
41ST ENTRY

American Society of Women Accountants Milwaukee Chapter #41

Volume 51, Issue 3

October 2002

President's Message

Hello,

How time flies. We are already getting ready for our third meeting of the 2002-2003 year. If you haven't had an opportunity to join us for a meeting as of yet, the upcoming meetings would be a great time to come and see what we are all about.

The October meeting will feature Wendi Hall of Small Office Solutions speaking on Advanced Excel Techniques. November brings the very popular student night. The speaker will be a Special Agent from the Milwaukee FBI office, Zorka Martinovich. She will be discussing Careers for Accountants in the FBI. If you have ever had aspirations for a career slightly off the traditional accounting career path this meeting is definitely for you.

Once again, if you haven't been to a meeting this

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Maximizing the Value of Performance Reviews

Few people look forward to performance reviews, which can be uncomfortable for both supervisors and their employees. Yet this doesn't have to be an awkward time; these evaluations can be one of the best motivational tools available to support staff development. With a little planning and the right perspective, you can make the meetings a positive growth experience for you and your team. These discussions prompt participants to reflect on their past successes and set goals. And, as a manager, you have an opportunity to provide workers guidance in achieving these objectives.

Of course, these meetings should take place more than once a year. Employees need to know when they've done something well or need improvement in certain areas. Performance reviews are most effective when staff members receive assessments of their work on an ongoing basis.

So how do you maximize the value of these evaluations? Here are some tips:

- **Conduct formal reviews periodically.** Meet with employees once or twice a year to discuss accomplishments, goals and expectations. Set aside a predetermined amount of time and minimize interruptions.
- **Encourage two-way discussion.** It may be helpful if your staff members complete a self-evaluation before the review session.

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year, join us and come see what you have been missing. Remember, you don't need to be a member. Guests are encouraged and always welcome.

Hoping to see you at our next meeting,

Sherri L. Lederer

ASWA Chapter 41 Scholarship Fund

Thank you to all the donors who have made contributions this quarter to our Scholarship Fund. \$268 in charitable gifts came from raffles at our August and September meetings and from individual gifts from Carol Butula, Vivian Moller, Linda Steinberg, and Tamara Young.

Donations to the Scholarship Fund, a 510(c)(3) charity, are deductible to the extent allowed by law. Please note: if your employer chose to add a donation to the dues payment, substantiation can only come from ASWA National.

Catherine Yekenevicz, Treasurer

Kick the Klez Virus

The Klez virus has caused alarm recently because of its mass e-mailing properties and ability to mask the sender of infected mail. Many WICPA members received infected e-mail in July from what appeared to be the WICPA. However, the tainted mail came from someone else. If you receive a lot of junk mail, you're at risk of catching Klez. If you download files from the Internet, you're also at risk. The best way to fight Klez is to have up-to-date anti-virus software. At www.symantec.com, you can download a tool that will allow you to run a scan on your PC to destroy the virus. More hints can be found at www.mcafee.com and www.trend.com.

More Scholarship News!!!

Applications have been sent to area colleges for our accounting scholarship. The scholarship is for \$1000.00. Students with a major in accounting apply for the scholarship in their JUNIOR year of college and the Scholarship is for their SENIOR year. We will have extra applications at our November meeting (Student Night). If students want an application, direct them to the financial aid department at school or I could send them one. My email address is bjloof@hotmail.com. The application deadline is November 25, 2002.

Thank you for your contributions for door prizes and also for buying raffle tickets. Many of our employers have been quietly supporting our activities (donations, postage, paper, etc). We thank you all for your support.

We have two new scholarship committee members: Valerie Sheldon and Sue Christensen. Know it will be a rewarding experience for all.

Beverly Loofboro, Scholarship Chairperson

October Meeting Topic: Advanced Excel Part II

Wendi Hall will be back to present part two of our May program. Learn the tips and tricks of Excel to take you from being a beginning or comfortable user into the exciting world of an advanced user. She will be covering templates, auditing and formatting, customization and shortcuts to make your everyday tasks quicker and easier. Everyone is strongly encouraged to bring a laptop to try the techniques immediately. If you have any specific issues you would like addressed, please e-mail Wendi in advance at wendih@sosllc.com.

