



American Society of Women Accountants

FORTY-FIRST ENTRY

Volume 58, Issue 8

April 2008

President's Message

ASWA Members and Friends,

Spring is officially here and the Brewer's are off to a great start and those snowy days of winter will soon be just a distant memory.

First I'd like to thank Geoff Hall for once again sharing his knowledge on a variety of computer-related topics at March's meeting. I know I personally picked up some very important tips that will help me protect my data, pictures and music files.

This month Melissa Stuczynski will speak on advanced topics in Microsoft Word 2003.

As mentioned at the last meeting, we are working to coordinate a joint meeting with the Greater Milwaukee Chapter of the Institute of Management Accountants for possibly a behind-the-scenes tour of a Milwaukee point of interest or a combined meeting during the next Chapter year. More information will follow in the coming months.

The year is winding down and we have three meetings left. We hope that if you've been busy due to audit and tax season you'll be able to join us again soon.

Best regards,

Janet Sargent
President

APRIL PROGRAM

April's program brings us back to the office necessity we all love and hate, the computer. Melissa Stuczynski will be giving us tips and tricks for using Microsoft Word 2003.

Melissa Stuczynski is an adjunct instructor at Waukesha County Technical College teaching Microcomputer Business Applications classes to students earning Administrative Assistant, Accounting and Marketing degrees. She has earned BA in Psychology from UW Milwaukee, and has been training adults in computer application usage for over 20 years. Melissa has also performed soft-skills training for the United States Bowling Association and Bowling Proprietors Association of America and conducted "Managing Volunteer Organizations" weekend workshops. Instrumental in coordinating and implementing national association training for a proprietary software package within the bowling industry, Melissa addressed a combined 1,400+ National Conference attendees of the Women's International Bowling Congress (Quad Cities) and the American Bowling Congress (Reno, NV). In her spare time, Melissa enjoys owning her own business as a Tastefully Simple consultant, enjoys reading, working around the house with her husband, and playing with her three children.

I'm sure it will be a fabulously informative program. Bring a colleague from your office or a friend. Hope to see you there!

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ASWA Mission:

The mission of ASWA is 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.

To learn more about us, go to www.aswa.org or www.aswamilwaukee.org.

POCKET PEELERS WILL BE AVAILABLE AT THE APRIL 22nd MEETING!

The coupons on the spring edition Pocket Peeler still sell for \$10 each with a 50% profit for our group. The coupons are from I-Hop Restaurant (4 @ buy entrée and 2 beverages get an entrée free), Cousins Subs (4 @ buy 2 subs get third free), Chancery (2 @ buy 2 entrees get an appetizer free), Uno Chicago Grill (2 @ buy 2 entrees get the 3rd free), Rocky Roco (4 @ buy slice and drink get same free), Cold Stone Creamery (3 coupons), Cascio Interstate Music (1 coupon), Wong's Wok (2 coupons), Scrub-A-Dub Wash & Oil Change (2 coupons), Dairy Queen (4 coupons), Subway (4 coupons), AMF Bowling (1 coupon), & Dunhams Sports (1 coupon for 10% off). The coupons in the Spring edition are good until March 31, 2009. If you would like to see what they look like you can check out their website at www.pocketpeelers.com.

So far we've sold 7 Pocket Peelers and we need your help to sell at least 3 more so we can start making a profit on the sale (we have 12 left to sell)!

If you can't make it to the April 22nd meeting but you would like a Pocket Peeler, you can contact me at the number or e-mail address below to get one. Since Pocket Peelers fit in an envelope if you send me a check I can mail you the Pocket Peeler. Let's make this Pocket Peeler sale a great success!

Ann Neshek

Fundraising Chair

E-mail: aneshek@wi.rr.com

Phone: (414) 443-1911

Address: 1317 S. 121st Street, West Allis, WI 53214

Stimulus Payment Schedule for Tax Returns Received and Processed by April 15

Direct Deposit Payments

If the last two digits of your Social Security number are:

00-20

Your economic stimulus payment deposit should be sent to your bank account by:

May 2

21-75

May 9

76-99

May 16

Paper Check

If the last two digits of your Social Security number are:

Your check should be in the mail by:

00-09

May 16

10-18

May 23

19-25

May 30

26-38

June 6

39-51

June 13

52-63

June 20

64-75

June 27

76-87

July 4

88-99

July 11

Small Business Times Business & Technology Expo

Plan on attending this informative Expo which will feature over 200 exhibitors, 40 seminars and 5 special events. This year The Small Business Times Business & Technology Expo is being hosted at the Wisconsin Expo Center at State Fair Park on April 30th from 9 AM—6 PM and May 1st from 9 AM to 4 PM. To pre-register to get a Free pass go to expo.biztimes.com. Otherwise admission is \$45 at the door. For more info call 277-8181 for e-mail expo_info@biztimes.com.

Getting ahead in a difficult profession requires avid faith in yourself. That is why some people with mediocre talent, but with great inner drive, go much further than people with vastly superior talent.

