
41ST ENTRY

American Society of Women Accountants Milwaukee Chapter #41

Volume 51, Issue 2

September 2002

President's Message

Hello,

I am writing this, my second president's message on September 10, (last minute, as usual). While contemplating as to what it was that I wanted to say, I realized the significance of tomorrow. Thoughts of September 11th were occupying my mind. By the time you read this message, the day and its special remembrances will have passed. I know for me, I will always remember where I was and how I heard about the horrific events that occurred that day.

I try not to forget the way I felt that day. Everything paled in importance to just being with the ones I loved, knowing that we at least were lucky enough to be safe.

As accountants, we work long hours, sweat the details because who else will, and tend to be the ones who worry about the numbers. *Continued on page 2*

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Creating a Positive Work Environment

One of the first steps in developing a productive accounting staff is creating a positive work environment. People perform better when they feel comfortable with their surroundings and their colleagues.

However, it's not as easy as smiling and patting people on the back. Establishing an atmosphere of support and encouragement starts with management, but it also requires the time, energy and effort of everyone in the office.

Following are a few suggestions for creating a positive work environment:

- **Lead by example.** Publicly recognize a coworker's accomplishments or offer to help a colleague who may be unusually busy. Show that the whole team is in it together and that you'll do whatever it takes for your group to succeed.
- **Encourage and demonstrate trust.** Foster a safe-to-risk environment and allow people to make important decisions. When an employee makes a mistake, review the situation with him or her and offer solutions for how things could have been handled differently. Continue to provide guidance and assistance as staff members take on more responsibility.
- **Communicate openly.** Regularly invite feedback and suggestions from

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I'd like to leave you with this thought. The next time you reach the breaking point and could just scream because of one more change or demand on your time, *remember September 11th*.

With thoughts of better times ahead, I hope to see you at our next meeting.

Sherri L. Lederer

WORKPLACE FRAUD

Ernst & Young, LLP, recently conducted research that found that one-in-five American workers are personally aware of fraud in their workplace and that 80 percent would be willing to turn in a colleague thought to be committing a fraudulent act, however, only 43 percent actually have.

When asked which specific fraudulent acts employees were aware of in their workplace, 37 percent reported "theft of office items". "Claiming extra hours work" (16 percent), "inflating expense accounts" (7 percent), and "taking kickbacks from suppliers" (6 percent) were some of the most frequent types of fraud witnessed.

Almost half of those surveyed felt that their employer could do more to reduce fraud in the workplace. Effective actions management can take include: "tougher sanctions when employees are caught in a fraudulent act" (59 percent), "better role models and leadership from managers and supervisors" (58 percent), "better communication to employees about what is and is not allowed" (56 percent), "better investigation of suspected problems" (56 percent), and "improved screening of new employees" (54 percent). For more information click on the following URL or copy and paste it into your browser.

<http://www.ey.com/global/content.nsf/US/Media - Release - 08-05-02DC>

SEPTEMBER PROGRAM OFFERS OFFICE AND TIME MANAGEMENT ADVICE

Our September program is Office and Time Management. Our speaker, Terri Kuhlmann is the owner of Direct Order, a company that focuses on helping people organize their space, paper, and time. With 10 years experience in administrative, accounting, and office management (in addition to being a wife and mother,) Terri has developed systems and procedures to streamline all areas of the office, and uses many "tricks of the trade" to keep her own household running smoothly.

Whether you're just looking for a way to organize your desk, or make your entire life a little more peaceful, Direct Order offers plenty of ideas and a hands-on approach to help you at the office and at home.

WISCONSIN'S NO CALL LIST

Wisconsin's No Call List is effective January 1, 2003 but consumers can sign up immediately. Signing up identifies you as someone who does not wish to receive telemarketing calls. It's free and available for residential telephone customers in Wisconsin. Your number will remain on the List for two years. Adding your residential phone number to the List will help reduce (but not eliminate) telemarketing calls to your home.

