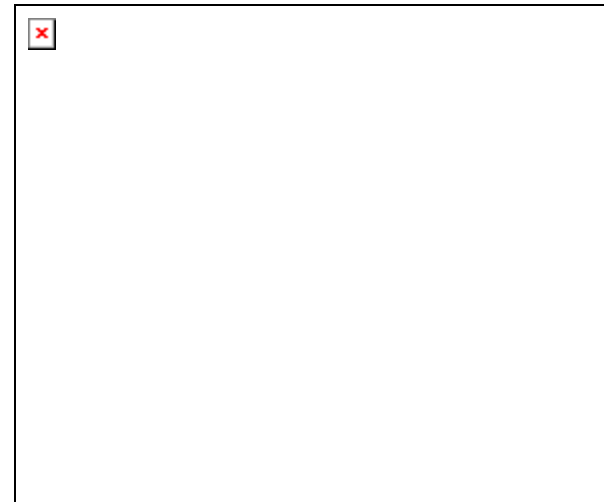
Vivian

APRIL MEETING TOPIC

John C. Vitek is an attorney and a partner with the Milwaukee law firm of Wille, Gregory & Lundeen LLP. Mr. Vitek's practice focuses on tax law and its application in real estate, corporate and individual transactions and investments, including partnerships and limited liability companies. He assists clients in a wide range of transactions, including closely-held corporations, corporate planning, compensation planning and tax structure, investments, and real estate matters, such as tax credit projects and like-kind exchanges. Mr. Vitek graduated with distinction in 1985 from the University of Nebraska College of Law, has written a number of articles and is a frequent speaker on topics regarding federal and state taxation.

Mr. Vitek will be speaking on Compensation Planning: Structures and Taxation.

The 2002 Robert Half and Accountemps Salary Guide is now available. Call the local Robert Half/Accountemps office for a FREE copy of the Salary Guide.



CHAPTER 41

NOMINEE SLATE

Below is the slate of nominees for the 2002-2003 year. There are still a few open positions; anyone interested in volunteering should contact Sherri Lederer at 262-532-8212 as soon as possible. In addition, the process of contacting all members solicit volunteers for positions or committee membership is continuing.

President - Sherri L. Lederer
 President-Elect – **Open**
 Vice President/ Program Chair – Susan Hallberg,
 Wendy Hall (shared position)
 Corresponding Secretary/Newsletter – Sue Pres
 Treasurer – Cathy Yekenevicz
 Recording Secretary – Sheila Robak
 Membership Chair – Deb Fineour
 Student Activities Chair – Sue Heaton
 Fundraising Chair – Ann Neshek
 Scholarship Chair – Bev Loofboro

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SOURCES AND RESOURCES

ASWA's Mission: *To enable women in all accounting and related fields to achieve their full personal, professional and economic potential and to contribute to the future development of their profession.*

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703-506-3266 fax
aswa@aswa.org www.aswa.org

- demonstrate that you take everyone's input seriously. It can be de-motivating to ask for it and then not act on them.
- **Build a safe-to-risk environment.** Acknowledge prudent risk taking, regardless of the results. Show your employees that they will be reprimanded for a well-thought out proposal that fails. If an idea doesn't work, determine what went wrong so that the situation can be avoided in the future.

Accountemps is the world's first and largest temporary staffing service specializing in the placement of accounting, finance & bookkeeping professionals. The company has more than 30 offices throughout North America, Europe and Australia offers online job search services at www.accountemps.com. For more information please contact us at (800) 803-8367

Write it on your heart that every day is the best day in the year.

Ralph Waldo Emerson

LOOKING FOR A PAYROLL SERVICE?

Visit the Social Security Administration's online Vendor List to find companies that offer W-2 reporting products and services. To view the list, go to www.ssa.gov/employer and select Vendor List. If you do not have internet access and would like a printed copy of the Vendor List, fax your request to 410-966-8753.

NEWS FOR YOU 2002

The IRS has made several operational and policy changes to improve service to taxpayers. News For You 2002 at www.irs.gov contains the latest information from the IRS.

