
41ST ENTRY

American Society of Women Accountants Milwaukee Chapter #41

Volume 51, Issue 6

February 2003

President's Message

Hello everyone!

January has been a very busy month for our chapter. We have had six new members join, we have decided at our January meeting to pursue developing a chapter web site, and we continue to post positive financial results from our events and fund raisers allowing us to authorize additional contributions to our scholarship fund.

This is also traditionally a very busy time for accountants too. However, I encourage you to take a break and attend our February meeting. If you enjoyed the speaker from the FBI at student night, February's speaker may be of interest too. Tracy Coenen will be our speaker and she has built a successful career in forensic accounting in the private sector.

Continued on page 2

INSIDE THIS ISSUE

- 2 February Program / Scholarship Update
- 3 Sources and Resources
- 4 ASWA Financials / Top Technologies
- 5 Nominating Committee
- 6 Microsoft Office Tip / Phony Investment Letters

Developing a Positive Workplace

With the economic struggles and downsizings many companies have endured recently, morale among staff has suffered. One of the key steps in boosting spirits and maintaining an efficient accounting staff is fostering a positive workplace. Employees perform better when they feel encouraged and supported by their supervisor and coworkers.

This isn't an easy task, though, particularly during difficult economic times. Establishing the right atmosphere 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 workplace:

- * Lead by example. Publicly recognize a coworker's accomplishments or offer to help a colleague who may be unusually busy. Show 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 employees. During major initiatives, keep your team

Continued on page 3

Besides great inexpensive CPE, it's a great chance to forget the crunch of tax time and just unwind with other members and guests.

Hope to see you at February's meeting.

Sherri L. Lederer

SCHOLARSHIP UPDATE

The Scholarship Committee has chosen Jenny Wunrow as the recipient of the ASWA scholarship for the 2003-2004 school year.

Jenny is a junior at UW-Madison. She is active in a number of extracurricular activities, such as Beta Alpha Psi, Institute of Management Accountants, and the Student Faculty Board. Honors include the Dean's List and National Society of Collegiate Scholars.

After graduation, she plans on obtaining her Masters of Accountancy, then her CPA and CMA. After working in a public accounting firm for a few years, she hopes to open a firm near her hometown of Chilton. Her ultimate goal is to become a high school accounting teacher, in order to follow in the footsteps of the accounting professors and teachers who have inspired her.

Thank you for all your contributions to the Dorothy Philippi Scholarship Fund, either directly or through our organization's fundraising efforts!

Sue Christensen
Scholarship Committee

February Topic is Forensic Accounting



Tracy L. Coenen, CPA, MBA, CFE
President, Sequence Inc.

Sequence Inc. combines forensic accounting expertise and proven investigative techniques to quantify losses.

Tracy L. Coenen is seen as an innovator, both for her entrepreneurial style and her vision within the field of accounting. Her credentials include an Honors Bachelor of Arts in Criminology and Law Studies, a Master of Business Administration, a Certified Public Accountant license, and designation as a Certified Fraud Examiner.

After gaining experience in the criminal justice system and with two public accounting firms, Ms. Coenen struck out on her own in January 2000. Her firm, Sequence Inc., focuses their services in the areas of fraud and litigation. The firm's fraud work includes investigation of corporate fraud, commercial insurance fraud, and misappropriation of fiduciary duty. The litigation support services of Sequence Inc. focus on commercial contract disputes and shareholder disputes.

Ms. Coenen was recently named a "Woman of Influence" in the Business Journal's annual award series. She was selected as a winner in the category of "Innovation".

Don't miss this month's program!

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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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 boosts productivity. In the process, you don't need a wild party 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 **Julie Thompson** at (312) 616-8200 or Julie.A.Thompson@rhi.com.*

Everything has its wonders, even darkness and silence, and I learn, whatever state I may be in, therein to be content.

Helen Keller, [The Story of My Life](#) (1902)

Top Technologies Results for 2003

Information security is once again the top issue for CPAs, according to the AICPA's Top Technologies survey, conducted annually. For a press release see

<http://www.aicpa.org/news/2002/p030102.asp>.

1. Information security
2. Business information management
3. Application integration
4. Web services
5. Disaster recovery planning
6. Wireless technologies
7. Intrusion detection
8. Remote connectivity
9. Customer relationship management
10. Privacy.

IRS cuts interest rates, adds lines

The Internal Revenue Service has decreased interest rates by one percentage point in each category. In addition, it has two new numbers for taxpayer service. Small businesses, corporations, partnerships and trusts should call (800) 829-4933. People looking for their refunds may call (800) 829-1954.

ASWA Milwaukee Chapter #41 Comparative Balance Sheet

For the Periods Ended June 30, 2002 and Jan 28, 2003

	6/30/02	1/28/03
ASSETS		
Cash and Bank Accounts	7,181.50	9,507.68
TOTAL ASSETS	7,181.50	9,507.68
LIABILITIES AND EQUITY		
Liabilities	0.00	0.00
Equity	7,181.50	9,507.68
TOTAL LIABILITIES AND EQUITY	7,181.50	9,507.68