Here's the URL:

<https://nocall.wisconsin.gov/web/home.asp>

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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employees. During major initiatives, keep your team informed, as appropriate.

- **Promote teamwork.** Delegate and give your staff ownership of key projects when possible. Tell them how their work affects the company's bigger picture and praise them when they do a good job on an assignment. Encourage people to work together and share ideas. If the entire group has put in extra hours or helped with a large project, recognize everyone's contributions.
- **Make time for fun.** Lightening the mood in the office increases creativity and, thus, boosts productivity. You don't need a wild celebration or an expensive activity to create a festive atmosphere. Hold a monthly celebration with snacks, conduct a meeting outside or have an office-decorating contest. The key is to use your imagination and choose things your group will enjoy.

*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 **Greg Barlow** at **(414) 271-8367** or gregory.barlow@accountemps.com.*

The most wasted of all days is that on which one has not laughed.

-Nicholas Sebastien Roch Chamfort-

AIDS WALK WISCONSIN

The 12th Annual AIDS Walk Wisconsin will take place on Sunday, September 29, 2002 in Milwaukee and Madison. While AIDS Walk Wisconsin does not require a registration fee, everyone must pre-register and everyone is encouraged to raise pledges. To register, simply register online at aidswalk.net or call 1-800-348-WALK (9255). Are you interested in working? Call Sue Hallberg at 414-225-1542.

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

For the Periods Ended June 30, 2002 and August 26, 2002

	<u>6/30/02</u>	<u>8/26/02</u>
ASSETS		
Cash and Bank Accounts	7,181.50	7,698.29
TOTAL ASSETS	<u>7,181.50</u>	<u>7,698.29</u>
LIABILITIES AND EQUITY		
Liabilities	0.00	0.00
Equity	7,181.50	7,698.29
TOTAL LIABILITIES AND EQUITY	<u>7,181.50</u>	<u>7,698.29</u>

Comparative Income Statement

For the Periods Ended June 30, 2002 and August 26, 2002

	<u>2002-2003</u>	<u>6/30/2002</u>	<u>8/26/2002</u>
	Budget	Actual	Actual
RECEIPTS			
Regular	5,615.00	7,107.10	533.00
Fundraising	2,500.00	3,117.00	-
Scholarship	1,072.00	1,080.61	6.29
TOTAL RECEIPTS	<u>9,187.00</u>	<u>11,304.71</u>	<u>539.29</u>
DISBURSEMENTS			
Regular	5,360.00	6,335.19	22.50
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>22.50</u>
NET INCOME	<u>2.00</u>	<u>440.02</u>	<u>516.79</u>

Entertainment 2002 Book & Gold C Book Fundraiser

Once again we are selling Entertainment and Gold C books as a fundraiser in part for our scholarship fund. The cost of the books are the same as last year \$35 for an Entertainment Book and \$10 for a Gold C book. The books will be available at our September 24th meeting. In this year's Entertainment book, Jewel-Osco coupons are back along with many new businesses and restaurants. Both books coupons can be used today! Please ask your friends, relatives, and co-workers to see if they can help us sell all of our books since we have guaranteed to sell 80 Entertainment books! If you need more information or books please contact me at Aneshk@wi.rr.com or (414) 443-1911.

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.

*Freedom is not free.
-Martin Luther King, Jr.-*

Advanced Excel Techniques, Part II

By popular demand, we will be continuing our Excel workshop at October's meeting. Once again, you are strongly encouraged to bring a laptop with Excel along to try out the tricks as we go. Ask your boss or colleague if you can borrow theirs overnight if you don't have one. E-mail Wendi at WendiH@sosllc.com with individual questions or topic requests at any time.