— Sophia Loren

ASWA Milwaukee Chapter 41 Slate of Officers and Board Members For Fiscal Year 2008-2009 Standing for Election April 22, 2007

OFFICERS

President	Linda Steinberg
Immediate Past President	Janet Sargent (ex officio)
Recording Secretary	Valerie Sheldon
Corresponding Secretary	Susan Press
Treasurer	Catherine Yekenevicz
Vice President – Program	Sandi Chase

BOARD MEMBERS

Program – Reservations	Susan Jaeckel
Publicity	Christine Yard
Membership	Sue Christensen
Member Retention	Rhonda Fritz
Fundraising	Ann Neshek
Scholarship Chair	Sue Heaton
Webmaster Chair	Wendi Hall

COMMITTEES (not elected positions)

Scholarship Trustee	Sue Christensen
Scholarship Trustee	Jean Williams
Student Night	Kathy Burzynski
Member Education/Legislation	Caryl Ehler

BENEFITS OF E-FILING

- **Tax returns prepared for e-filing are effectively free of errors.** Do keep in mind that free from errors does not necessarily mean free from fraud. It does mean e-filed returns undergo significant error-checking processes designed to eliminate many of the errors still found on paper-filed returns. For example, the mismatch of names to Social Security numbers remains the number one type of error found on tax returns. The IRS maintains a special database provided by the Social Security Administration that compares names to Social Security numbers. Transposing Social Security numbers creates mismatched information when the return information is compared to information on file with the Social Security Administration.
- **Major errors are eliminated.** Math errors on e-filed returns do not exist, but it remains a top five error on paper-filed returns.
- **E-filed returns generate an acknowledgment of receipt by the IRS within 48 hours of filing.** With paper-filed returns, even returns sent by certified or registered mail, the assurance of receipt by the IRS is limited to a return document indicating the IRS received the envelope, but not necessarily the contents of the envelope. With e-filing, concerns about whether the IRS received the tax return or not are eliminated.
- **Can determine the status of refunds online.** By logging into the IRS Web site, taxpayers can obtain the status of their refunds by inputting some key information from the tax return. Not the least of all benefits of offering e-filing is the speed in getting the refund. Couple direct deposit with e-filing and your clients could get their refunds in just seven to 10 working days depending on when the return is actually filed during "tax season."



We are saddened to hear of the passing of Ellenmay Seaman on March 14, 2008. Ellenmay was a member of ASWA since 1971 and a past president.

Our condolences go out to her family and friends.

TAX NEWS

- Understanding the Tax Gap – visit this link on IRS.gov**
<http://www.irs.gov/newsroom/article/0,,id=158619,00.html>
- The [Small Business Resource Guide 2008](#), a one stop source for all the information a small business owner needs to comply with federal tax laws, is now available on IRS.gov.
- The American Payroll Association's [Payroll Tax Forum](#) is a one-day course offered in 30 cities, June 16-27, with information about the latest payroll-related changes from Congress, the IRS, DOL, SSA, and the Department of Homeland Security.
- Effective **for taxable years beginning in 2008**, social security benefits will no longer be taxable for Wisconsin income tax purposes. This will be reflected on the 2008 Wisconsin income tax forms. Even though social security benefits will not be taxable for income tax purposes, they must still be included in household income for homestead credit.

Officers, Board Members and Chairs

President:	Janet Sargent President@aswamilwaukee.org
Past President:	Sheila Robak
Vice Pres-Programs:	Wendi Hall VPresident@aswamilwaukee.org
Recording Secretary:	Sharon Stone RecSecretary@aswamilwaukee.org
Corresponding Secretary:	Sue Press CorSecretary@aswamilwaukee.org
Treasurer:	Cathy Yekenevicz Treasurer@aswamilwaukee.org
Reservations:	Sheila Robak Reservations@aswamilwaukee.org
Publicity:	Linda Steinberg PR@aswamilwaukee.org
Membership:	Sue Christensen membership@aswamilwaukee.org
Member Retention:	Rhonda Fritz members@aswamilwaukee.org
Fundraising:	Ann Neshek fundraising@aswamilwaukee.org
Website:	Wendi Hall webmaster@aswamilwaukee.org
Student Night:	Kathy Burzynski student@aswamilwaukee.org
Member Education:	Caryl Ehlert Education@aswamilwaukee.org
Scholarship:	Sue Heaton scholarship@aswamilwaukee.org
Scholarship Trustees:	Sue Christensen and Jean Williams

NEWSLETTER DEADLINES

The deadline for newsletter articles will be ONE WEEK AFTER our monthly meeting. The deadline for the next newsletter bulletin is Friday, June 6, 2008! Please submit all articles to Sue Press, spress@schlitzpark.com or gpress@centurytel.net. If you have any questions, you can contact Sue at 414-272-6302 or 262-495-8611.

