
41ST ENTRY

American Society of Women Accountants Milwaukee Chapter #41

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March 2002

President's Message

Hello!

Lately I've become somewhat introspective about people I've worked with over the years, prior to my career in accounting and up to the present. I'm sure we all have tales to tell about difficult co-workers and bosses. But I bet you also have stories about people who've stood out because of what they taught you directly or indirectly.

According to Yahoo! senior executive Tim Sanders, generosity can be an excellent business strategy. Here are his thoughts on becoming exceptional by becoming generous:

-Sharing knowledge and contacts will differentiate you from others. You'll be useful and stand apart from the crowd.

-By sharing knowledge and opportunity, you'll be seen as selfless, interesting, and valuable.

-As you become known for sharing and openness, you'll become someone with whom people want to deal, and you'll more easily capture attention for your ideas.

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Selecting the Right Temporary Service

In today's economy, businesses are facing pressure to boost productivity, often with limited resources. For these firms, hiring additional full-time personnel may not be an option. This presents an especially difficult situation for accounting departments experiencing rising workloads.

To keep projects on track, a growing number of companies are turning to staffing services for access to skilled talent on a temporary basis. Temporary professionals fill a diverse set of positions, from accounts payable clerk and staff accountant to audit director and chief financial officer. They offer a broad range of experience and skill sets in areas such as traditional accounting, information technology and international business.

But how do you select the staffing firm that best meets your objectives? Following are a few suggestions:

- **Evaluate your current and future staffing needs.** Analyze your short- and long-term plans, noting workload peaks and employee absences. Also, assess upcoming projects to see if there are skills required that do not exist internally among your staff. Based on this information, identify weeks or months when you could use the assistance of temporary workers.
- **Research firms in your market.** Ask for recommendations from colleagues who have previously used these services. Then, visit the

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Generosity is a word that describes the women I've worked with in ASWA. To some extent it's the nutshell of our Mission Statement. This comes to mind because of the new slate for Officers and Directors for Chapter 41 for the 2002/2003 year being presented in this newsletter. My leadership experiences in this organization would not be nearly as enriching and valuable without the generosity of my fellow members. Whenever I had questions or needed help, there was always someone there to pass along her knowledge or offer a helping hand. My advice to those of you who have said yes to this commitment, or are thinking about it for the future, don't be hesitant about stepping forward with confidence and trust. There's lots of support and helping hands just waiting out there for you.

See you on the 26th,

Vivian



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 to 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 Press
Treasurer - Cathy Yekenevicz
Recording Secretary - Sheila Robak
Membership Chair - Deb Fineour
Student Activities Chair - Sue Heaton
Fundraising Chair - Ann Neshek
Scholarship Chair - Bev Loofboro
Public Relations Chair - Open
Legislation & Education Chair - Open

Education Funding Topic for March Meeting

Our speaker is Robert Kreuser. He is a Financial Advisor with First Union Securities. He will be speaking about Education Funding and 529 Plans.

Learn about the different ways of saving for your children's education. There have been several tax changes effective January 2002 regarding the different savings vehicles for college savings. This should be an informative session.

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.*

President:

Vivian L. Moller, CPA
Hoffman York, Inc.
1000 N. Water Street
Milwaukee, WI 53202
414-225-9578, vmoller@hyc.com

Vice President/Program:

Susan Hallberg, CPA
Aids Resource Center of WI, Inc.
820 N. Plankinton Avenue
Milwaukee, WI 53202
414-225-1575, shallberg@wi.rr.com

Membership:

Susan Hallberg, CPA
Aids Resource Center of WI, Inc.
820 N. Plankinton Avenue
Milwaukee, WI 53202
414-225-1575, shallberg@wi.rr.com

Newsletter Chair:

Susan L. Press, CPA
The Brewery Works, Inc.
1555 N. RiverCenter Dr. Ste. 200
Milwaukee, WI 53212
414-272-6302, ext. 203
spress@schlitzpark.com

National Headquarters:

1595 Spring Hill Road, Suite 330
Vienna, VA 22182
800-326-2163
703-506-3266 fax
aswa@aswa.org; www.aswa.org

companies you're interested in and meet with the people who will be managing your account. Look for a firm that specializes in hiring accounting and finance professionals and understands your long-term needs. Find out if the company has a permanent placement division; this will offer you access to qualified candidates when you're ready to add full-time staff.

