
41ST ENTRY

American Society of Women Accountants Milwaukee Chapter #41

Volume 52, Issue 7

March 2004

President's Message

Several weeks ago we were teased with a hint of spring, but living in Wisconsin we knew it was just a tease, and it will be several more weeks before we can finally shed the heavy coats, hats and scarves for good. But perhaps that's just as well, because many of us are deeply buried in tax season, and don't have time to enjoy nice weather. But, take heart, tax season will soon be over, and the weather will change.

The change of seasons also means it's time for our chapter to begin to develop our slate of officers and directors for this next year. I would encourage each of you to consider taking a chapter office or directorship. The experience is rewarding on both a professional and personal level. In the 11 years I have been a member of Chapter 41, I have held many of the officer's positions, and have enjoyed each one and have made personal friendships along the way.

If you don't feel ready to take on an office, considering chairing or co-chairing a committee, it's an excellent way to get involved and learn as you go. In the near future, our Nominating Committee will be contacting our members to ask them to participate in the chapter leadership, please say yes, you won't regret it.

See you at the March meeting.

Susan

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Developing an Employee Recognition Program

Recent research has found that many professionals may begin looking for new positions as the economy improves and more jobs are created. Often, this desire for other opportunities stems from employees feeling that they and their work are unappreciated. If employers do not make the necessary efforts to acknowledge the achievements of their staff, they risk losing their top performers.

As a manager, one step you can take to strengthen your relationship with your team and enhance retention efforts is to create an employee recognition program. The rewards involved don't need to be expensive; a story in your company's internal newsletter can be very effective in expressing your gratitude. However, they should align with corporate objectives and consistently evolve to meet your needs and the needs of your team.

Below are some steps for developing an employee recognition program:

- * **Identify your goals.** Your methods will differ depending on what you hope to achieve. For instance, if you want to accelerate your month-end process, you may say that if it's completed quicker than the last month's, the department can leave early the next afternoon. Or, if the staff has put in many extra hours recently and you're trying to boost morale, you could bring in snacks and set a time for the group to socialize.

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March Program “Effective Business Communications”

What is the Communication Process? How important is the ability to effectively communicate? What are forms of verbal and nonverbal communication? How can one become a more effective communicator? These and more questions will be answered by our speaker, JoAnn T. Foth.

JoAnn is currently an instructor of Business Communications at Milwaukee Area Technical College. In addition, she teaches Office Technology courses and is the Administrative Assistant Internship coordinator.

Before coming to MATC in 1976, she taught in several area high schools. She was also the Office Manager for Sign Design, an imprinting and laser engraving business. She worked in an area hospital's Admissions and Billing departments; and helped implement an automated Medicare billing system.

JoAnn has a Bachelor's Degree in Business Education and a Master's Degree in Curriculum Design and Instruction.

JoAnn has been very active in community organizations. She is a member of Positive Parent Involvement and several athletic Booster Clubs. She is an auxiliary member of her local American Legion post and local DAV chapter. She is a former volunteer for the Ozaukee Council, 4K Sunday School teacher and a former co-leader of Brownie and Girl Scout troops. She remains a consultant to Sign Design.

FUNDRAISING CHAIR'S MESSAGE

At the February meeting we took a vote and decided to purchase 25 Pocket Peelers as an additional fundraiser to supplement our Entertainment Book fundraiser.

Pocket Peelers sell for \$10 with a 50% profit for our group. The coupons on the Pocket Peeler's are from Home Depot (4 @ 10% off of purchase up to \$500), Wongs Wok (4 coupons), Dairy Queen (4 coupons), Cousins Subs (4 coupons), Rocky Rococo's (4 coupons), Perkins Restaurant (4 coupons), Burger King (6 coupons), Scrub-A-Dub (2 coupons), AMF Bowling (1 coupon), & Dunhams Sports (1 coupon). They are printed two times a year once in March and once in September. The coupons on the March edition are good until March 31, 2005. If you would like to see what they look like you can check out their web site at www.pocketpeelers.com.