Bring a friend or colleague along for this inexpensive, educational and fun opportunity.

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:

Sherri Lederer, CPA
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This gives them the opportunity to reflect on their achievements and identify areas where they want to further their career development.

- **Provide constructive criticism.** If you have to discuss failures and shortcomings, make sure to cite specific examples and offer tips on how to improve. For example, you may suggest that an individual attend a seminar to enhance her communication skills. Work with employees to develop creative solutions to challenges.

- **Agree on goals and reinforce expectations.** Establish objectives that are measurable and have a timeline (e.g., learn a new software program within six weeks). While these goals should be realistic, don't be afraid to set stretch goals.

*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 325 offices throughout North America, Europe and Australia, and offers online job-search services at www.accountemps.com. For more information please contact **Marilyn Bird** at **(414) 271-8367**.*

Kindness is the only investment that never fails.

Student Night Help

I'm helping Sherrie with Student Night and have taken on the job of contacting past contributors for door prizes, cash contributions, etc. If anyone would be willing to make a contribution of item(s) appealing to college students or cash which we will use for gift certificates and to buy other door prizes, please contact me at work.

Sue Heaton
262-923-5160

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

For the Periods Ended June 30, 2002 and Sept 24, 2002

	6/30/02	9/24/02
ASSETS		
Cash and Bank Accounts	7,181.50	8,029.97
TOTAL ASSETS	<u>7,181.50</u>	<u>8,029.97</u>
LIABILITIES AND EQUITY		
Liabilities	0.00	0.00
Equity	7,181.50	8,029.97
TOTAL LIABILITIES AND EQUITY	<u>7,181.50</u>	<u>8,029.97</u>

Comparative Income Statement

For the Periods Ended June 30, 2002 and Sept 24, 2002

	2002- 2003 Budget	6/30/2002 Actual	9/24/2002 Actual
RECEIPTS			
Regular	5,615.00	7,107.10	1,206.16
Fundraising	2,500.00	3,117.00	-
Scholarship	1,072.00	1,080.61	35.29
TOTAL RECEIPTS	<u>9,187.00</u>	<u>11,304.71</u>	<u>1,241.45</u>
DISBURSEMENTS			
Regular	5,360.00	6,335.19	392.98
Fundraising	2,275.00	2,779.50	-
Scholarship	1,550.00	1,750.00	-
TOTAL DISBURSEMENTS	<u>9,185.00</u>	<u>10,864.69</u>	<u>392.98</u>
NET INCOME	<u>2.00</u>	<u>440.02</u>	<u>848.47</u>

Entertainment 2003 Book & Gold C Book Fundraiser

Our fundraiser is going very well so far! As of 10/8/02 we have sold and received payment for 31 Entertainment Books and 22 Gold C books. That means we have 55 more Entertainment books to sell to meet our guaranteed sale goal. The cost of the books are the same as last year \$35 for an Entertainment Book and \$10 for a Gold C book. The coupons in both books can be used today. Books will be available at our October 22, 2002 meeting or you can call or e-mail me at (414) 443-1911 or

Aneshk@wi.rr.com. For those of you that have taken out books, please bring in any unsold books and payments received to our October meeting so we can tally up where we are at so far. Thanks to everyone for your efforts in making this sale another success!

Ann Neshek
Fundraising Chair

Chapter 41 Website

We're still looking for someone that has the expertise and might be interested in setting up a Chapter 41 website? If so, call Wendi Hall at 414-393-0880. You will get a free copy of Microsoft Office including FrontPage and Wendi will help with the set up of the address.

Blood stains on clothes? Not to worry! Just pour a little peroxide on a cloth and proceed to wipe off every drop of blood. Works every time!

Wanted: Cheerful Givers

Once again Chapter 41 will be participating in the Holiday Giving Tree administered by The Volunteer Center of Greater Milwaukee. And we can use your help!!