Employee Loyalty is Central to Business Success

Frederick F. Reichheld, director emeritus of Bain & Co. and author, recently presented a Webcast, sponsored by Ultimate Software, titled: The Impact of Employee Loyalty. He presented his common sense-based principles of employee loyalty. I hope you will find them relevant and meaningful:

- Win/win - innovation is constantly required to improve employer/employee relationships. This may require forgoing the most profitable alternative when employee morale will be negatively impacted.
- Be picky- hire people who demonstrate that they have the appropriate company values.
- Keep it simple - keep your company organized into small teams. Good growth and positive customer response come from small teams.
- Reward the right results - reward not only based on profits, but also based on customer satisfaction and internal team evaluations.
- Listen hard/talk straight - when management fudges, it gives employees the message they can as well.
- Preach what you practice - leaders must be clear what the company stands for. When the times are tough, management needs to let employees know the principles the company stands for so that they will understand the decisions being made.

Excel Tip - Selecting Cells

Do you ever try to select a large group of cells that extends beyond the visible screen and Excel "over scrolls" past your ending point? Then you try and go back to it and it undershoots? Back and forth you scroll like a rollercoaster trying to select your cells. The next time you need to select a large contiguous group, click on the cell furthest top and left of the group, then scroll to the cell furthest down and right. Hold the shift key down while you click on that second cell and you will select the whole area!

Or if you are doing a lot of formatting to a large spreadsheet, change the zoom (on the toolbar) from 100% to a smaller number such as 75%. You can type a number directly into the box or click on the drop down arrow to select a zoom level. When you've made your changes you can always go back to 100%.

If you want to select the entire worksheet, click on the box at the intersection of the row and column labels (1,2,3 . . and A,B,C . .) The box is just a little, blank, grey square. But if you click on it, it selects every cell on the worksheet

AICPA Top Ten Technologies

The AICPA conducted an on-line survey to rank 42 technologies. A total of 195 people responded. Top Technologies are presented in four categories:

- Issues - situations that result from technology implementation.
- Applications - business opportunities/objectives using one or more technologies.
- Technologies - end products (hardware, software or standard).
- Emerging Technologies - new developments currently under review.

The Top Technologies for 2002 are as follows:

1. Business and Financial Reporting Applications.
2. Training and Technology Competency.
3. Information Security and Controls.
4. Quality of Service.
5. Disaster Recovery (including business continuation and contingency planning).
6. Communication Technologies (bandwidth)
7. Remote Connectivity Tools
8. Web-based and web-enabled applications (internet)
9. Qualified IT Personnel
10. Messaging Applications (e-mail, faxing, voicemail, instant messaging)

Click on the following links to obtain more information about the Top Ten Technologies:

- May 7th News Release. <http://www.aicpa.org/news/2002/p050702.htm>
- Top Ten Technology List: <http://www.cpa2biz.com/toptechs>.
- Webcast: "Top Tech I: Overview of the Technologies Most Likely to Impact the CPA Profession in 2002 - 2003". June 19, 2002, 1 - 2:55 pm EDT. CPE: 2 credits: For more information search on "webcasts" at <http://www.cpa2biz.com/>

Chapter 41 Committee HELP Needed!

Several committees are in need of volunteers. Bev Loofboro is looking for help for the **Scholarship Committee**. Please give her a call if you are interested.

We are also looking for someone to chair **Student Activities Night**. We already have a speaker lined up (and that's the hard part). Raffle items are needed and the colleges need to be contacted. It is coming up soon (November) so please give Sherri Lederer a call if you are willing to help.

ASWA NATIONAL CONVENTION

The national convention is nearing, October 17-19! Congratulations to Deb Fineour and Janet Sargent who were elected to represent our chapter and vote on any changes to the bylaws, etc. Sherri Lederer will be the alternate. To all those who attend-enjoy! Bring back all kinds of news to share with us.

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
September 24, 2002	Tuesday	Baked Stuffed Shrimp New York Strip	<i>Office and Time Management</i> Terri Kuhlmann, Direct Order
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 Jatczak, 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
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Place
US
Postage
Stamp
Here

ADDRESS CORRECTION REQUESTED



Next Meeting of ASWA

SEPTEMBER 24, 2002