I picked up the 25 Pocket Peelers that we decided to purchase for \$125 and sent them out to the members that gave me a check at the February meeting. So far we have sold all 25 Pocket Peelers. I will talk to Cathy to get a check for another 10 Pocket Peelers so that I will have them before the March 23rd meeting. We can sell these as long as we like but we must sell every one that we purchase (there are no refunds for unsold cards).

If anyone would like to purchase a pocket peeler, you can get one from me at the March meeting or contact me at (414) 443-1911 or e-mail me at Aneshk@wi.rr.com. These are really easy to disburse since I can just mail them out to you.

Thanks to everyone for making this fundraiser another success!

Ann Neshek
Fundraising Chair
aneshek@wi.rr.com

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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- * **Focus on the team.** Get the most out of the process by determining what incentives staff will respond to best, and regularly solicit their feedback.
- * **Establish the criteria.** While all employees should be able to achieve the success required for an award, make sure you set fair goals that are measurable and challenge people to exceed expectations.
- * **Determine the rewards to be presented.** While they don't have to be expensive, be sure they match the interests of your staff. If you have the budget, consider monetary awards. Less costly options include an extended lunch period and movie tickets.

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, Australia and New Zealand, and offers online job search services at www.accountemps.com. For more information, call the Milwaukee office at (414) 271-8367.

Notes from . . .

Cathy Yekenevicz

The Accounting Principles I was referring to during the discussion at last month's meeting are stated in Statement of Financial Accounting Concepts (SFAC) #2, which deals with the qualitative characteristics of accounting decision making.

The primary characteristics of an accounting decision are Relevance - Usefulness and Timeliness of information Reliability - Verifiability (Objectivity), Neutrality (Freedom from Bias), and Representativeness (Measurability)

The secondary characteristics are Comparability and Consistency.

The constraints, or "practicality factors" are Materiality and Cost-Benefit.

IMPORTANT NEWS FOR EMPLOYMENT TAX E-FILERS

ASWA Milwaukee Chapter #41

Comparative Balance Sheet

For the Periods Ended June 30, 2003 and February 24, 2004

	6/30/03	2/24/04
ASSETS		
Cash and Bank Accounts	9,332.86	10,427.74
TOTAL ASSETS	9,332.86	10,427.74
LIABILITIES AND EQUITY		
Liabilities	0.00	0.00
Equity	9,332.86	10,427.74
TOTAL LIABILITIES AND EQUITY	9,332.86	10,427.74

Comparative Income Statement

For the Periods Ended June 30, 2003 and February 24, 2004

	2003-2004 Budget	2/24/2004 Actual
RECEIPTS		
Regular	8,300.00	5,000.34
Fundraising	3,300.00	3,077.00
Scholarship	1,810.00	407.36
TOTAL RECEIPTS	13,410.00	8,484.70
DISBURSEMENTS		
Regular	8,029.00	4,469.82
Fundraising	3,300.00	2,420.00
Scholarship	2,050.00	500.00
TOTAL DISBURSEMENTS	13,379.00	7,389.82
NET INCOME	31.00	1,094.88

All pre October 15, 2003 Employment Tax e-file participants must complete a new or revised Form 8633 for all of the e-file for business programs.

If you were a participant in the Employment Tax e-file System on or before October 15, 2003, you must take additional action in order to participate in the 2004 program. This change is due to a redesign of our e-file application process, which consolidates the business (Form 9041) and individual (Form 8633) applications into a single process. Effective October 15, 2003 the Form 9041 will no longer be used.

Please see the IRS website at

<http://www.irs.gov/efile/article/0,,id=105629,00.html> for more information.