The Holiday Giving Tree has been around for 17 years matching up non-profit organizations serving the community with companies or groups willing to help provide gifts for those in need during the holiday season. Over the years, ASWA members have bought gifts for infants and children, teens, older adults, and people with disabilities who might not otherwise receive a Christmas present.

We won't know which organization we'll be matched with yet, but we hope you'll consider joining many of your fellow ASWA members. Each participant selects one or more tags at the November meeting with gift suggestions for a particular individual. Total gift costs should be around \$15. We'll try to get together sometime in December to have a wrapping party and I'll be responsible for delivering the gifts to the organization for distribution to their clients. By the way, if you can't make the November meeting and would like to participate, please let me know and I'll see that we save a tag for you.

Last year almost 41,500 people received holiday gifts from employee and members in 122 companies and organizations. The estimate is that there will be an even bigger need this year. If you have any questions, feel free to call me at 225-9578 or email me at vmoller@hyc.com. Thanks in advance for your cheerful giving.

Vivian Moller

Excel Tip – Inserting Comments

Comments are a quick way to add an explanation to a cell. For example, you may want to remember how you decided to use \$1000 for your 2003 office supplies budget which, of course, is in an Excel spreadsheet. Or note that an amount was only an estimate as of a specific date that needed to be revised.

You could insert a floating textbox, or type some information in a cell adjacent to it, but comments may work better. They can be hidden or printed, identify comments made by different people, and moved to different locations.

To insert a comment, right click on the cell and select INSERT COMMENT. A yellow stickie pops up with your name already listed as the "commenter." Type your information and click somewhere off of the stickie to return to your spreadsheet. The comment will disappear, leaving a little red corner mark on the cell. It will pop up and disappear as you move your mouse over and away from the cell. To view all the comments, and include in a printout, select VIEW-COMMENTS from the menu.

Wendi Hall, CPA
Small Office Solutions
wendih@sosllc.com

Current Milwaukee area full-time accounting and finance openings:

Senior Auditor- Corporate environment, 5+ years of experience, CPA required, up to 40 % travel, 65-80K
Senior Auditor- Public accounting firm, 3+ years of experience, CPA required, salary 50-80K
Tax Analyst- Corporate environment, 2-6 years experience, CPA required, salary 45-60K
Senior Payroll Specialist- Corporate environment, 5+ years experience, salary 40-45K

Please e-mail resume or contact:

Debbie Barrett

Senior Recruiter

Paramount Employment Solutions

E-mail: db@paramountemploymentsolutions.com

Phone: 262-895-3634

Investment Help

So much has changed over the past few of years, bubbles have burst, markets have evolved, and now CEO's are certifying the soundness of their numbers. One thing has remained true - **Value investing never goes out of style.**

The key is knowing where to look, carefully reviewing the fundamentals and identifying the sound opportunities before you invest. The Annual Reports Service and Fund Info Service give you the information you need to make informed decisions about your next investment. By offering free access to **ANNUAL REPORTS** and **PROSPECTUSES** we help you look at the leadership & vision before you make an investment decision.

REQUEST FREE REPORTS FROM THOUSANDS OF PUBLICLY TRADED COMPANIES AND FUNDS. Read the Chairman's letter, review their business model, products, services and customers. From there you can make insightful informed decisions.

Visit <http://nasdaq.ar.wilink.com> for a complete listing of available annual reports and <http://nasdaq.fundinfo.wilink.com> for a complete listing of fund prospectuses.

Mercer's 2002/2003 US Compensation Planning Survey

The pay freezes seen in 2002 are expected to diminish in 2003, according to Mercer's 2002/2003 US Compensation Planning Survey. Mercer Human Resources Consulting helps clients understand, develop, implement, and quantify the effectiveness of their human resource programs and policies. One in six employers (17%) froze salaries for some or all employees in 2002, while one in 17 (6%) plans no pay increases for some or all employees in 2003. Mercer's Steve Gross discusses the results and implications in a ten-minute Web presentation: Thinking Inside the Box: Compensation Strategies that are Market Savvy and Company Smart. To hear this Webcast, please click on the following link or copy and paste it into your browser.