Comparative Income Statement

For the Periods Ended June 30, 2002 and Jan 28, 2003

	2002- 2003 Budget	6/30/2002 Actual	1/28/2003 Actual
RECEIPTS			
Regular	5,615.00	7,107.10	3,386.71
Fundraising	2,500.00	3,117.00	4,455.00
Scholarship	1,072.00	1,080.61	616.50
TOTAL RECEIPTS	9,187.00	11,304.71	8,458.21
DISBURSEMENTS			
Regular	5,360.00	6,335.19	2,862.78
Fundraising	2,275.00	2,779.50	3,269.25
Scholarship	1,550.00	1,750.00	-
TOTAL DISBURSEMENTS	9,185.00	10,864.69	6,132.03
NET INCOME	2.00	440.02	2,326.18

NOMINATING COMMITTEE NEEDED

It's that time of year again when we need to think about filling the positions for next year. The nominating committee is responsible for finding nominees for the officer and board positions for the 2003-2004 year. The slate of nominees will be published in the March and April newsletter with a vote on the nominees at the April meeting. Installation of the new officers and directors then is done at the June meeting. If you are interested in a particular position, contact Vivian Moller via e-mail at vmoller@hyc.com or call 225-9578.

Officer and Board positions, Milwaukee Chapter 41

President – The president is the presiding officer of the executive committee, the board of directors and of the chapter and is responsible for the execution of the plans and policies of the chapter.

President-Elect – Assists the president and fills in when necessary in the president's absence.

Vice-President – Program Chairs – Schedules speakers for the monthly cpe and takes reservations for the dinner meetings.

Recording Secretary – The recording secretary is responsible for the minutes of the membership meetings, board of directors meetings, and committee meetings.

Treasurer - The treasurer is responsible for the financial records of the chapter. This includes receipts and disbursements, preparing a budget, and monthly financial statements.

Corresponding Secretary/Bulletin Chair - Responsible for editing, publishing, and distributing a monthly chapter newsletter.

Membership Chair - Responsible for sending membership applications to national and distributing membership materials to prospective members.

Membership Retention Chair - Responsible for membership retention efforts.

Student Activities Chair – Responsible for planning the annual student night, as well as other student outreach activities.

Networking/Public Relations Chair – Responsible for planning the annual networking event, as well as other general membership outreach activities.

Fundraising Chair - Responsible for our annual fund raising including the sale of entertainment books and Gold C books.

Scholarship Chair – Responsible for the selection to the annual scholarship recipients of the chapter scholarships.

By-laws Chair – Responsible for reviewing the chapter by-laws and updating as necessary.

Legislation/Education Chair- Responsible for updating the membership on legislation/education of interest to members.

I don't really know the exact formula for success, but I do know the formula for failure: trying to please everybody.

Bill Cosby

Microsoft Office Tip – Power with the Click of Your Finger

You click, click, click all day on that mouse button. But what's that other button to the right? Go ahead, give it a try. Click anywhere with that right mouse button and a world of shortcuts is "at your fingertip." All of the Microsoft Office programs and many other programs utilize the right mouse button to offer quick access to commands you use frequently and others you may not even know you can do. Take a minute the next time you open Excel, Word, Outlook, or any other program and right-click in different areas of the screen. Not just the spreadsheet grid or paper, but the tabs, menu bar, ruler, and edges of the screen. Even the task bar (that strip on the bottom of your screen where the start button is) shows options when you right-click on it.

And for all you lefties, did you know you can reverse the buttons? You can make the right button the main button and the left button the secondary button. Simply open your control panel and double click on Mouse. Both left-handed and right-handed people can change a number of options in this screen including the speed of the mouse as the arrow moves across the screen, the speed of the double click, and the size or shape of the mouse.

*Wendi S. Hall, CPA
Small Office Solutions*

Phony Investment Newsletters

Hundreds of online investment newsletters have appeared on the Internet. While legitimate online newsletters provide valuable analysis information, other newsletters provide the means to perpetrate fraud. Although it is not illegal for fraudsters to pay people to write glowing recommendations, the federal securities laws require that newsletters disclose who paid them, the amount, and the type of payment, which fraudsters fail to provide. They mask sources of unbiased information, by falsely claiming to independently research the stocks they profile, as they convince investors to buy or sell specific stocks. Some notorious fraudsters will "scalp" the stocks they hype by driving up the price of a stock without any basis and then sell their own holdings at high prices and high profits.

Source: [Investment Swindles & Con Schemes](#), a NEW self-study video/workbook course from the Association of Certified Fraud Examiners.

The only thing that will stop you from fulfilling your dreams is you.

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
February 25, 2003	Tuesday	Baked Cod Almandine Chicken Chardonnay	<i>Forensic Accounting</i> Tracy Coenen, CPA, MBA, CFE, Sequence Inc.
March 25, 2003	Tuesday	New York Strip Baked Fish Florentine	<i>Starting and Running Your Own Business</i> Juliann Jatczak, Wisconsin Women's Business Initiative (WBIC)
April 22, 2002	Tuesday	Port Tornadoes w/Cider Sauce Chicken Cordon Bleu	<i>Election of Officers</i> <i>Ethics, Speaker TBA</i>
May 27, 2003	Tuesday	Mushroom Ravioli Marsala Parmesan Turkey Dijon	<i>Accounting Update Panel</i> ASWA Members
June 21, 2003	Saturday		<i>Golf Outing/Installation of Officers</i>
July 2003		Date & Place To Be Announced	<i>Annual Planning Meeting</i>

Please call Susan Hallberg at 414-225-1542 or send e-mail to her 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 Goddard	Sherry 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.

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Place
US
Postage
Stamp
Here

ADDRESS CORRECTION REQUESTED



Next Meeting of ASWA
FEBRUARY 25, 2003