Prevent Fraud in Your Company

- Institute a hotline
- Educate employees about fraud
- Establish fraud-detection procedures
- Have certified fraud examiners on staff
- Set an ethical tone from the top
- Take all tips seriously and investigate each of them

2004 Tax Calendar is now available

The 2004 Tax Calendar for Small Businesses and Self-Employed (Pub 1518, Catalog Number 12350Z) is now available. This 12-month wall calendar is filled with information on general business taxes, electronic filing and paying options, business publications and forms, and common tax filing dates. For an on-line version of the calendar, visit <http://www.irs.gov/businesses/small/article/0,,id=104682,00.html>. Copies of the tax calendar can be ordered on line at <http://www.irs.gov/businesses/small/page/0,,id=82780,00.html> or by calling (800) 829-3676.

If we did all the things we are capable of doing, we would literally astonish ourselves.

Thomas Edison

American Society of Women Accountants
Minutes of Meeting – February 24, 2004

Welcome and Announcements - The meeting was called to order at 8:05 p.m. by Susan Hallberg. There were 16 members present. Our program for the evening was a roundtable of members discussing current accounting issues.

A couple corrections were made to the minutes of January 27, 2004. The motion was made by Lois Arsand to approve the minutes as corrected. Ann Neshek seconded the motion.

Rachel Ittner was a guest for the meeting. She will receive the Becker Scholarship available from Student Night. Susan Hallberg made arrangements with Becker to change the expiration date of the scholarship so it could be used.

Committee Reports

1. Programs - We are looking for program ideas for the June meeting.
2. Treasurer – Cathy Yekenevicz presented the current Budget Report for this year with budget figures and actual revenue and expense grouped by Fundraising, Scholarship and Chapter activity.
3. Membership Retention – Sue Christensen received information on who had not renewed their memberships since last year and will follow up on why they have not renewed.
4. Bulletin – Sue Press will continue to handle the newsletter until a replacement is found for the position.
5. Fundraising – Ann Neshek presented a new fundraising tool called Pocket Peelers. The cost is \$10.00 per card and our profit on them is 50%. These are cards with tiny coupons to be peeled off at the store. A motion was made by Ann Neshek and seconded by Sue Press that we purchase 25 Pocket Peelers with our fundraising revenue from Entertainment Books. Sue Press will email members when the Pocket Peelers can be picked up. Several members gave Ann checks to order these at the meeting. More information can be found at pocketpeelers.com.
6. Scholarship – There was discussion that newsletters should be sent to schools' accounting departments to get more interest in ASWA. Sue Press does send hard copies of the newsletter to 3 or 4 schools. Bev has received requests that some of the scholarship money be disbursed for summer school this year.
7. Website – A new chair is still needed for the website.
8. Legislation and Education – Valerie reminded everyone that the February newsletter contained information regarding an Organ Donor Deduction.

Susan Hallberg said it is time to decide if we should make any changes to our chapter dues. Currently national dues are \$93 per year and chapter dues are \$23 per year. It was decided that no change will be made at this time.

Sherrie Huff will be the chairman of the nominating committee for next years officers per the bylaws. Nominations will be published in April and May and the elections will take place at the May meeting.

Adjournment - A motion was made by Sue Press at 8:40 to adjourn the meeting and this was seconded by Carol Butula.

Respectfully submitted,

Trudy Daline
Recording Secretary

Susan Hallberg
President

Parliamentary Skills Workshop held by the Milwaukee County Unit of Parliamentarians

Topic: "Officers, Boards and Committees"

When: Saturday, May 8, 2004

When: 9am til noon

Where: Mayfair Tower - South - Lower Level Conference Room

How much: \$15 before May 1 / \$20 at the door

Continental breakfast and materials included.

Roberts Rules of Order will be available for purchase - or bring your own.

Are you on a board of directors of a corporation, a non-profit group, a social organization, your kid's parent group? Did you ever wonder how to properly make a motion or amend bylaws? Learn why you should not "table" business until the next meeting. What are the specific roles of your officers and committee chairs? and WHO is that Mr. Robert from "Roberts Rules of Order" anyway? Attend this workshop and walk away with a greater insight on how to effectively facilitate meetings.

For such a stuffy subject, this is actually a fun quorum to make a motion with! For more and how to register, see the attached or contact Kathy Day at 414/545-2931 or Gerald Hyler at 414/617-0100.