<http://www.mercerhr.com/knowledgecenter/reportssummary.jhtml?idContent=1064515>



Student Night

Tuesday, November 19, 2002

Klemmer's Banquet Center

10401 West Oklahoma Avenue, West Allis

Special Agent Zorka Martinovich

Topic: Careers for Accountants with the Federal Bureau of Investigations

Raffle for prizes including 1 grand prize for a scholarship to the Becker CPA Review

Dinner at 6:00p.m.

Program at 7:00p.m.

Please call Sherri L. Lederer for more details at (262) 532-8212

E-mail: sherri.huff@obscientific.com

RSVP BY 11/13/01

Return this portion with a check Please make copies of this form as needed
(Members \$19, Students \$16 Guests \$21)

To Sherri L. Lederer
 N114 W15374 Gettysburg Drive
 Germantown, WI 53022

Please Make Checks Payable to American Society of Women Accountants

Name:

Address:

School:

Phone number:

Email address:

Federal-State Reference Guide Now Online

The new 2002 revision of Publication 963, Federal-State Reference Guide, is now available online at www.irs.gov/govts. This is the first revision of the publication since 1997. The publication provides the nation's 90,000 public employers with a comprehensive reference guide for Social Security and Medicare coverage and Federal Insurance Contributions Act (FICA) tax withholding issues. It covers such topics as Section 218 Agreements, the mandatory FICA provisions, determining worker status, public retirement systems and public employer responsibilities. It also provides federal and state contact information. Copies may be ordered by calling 1-800-829-3673.

ASWA Web Site to Update Your Information

Please visit the ASWA web site at www.aswa.org to update your personal information online. You must know your member number to do this. If you don't know your member number, give Sherri Lederer a call at 262-532-8212. She has a list of current members and their numbers.

If you move or change jobs, please advise Sue Press at 414-272-6302 so you can continue to receive your newsletters.

Success isn't measured by the position you reach in life, it's measured by the obstacles you overcome.

- Booker T. Washington -

Attend a Meeting, Earn CPE

Don't forget that many of the programs at our monthly meetings qualify for CPE. Of course you must be in attendance in order to earn CPE.

AMERICAN SOCIETY OF WOMEN ACCOUNTANTS * MILWAUKEE CHAPTER 41**

Meeting Schedule for the 2002-2003 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
October 22, 2002	Tuesday	Baked Chicken Breast Pasta Primavera	<i>Advanced Excel Techniques Part II</i> Wendi Hall, Small Office Solutions
November 19, 2002	Tuesday	Baked Fish Pot Roast of Beef	<i>FBI</i> Student Activity Night
December, 2002		<i>Date & Place to be announced</i>	<i>Planning Meeting/Giving Tree</i>
January 28, 2003	Tuesday	6 oz. Filet Chicken Marsala	<i>Annual Tax Update</i> Wisconsin Department of Revenue
February 25, 2003	Tuesday	Baked Cod Almandine Chicken Chardonnay	<i>Starting and Running Your Own Business</i> Juliann Jatzczak, Wisconsin Women's Business Initiative (WBIC)
March 25, 2003	Tuesday	New York Strip Baked Fish Florentine	<i>TBA</i>
April 22, 2002	Tuesday	Chicken Cordon Bleu Pork Tournedos w/Cider Sauce	<i>TBA</i> <i>Election of Officers</i>
May 27, 2003	Tuesday	Parmesan Turkey Dijon Mushroom Ravioli Marsala	<i>TBA</i>
June 21, 2003	Saturday	<i>Place to be Announced</i>	<i>Golf Outing/Installation of Officers</i>
July, 2002		<i>Date & Place to be announced</i>	<i>Annual 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	Sue Heaton	Mary Pulizos
Marie Banach	Sherri Lederer	Sheila Robak
Eve Bischoff	Bev Loofboro	Janet Sargent
Carol Butula	Darlene Mielke	Ellenmay Seaman
Sue Christensen	Vivian Moller	Valerie Sheldon
Deb Fineour	Ann Neshek	Linda Steinberg
Wendi Hall	Cheryl Pfundtner	Catherine Yekenevicz
Susan Hallberg	Sue Press	

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.

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

OCTOBER 22, 2002