**ASWA Milwaukee Chapter #41
Comparative Balance Sheet**

For the Periods Ended June 30, 2001, January 22, 2002 and February 26, 2002

	6/30/01	1/22/02	2/26/02
ASSETS			
Cash and Bank Accounts	6,741.48	7,527.07	7,237.92
TOTAL ASSETS	6,741.48	7,527.07	7,237.92
LIABILITIES AND EQUITY			
Liabilities	0.00	0.00	0.00
Equity	6,741.48	7,527.07	7,237.92
TOTAL LIABILITIES AND EQUITY	6,741.48	7,527.07	7,237.92

Comparative Income Statement

For the Periods Ended January 22, 2002 and February 26, 2002

	Annual Budget	1/22/2002 Actual	2/26/2002 Actual
RECEIPTS			
Regular	8,075.00	4,354.59	4,947.59
Fundraising	2,500.00	718.00	3,117.00
Scholarship	1,125.00	490.38	495.39
TOTAL RECEIPTS	11,700.00	5,562.97	8,559.98
DISBURSEMENTS			
Regular	7,415.00	3,902.38	4,421.54
Fundraising	2,275.00	-	2,392.00
Scholarship	1,550.00	875.00	1,250.00
TOTAL DISBURSEMENTS	11,240.00	4,777.38	8,063.54
NET INCOME	460.00	785.59	496.44

The members of ASWA send their condolences to Darlene Mielke and her family. Darlene's mother passed away a few weeks ago. Our thoughts and prayers are with you Darlene.

JOB CREATION And WORKER ASSISTANCE ACT OF 2002

The IRS has added a new Public Law 107-147 which allows additional first-year depreciation equal to 30% of the adjusted basis for property placed in service after September 10, 2001. Form 4562 for 2001 has been revised in March to incorporate the new law.

At the present time, it is uncertain as to whether or not these new federal depreciation provisions will apply for Wisconsin purposes. The budget repair bill pending before the Wisconsin Legislature contains a provision that would change Wisconsin law and prohibit the use of the federal depreciation provisions enacted after December 31, 2000, for Wisconsin purposes. Thus, until the Legislature completes its action on the budget repair bill, it will not be known whether or not the depreciation provisions of Public Law 107-147 may be used for Wisconsin purposes.

For more information, you can view these websites:

<http://tax.cchgroup.com/news/taxbr-01.pdf>

This one has downloadable revised forms:

http://www.natptax.com/tax_inform

<http://www.cpa2biz.com/cs2000/res>

<http://www.irs.treas.gov/irs/news/0,3D42%26articleId%3D80495,00.html>

Our life is not without design and purpose. It will give to us exactly what we need, when we need it.

AMERICAN SOCIETY OF WOMEN ACCOUNTANTS * MILWAUKEE CHAPTER 41***Meeting Schedule for the 2001-2002 Year*

Location: Klemmer's Banquet Center, 10401 W. Oklahoma Avenue
Time: Social 5:30, Dinner 6:00, Program 7:00
Fees: Members \$19, Retired Members \$16, Students \$16, Guests \$21

Date	Day	Entrée	Program Topic/ Speaker
April 23, 2002	Tuesday	Beef Stroganoff Baked Chicken <i>Family Style</i>	<i>Stock Options & Deferred Compensation Plans</i> John Vitek, Attorney <i>Election of Officers</i>
May 28, 2002	Tuesday	Chardonnay Chicken/Pasta Rib Eye Steak	<i>Advanced Excel Techniques</i> Wendi Hall, Small Office Solutions
June 25, 2002	Tuesday	Roast Pork Baked Fish <i>Family Style</i>	<i>Wine Tasting Event</i> <i>Installation of Officers</i>
July, 2002	<i>Date to be announced</i>		<i>Planning Meeting</i>

Please call Susan Hallberg at 414 -225-1542 by the previous Thursday to make a reservation or to add/delete your name from the permanent reservation list. Please advise if you wish the alternate Vegetarian Steamed Vegetable Entrée instead. Guests are always welcome at our meetings!

PERMANENT RESERVATION LIST: (Call in ONLY if you wish to cancel!)

Lois Arsand	Susan Hallberg	Cheryl Pfundtner
Marie Banach	Sue Heaton	Sue Press
Eve Bischoff	Sherri Lederer	Mary Pulizos
Carol Butula	Bev Loofboro	Sheila Robak
Sue Christensen	Darlene Mielke	Ellenmay Seaman
Deb Fineour	Vivian Moller	Linda Steinberg
Wendi Hall	Ann Neshek	Catherine Yekenevicz

PER EXECUTIVE BOARD RESOLUTION, any member who makes a reservation by the deadline, or any member on the permanent reservation list who fails to cancel their reservation by the deadline, will be billed for their meal.

Corporate Accountant

Schwan's, headquartered in Marshall, Minn., is the largest, branded frozen food company in the United States. Schwan's is the second-largest privately held company in Minnesota and is listed on the Forbes 100 for private corporations.

As the corporate accountant you will be responsible for preparing and analyzing financial statements for the corporation; working with independent audits and preparing project data for use in evaluating the financial progress of divisions and subsidiaries. A qualified candidate would possess a Bachelor's degree in a related field; 4-6 years of related experience; and a CPA is preferred.