Starting Out Formulas

When you are entering information in a cell, Excel recognizes the information as a formula if you start it with the equal sign. If you are entering lots of numeric information, you may find it a bother to continually move your hand away from the numeric keypad to enter the requisite equal sign for each cell.

One way to handle this is to begin each cell with a plus sign instead of the equal sign. When you press Enter at the end of the formula you are entering, Excel automatically converts the leading plus sign to an equal sign.

For those who use the numeric keypad to enter their formulas, this can be a real plus since you don't have to move your hand to enter a leading plus sign (as you would for a leading equal sign).

If you want to check out DailyExcelTips, visit this Web page: <http://www.exceltips.com/daily.htm>. DailyExcelTips is a free service. Become a Word expert by learning the tips, hints, and tricks that make the difference. Same high quality as ExcelTips. For more info on this FREE weekly newsletter, visit <http://www.VitalNews.com/wordtips/>.

Project Financial Coordinator/Accountant for a Commercial Construction Company

This position would be responsible for working directly with the Project Financial Manager. They would be responsible for preparing weekly timesheets, invoices, cost analysis and scheduling for various projects. This individual would assist in analyzing project performance to identify potential cost overruns and risks, analyzing trends and exploring opportunities for improvement. You would also be responsible for participating in scheduling and project coordination efforts as required.

They are looking for someone who has a knack for working with numbers and someone who really wants to grow and learn with this newly created position. They are an extremely friendly and family oriented environment. The company is growing tremendously and has a great reputation in the industry. The salary would be in the low \$30 range.

If you are interested in learning more please contact RyAnn Moore at Hatch at 414-272-4544 or via email at ryann@hatch.com.

Here is the link to the "IRS Newswire" that can be received by e-mail each week. If you know someone who might want to subscribe to this mailing list, please forward this message to them and they can send a blank e-mail to <mailto:irs-newswire-subscribe@lists.qai.irs.gov> in order to subscribe.

AMERICAN SOCIETY OF WOMEN ACCOUNTANTS * MILWAUKEE CHAPTER 41**

Meeting Schedule for the 2003-2004 Year

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

Date	Day	Entrée	Program Topic/ Speaker
March 23, 2004	Tuesday	Tilapia Chicken Saltimbocca	<i>Effective Business Communications</i> JoAnn T. Foth
April 27, 2004	Tuesday		<i>Financial Literacy</i> Meridee Maynard, NML <i>Election of Officers</i>
May 25, 2004	Tuesday		<i>Internal Controls for Small Companies</i> Grant Thornton Speaker TBA
June 22, 2004	Tuesday		<i>Topic TBA</i> Speaker TBA <i>Installation of Officers</i>
July, 2004	<i>Date & Place to be announced</i>		<i>Annual Planning Meeting</i>

Please call Joan Cook at 414-297-6438 (work) or 414-228-6678 (home) or by e-mail TGBCB@hotmail.com by the previous Thursday to make a dinner reservation. 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
Eve Bischoff	Sherry Lederer	Sheila Robak
Carol Butula	Bev Loofboro	Janet Sargent
Sue Christensen	Darlene Mielke	Ellenmay Seaman
Trudy Daline	Vivian Moller	Valerie Sheldon
Deb Fineour	Ann Neshek	Linda Steinberg
Rhonda Fritz	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.

Anyone wishing to be added to or deleted from the permanent reservation list, please contact Joan Cook at work (414-297-6438) or home (414-228-6678). You can also send an e-mail to TGBCB@hotmail.com. Please note that by placing your name on this list, you are responsible for paying for the meal from every meeting. If you are not able to attend, please call or email by the previous Friday and you will not be responsible for payment.

American Society of Women Accountants
c/o Susan L. Press
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Eagle, WI 53119

Place
US
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Stamp
Here

ADDRESS CORRECTION REQUESTED



Next Meeting of ASWA
MARCH 23, 2004