

THE PROFESSIONAL PUBLIC ACCOUNTANT

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Welcome the Four Corners Chapter of PASC!

Matthew C. Lewis, PA, EA, Delta, CO, PASC President



Thanks to Donna Myers and the interest shown by society members in the Pagosa Springs, Durango, Bayfield and Cortez area, we have established a new chapter to represent PASC in southwest Colorado. The new chapter will be called the Four Corners Chapter and the meetings will be centered in the Durango area.

There have been a number of people in northwest New Mexico who have also expressed interest in attending educational seminars offered in the area. For a number of years, accountants in this part of the state have had to travel over Red Mountain Pass, elevation of 11,270 feet, or one of the other high passes in order to attend educational seminars in Colorado. Some have opted instead to head south to Albuquerque, NM to get required education.

With the formation of this chapter, we will be able to bring various seminars to this part of the state. Plans are already being worked on to bring the two-day 1040 update presented by NCPE to Durango in the fall of 2003. As this chapter grows and develops we hope to have a number of other seminars offered in the area. Watch for details as we finalize various seminar plans.

As we draw near to the close of 2002, we have had a lot of participation in educational programs in the last few months, with several more to come up shortly. If you are still needing to attend a 1040 or Business entity update, check the schedule and register! Next year we hope to offer more opportunities for education on topics that you want most.

Thanks again, Donna, for all your hard work to get this chapter organized and to continue to develop plans for the expansion of our society.

Important Upcoming Seminars

Mile High Chapter

Colorado Tax Update - Dec 11, 2002
 Round Table Discussion - Jan, 2003
 Unemployment & Sales Tax Audits - May, 2003

Pikes Peak Chapter

Round Table - March 19, 2003
 Accounting Seminar with
 William Haller - May 21, 2003

Western Slope Chapter

Watch this space in January for the
 Schedule for 2003

Four Corners Chapter

Watch this space in January for the
 Schedule for 2003

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PUBLIC ACCOUNTANTS SOCIETY OF COLORADO

Seminar/Workshop Calendar 2002-3

December 11, 2002

Colorado Update (Judy Campbell) Denver, CO

December 11, 2002

Gear-up Seminar (Tapes) Colo Sprgs, CO

May , 2003

Unemployment & Sales Tax Audits Denver, CO

May 21, 2003

Accounting Seminar (William Haller) Colo Sprgs, CO

June 1-4, 2003

Annual Convention & Accounting Forum TBA

NCPE 1040 Tax Seminars - Fall 2002

October 31 & Nov 1 - Doubletree, Quebec Denver, CO

October 30 & 31 - Grand Vista, Crossroads Grand Junctn, CO

November 20 & 21 - Red Lion, I-25 & Bijou Colorado Spgs, CO

December 3 & 4 - Red Lion, Quebec Denver, CO

For more information on PASC events, Call
 (303) 457-4451 or (800) 578-4451 or visit our
 website <http://www.coloradoaccountant.org>

NSA Calendar of Events for 2002-3

December 3-4, 2002 -

National Tax Institute Atlantic City, NJ

December 9-10, 2002 -

National Tax Institute Las Vegas, NV

December 13, 2003 -

ACAT Accountancy Exam Denver, CO

May 16-18, 2003 -

Board of Governors Meeting St. Petersburg, FL

Aug 19-23, 2003 -

Annual Convention Salt Lake City, UT

For more information on NSA events visit the web site
<http://www.nsacct.org>, or call (800) 966-6679

From The Governor's Desk

Andrew T. Morehead, PA, CFP, ATP, Eaton, CO, NSA Governor District IX



Just back in town from the Board meeting in Branson and a quick trip to the Wyoming Association convention. Wyoming first.

A very successful Gear Up seminar with more than 90 attendees, and a dinner where I installed Mike Liesch as President, Rusty Aalbers as Vice

President and Kay Jeffers as Secretary-Treasurer. We had an opportunity for much discussion of the latest initiative from the State Board on reforming the Wyoming accountancy laws, and WAPA is prepared to submit its own version of a revised law for consideration by all concerned within the next week or so. We shall see what transpires, but time is getting short with a general session of the Legislature starting its session within a little more than two months.

The Branson Board of Governors meeting considered more subjects than I can cover in one column, so let me take two this time around with more to come in my next column.

You may recall that there was general interest in more financial information on NSA's financial well-being becoming available, and that a motion was passed at convention urging the Board to take steps in this direction. At Branson we did consider and accept, with some minor corrections, the audit report for the year ending August 31, 2002; the Board approved releasing a condensed version thereof and you should be seeing it shortly. This Board has taken much interest in the accuracy and presentation of the financial statements and in promoting financial transparency (to use the current vogue word) so don't hesitate to ask questions. If they are directed at your State Director or at me, they will be answered.

The bigger news was that we accepted a recommendation for an accounting standard called "Tax Accounting Standards for Small Business", or TASSB for short. This effort replaces GATAP, with which some

of you may have been familiar, and is designed among other things to provide a form of OCBOA of use to many members in states where the use of SSARS and/or report language is limited or prohibited.