Schwan's offers a competitive benefit and relocation package! Submit your resume to stacey.ross@schwans.com, via fax at 507-537-8226 or via mail at 115 West College Drive, Marshall, MN 56258

May 28th Advanced Excel Presentation Topic Suggestion List

This topic was highly requested on the survey distributed last year. Since YOU requested it, YOU should decide WHAT you want to know. I have prepared this list so we can cover the topics YOU want to hear. I have several insider tricks I will start off with, but then it is up to you to decide what you would like to learn.

I strongly encourage everyone to **bring a laptop** with Excel on it to the May meeting. The best way to remember these techniques is to try them out right away. And all of these skills are easier to try on worksheets with data already in them. I will be using Excel 2000 or XP. I can give assistance in locating the commands on a different menu if you use a different version (including Mac.)

Please mark the following topics using this key:

- 1** = I already know this or wouldn't use it so don't talk about it
- 2** = I know this pretty well, but would be open to learning more
- 3** = I'm not too confident in this area and would like this discussed
- 4** = I don't know anything about this or would really like this included
- 5** = This topic better be on the list or the whole thing will be a waste of my time (Please use this rating only once for your most important topic.)

_____ **Macros** – Completing multiple actions with one easy keystroke or click of the mouse; including creating, using, and assigning to a toolbar button.

_____ **Customizing toolbars** – Add frequent actions as a button on your toolbar.

_____ **Auditing** – Where did that cell amount come from? Learn how to trace formulas for easy worksheet “troubleshooting.”

_____ **Charts & Graphs** – Create a chart or graph to spice up your report.

_____ **Working with multiple worksheets** – Copy, link, and move worksheets and cells between worksheets and workbooks. Work with multiple worksheets or workbooks open (and viewable) at the same time.

_____ **Formulas** – Excel has hundreds of built in formulas to simplify your work. Please specify any formulas you would like to learn more about:

_____ **Range Names** – Confused which A1+DD35-K72 gives the gross profit for the year or just the month? Use range or cell names to simplify your work.

_____ **Comments, notes, and text boxes** – Add explanations or descriptions to your worksheets without typing in a cell.

_____ **Conditional formatting** – Apply specific formats to cells if a specific condition is true, such as highlighting a cell with a variance > \$1000.

_____ **Automatic formatting** – Annoyed when the computer changes something you typed? Learn how to turn that off, or change it to be even more helpful.

_____ **Sharing workbooks** – Do you and a colleague refer to the same spreadsheet? Highlight and track changes made, or even use the workbook at the same time

_____ **Sorting and subtotals** – Sort lists numerically or alphabetically and create subtotals by groups

_____ **Group and outline** – Easily collapse/hide cells to create a summary sheet or reduce the viewable size of a large worksheet

_____ **Import and export** – Move data in and out of Excel from a variety of programs

_____ **Templates** – Always use the same setup for a worksheet? Design your own template for use over and over again.

_____ **Protection** – Did someone make changes to that formula and now it doesn't work? Learn how to protect cells, worksheets, and workbooks.

Other suggestions

I currently use:

_____ Excel 97

_____ Excel 2000

_____ Excel XP

_____ Mac Excel 98

_____ Excel-Mac 2001

_____ Excel-Mac v.X

Please bring this to the next meeting OR fax to Wendi at 414-393-0835 OR e-mail as an attachment to wendih@small-office-solutions.net. Thanks for your input!

VIRUS ALERT

This is a heads-up warning to everyone: there is a new virus spreading via e-mail that is not yet being caught by virus detection software.

The e-mail is entitled Sexy Screen Saver. DON'T OPEN IT.

ASWA's Balance Awards – Celebrating the Dimensions of Success TM

ASWA is pleased to announce the rollout of our brand new awards program - the Balance Awards - which has expanded to 8 new categories of awards!!

In tandem with our theme of Career and Life in the Balance, this new program will recognize and celebrate the individuals - and companies - who have shown a commitment to work/life balance and sensitivity to the concerns of women in the industry.

For more information on the program and to download the nomination form click on the following link: <http://www.aswa.org/public/articles/BalanceAwardAlt.pdf>

All applications must be received no later than May 31, 2002. Submit your form today and be sure to contact us at 703-506-3265 or aswa@aswa.org if you have any questions!

American Society of Women Accountants
c/o Susan L. Press
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Franklin, WI 53132

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ADDRESS CORRECTION REQUESTED



Next Meeting of ASWA

APRIL 23, 2002