- **Make your relationship a partnership.** Invite representatives of the agency to visit your workplace to gain a better understanding of your needs and objectives. The firm should be in regular contact with you once its employee is on-site to confirm your productivity goals are being met.
- **Seek and provide feedback.** Ask your managers about the temporary professional's performance. When speaking with the company, offer honest and direct commentary about the worker. A good temporary services firm should not only provide quality candidates but also guarantee each placement.

Accountemps is the world's first and largest temporary staffing service specializing in the placement of accounting, finance and bookkeeping professionals. The company has more than 330 offices throughout North America, Europe and Australia, and offers online job search services at www.accountemps.com. For more information please contact us at (800) 803-8367

Make a friend of Time; don't abuse it or waste it. Never ignore it or take advantage of it. Don't try to outrun it or evade it. Plan for its use, and respect it as the precious resource it is. With Time on your side, the passing years will be welcome.

DOROTHY PHILIPPI SCHOLARSHIP RAFFLE

The scholarship fund thanks you! Thank you to the volunteers at each table that sold raffle tickets. Everything goes so smoothly when we work together. Thanks to Cheryl for starting the ball rolling again with her donations. If anyone else would like to donate a raffle item just bring it to a meeting and give to Bev or Cheryl.

Bev Loofboro and The Scholarship Committee

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	<u>6,741.48</u>	<u>7,527.07</u>	<u>7,237.92</u>
LIABILITIES AND EQUITY			
Liabilities	0.00	0.00	0.00
Equity	6,741.48	7,527.07	7,237.92
TOTAL LIABILITIES AND EQUITY	<u>6,741.48</u>	<u>7,527.07</u>	<u>7,237.92</u>

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	<u>11,700.00</u>	<u>5,562.97</u>	<u>8,559.98</u>
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	<u>11,240.00</u>	<u>4,777.38</u>	<u>8,063.54</u>
NET INCOME	<u>460.00</u>	<u>785.59</u>	<u>496.44</u>

Board Treasurer

Small rapidly growing local children's theater looking for accountant, preferably a CPA, to sit on board as Treasurer. Responsible for payroll and financial statement preparation. Board meets once a month. Contact Sue Press @ 414-272-6302 or Constance Clark-Reimer @ 414-283-9588 for more information.

New Membership Directory Available

If you haven't picked up your revised Membership Directory, please remember to pick it up at the next meeting.

If you are not able to attend a meeting in the near future, please give Cheryl Pfundtner a call at 414-277-5185 or e-mail her at cp2@quarles.com and she will be glad to mail or e-mail your directory to you.

I am especially glad of the divine gift of laughter, it has made the world human and lovable, despite all its pain and wrong.
W.E.B. DuBois



Newsletter Distribution

If you have an e-mail address listed in the Membership Directory, your monthly newsletters will be sent to you via your e-mail address. If you would prefer to receive it via snail mail, then contact Sue Press @ 414-272-6302 or spress@schlitzpark.com.

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
March 26, 2002	Tuesday	Baked Chicken Breast Stuffed Filet of Sole	<i>Education Funds</i> Robert Kreuser, First Union Securities
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.

IRA Benefit Chart

	Who Can Contribute	How Much (2002)	Tax Advantages	Other Details
Roth IRA	Must have earned income (MAGI Limits: Up to \$95,000+ for single filers, \$150,000+ for joint filers.)	\$3,000 per year (If you are age 50 or older, you can contribute up to \$500 more.)	Can withdraw contributions tax & penalty-free anytime. Earnings can be taken out tax-free after 5 years and for qualified reasons.	Not tax deductible. Can still deposit up to \$2,000 by April 15th to qualify for prior year (2001).
Traditional IRA	Anyone under age 70 1/2 with earned income from compensation.	\$3,000 per year (If you are age 50 or older you can contribute up to \$500 more.)	Earnings grow tax-deferred and your contributions may be tax deductible.	Can still deposit up to \$2,000 by April 15th to qualify for prior year (2001).
Education IRA	Almost anyone can contribute for kids under 18 years old.	\$2,000 per year	Withdrawals for education expenses are tax-free.	Funds can be transferred from one child's account to another.

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!

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
11775 W. St. Martins Road
Franklin, WI 53132

Place
US
Postage
Stamp
Here

ADDRESS CORRECTION REQUESTED



Next Meeting of ASWA

MARCH 26, 2002