ASWA Meeting Schedule for 2007-2008

Location:	Klemmer's Banquet Center, 10401 W. Oklahoma Avenue
Time:	Social 5:30, Dinner 6:00, Program 7:00
Fees:	Members \$21, Retired Members \$18, Students \$18, Guests \$23

Date	Entrée	Program Topic/ Speaker
Apr 22, 2008	Chardonnay Chicken Baked Cod Roasted Artichoke Ravioli	Advanced Microsoft Word Techniques Melissa Stucynski
May 27, 2008	Shrimp with Vodka Sauce Mesquite Grilled Pork Chop Garlic Herb Pasta	TBA
June 24, 2008	NY Strip Baked Stuffed Shrimp Mushroom Ravioli	lia sophia, Jewelry Nancy Meier
July 2008		2008-2009 Planning Meeting TBA

Please call Sheila Robak at 262-246-7258 or by e-mail to srobak@miller-bradford.com by the Thursday before our meeting 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!)

Kathy Burzynski	Sue Christensen	Rhonda Fritz	Wendi Hall	Susan Hallberg
Sue Heaton	Sue Jaeckel	Vivian Moller	Ann Neshek	Cheryl Pfundtner
Sue Press	Sheila Robak	Valerie Sheldon	Sharon Stone	
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. Anyone wishing to be added to or deleted from the permanent reservation list may contact Sheila Robak. 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.



2007-2008

ASWA MEETING CALENDAR

JULY						
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JULY						
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Holiday
 Regular Monthly Meeting
 Special Board Meeting
 Newsletter Deadline

Regional Conferences**2008 Southwest Regional Conference
May 16-17, 2008**

Radisson Woodlands Hotel Flagstaff

Sponsored by:

Flagstaff, AZ Chapter

Chapter Contact:

Kelly Robertson

928-523-2017

kelly.robertson@nau.edu**2008 Northwest Regional Conference
May 30-31, 2008**

Courtyard Marriott

Sponsored by:

Bellevue, WA Chapter

Chapter Contact:

Eleanor Siverts-Akerman

425-255-8842

**2008 Northeast Regional Conference
June 6-7, 2008**

Akron-Fairlawn Hilton

3180 West Market Street

Akron, OH 44333

330-867-5000

Sponsored by:

Akron-Canton, OH Chapter

Chapter Contact:

Becky Price

beckyp606@yahoo.com

or Susan Tripepi

stripepi@neo.rr.com**Future Annual Conferences**

**ASWA/AWSCPA
Joint Inspired Solutions Conference**
October 28-30, 2008
The Fairmont Dallas
Dallas, TX

For sponsorship or exhibit opportunities, please download the [2008 JNC Sponsorship Brochure](#) or call Lindsey Monson at ASWA headquarters, (703) 506-3265.

Other Events**2008 Mid-Atlantic Employee Benefits Conference
May 22-23, 2008**

Capital Hilton Hotel

Washington, DC

Sponsored by the IRS and the American Society of Pension Professionals and Actuaries (ASPPA).

**2nd Annual Empowering Today's Accountant Seminar
July 25, 2008**

Tempe Mission Palms Hotel

Tempe, AZ

Sponsored by:

Mesa East Valley Chapter

Chapter contact:

Laura Mangan

480-276-5926

lauralynne@earthlink.net

**One accurate measurement is
worth a thousand expert opinions.**

-- Grace Hopper



FORTY-FIRST ENTRY

American Society of Women Accountants
c/o Susan L. Press
W5151 Young Road
Eagle, WI 53119

aswamilwaukee.org

The mission of ASWA is 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.

How to Boost Employee Productivity

In the business world, productivity is key to prosperity. Maximize your accounting and finance team's efficiency and output with the following productivity-boosting strategies:

Be liberal with praise. Compliment your employees whenever it's warranted. And don't worry that frequent praise will lead to complacency. Most people respond to positive reinforcement by working even harder and smarter. On the other hand, workers who give it their all but feel unappreciated are likely to cut back on their efforts, assuming management doesn't care about or even notice their contributions.

Individualize responsibility. The more people share responsibilities on a project, the longer they typically take to complete the assignment. While teamwork is an important dynamic in the workplace, make sure the individuals within the group have clearly defined responsibilities.

Publicize company goals. Your staff should understand the short- and long-term goals your organization is striving to achieve. Highlight these strategies in company publications or on the employee bulletin board. Moreover, ask individual departments to set objectives and encourage buy-in by involving employees at all levels in the process.

Offer guidance. One of the most common and frequently overlooked reasons for low performance is poor direction. When you make an assignment, provide as many details as possible. Keep in mind that team members may be reluctant to ask questions for fear of appearing uninformed or incompetent.

Criticize with care. When employees are doing substandard work, it's the manager's job to let them know. But be tactful. Never criticize an employee in front of his or her colleagues, and focus the discussion on performance — not the person.

Solicit input. Don't assume that your staff will voluntarily voice their concerns. Instead, actively seek comments, observations and suggestions for improving processes. Maintain an open-door policy to make it easy for employees to talk to you.

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 360 offices throughout North America, South America, Europe and the Asia-Pacific region, and offers online job search services at www.accountemps.com.