There will be an exposure period for comments from numerous interested organizations, including the AICPA, IRS, NAEA, NATP, the new Accountancy Oversight Board, and FASB and we plan to discuss its applicability when appropriate with interested consumers of financial information such as the Morris & Associates Group and the Independent Bankers Association.

I expect that you will hear much more about this in future email circulars from NSA, so I encourage you to get connected and stay tuned. If you are an NSA member but are not receiving our news, get in touch with NSA at the website www.nsacct.org and let our headquarters know your email address. If you are not an NSA member, your State Director can fix that situation in almost no time with an application that ranges from no cost through May 1 of next year to a membership application at normal cost that gives you free attendance at this year's National Tax Institute in Atlantic City or Vegas if you act quickly. There is no better time to join NSA than now.

More on other Board actions, including revised annual convention plans, will be forthcoming in my next column. As I said above, stay tuned.

NSA Convention 2003

Salt Lake City, Utah

August 19-23, 2003



At the 2002 NSA National Convention

On the island of Oahu, in the city of Honolulu, on the beaches of Waikiki...

Judy Shoemaker, PA, ABA, Colorado Springs, CO

The requested topic for this article is my experience as a “first-timer” at the August 2002 NSA Convention. Even though my Hawaiian tan and memories are fading, my experience will forever be a part of my life.

I am a long-time 25+ years accountant having received my degree from Metro State in 1981. Recently self-employed for one and one-half years, I am endeavoring to build my practice. Being newly in practice, I did not have all the finances to attend the NSA Convention. Having a sister who lived right across the street from the convention, meant that my lodging and meals were covered. To no avail, I contacted NSA inquiring as to any discount/scholarships for the registration fee. Blindly, I emailed Matthew Lewis, President of PASC. In less than 12 hours, PASC provided me a \$500 scholarship. My assignment from PASC, was to participate in all the business meetings. With a last minute airline ticket and a borrowed PASC logo shirt from Doug LeNoue, I was on my way to the annual NSA Convention in Honolulu.

I boarded a charter flight out of Denver, not really knowing anyone. I recognized Bob & Deanna on the overhead, Deanna having had the privilege of going through the infamous “second” screening process. FYI Deanna, my number was drawn coming back! I arrived in Honolulu greeted by my first “lei”, a warm Hawaiian custom of welcoming visitors with a necklace of fragrant flowers. Honolulu is the largest city in Hawaii. Its population is greater than the combined population of all the other islands.

I arrived at the convention in the beautiful, four-star Hilton Hawaiian Village. This 22-acre facility is a miniature city in itself. The architecture in the village that was most predominant was rock and water; it was complete with ever-cascading waterfalls, water lilies, koi ponds, penguins, colorful ducks and flamingos. Can you tell I am a bird-lover? I was ushered to the Delegate Booth where I became an official first-timer and a voting delegate evidenced by my first-timer button and my green ribbon. I was often

guided along by Bob & Deanna Cross, fellow PASC members. Although the CPE credits started at 7:30 a.m. each morning, we were greeted with wonderful trays of bagels, sweet breads and coffee to start the day. I was diligent in attending two CPE sessions each day. Very honestly, I wish there were three of me each morning to attend the various sessions offered. I believe that I laughed the hardest in Richard Minot’s “Ethics” session and was most informed in Jerry Riles and Beanna Whitlock’s “From Cradle to Grave” session. After Beanna & Jerry’s session, I asked Beanna a question relative to a certain client. Her response was, “It can’t hurt to ask IRS.” I followed Beanna’s advice, found grace with IRS and have since saved a client \$5,000 plus penalties & interest. I will always remember riding the elevator and an unknown hotel guest asking what NSA stood for. I told him National Society of Accountants, and his loud outburst included “I bet you guys have a lot to talk about this year!”

Tuesday, Thursday, and Friday afternoons were spent listening to the keynote address and participating in the NSA business sessions that included the district caucus and election. I watched first-hand the NSA active participation of our PASC members like Andrew Moorhead, NSA Governor of District IX, and others. I am proud to say that Colorado had the largest number of delegates at the convention.

On Tuesday, I was treated to a First Timer’s Luncheon and on Friday to an ACAT Luncheon. Speaking of food, have you ever eaten poi? Wednesday afternoon, we were shuttled via bus to the north side of Oahu to the Polynesian Cultural Center for a tour, private luau and Polynesian show. The Center is one of the foremost tourist attractions of the island. Four to five hundred NSA members and guests were treated to this extravaganza. My memories include watching Polynesian entertainment perform on top of floating canoes, being greeted at the luau with a lei and pineapple mimosa and the totally Hawaiian cuisine of poi, pit-roasted kalua pork, fresh fruit and purple poi rolls. Poi is a root crop that is used extensively in Hawaiian cuisine.

2002 NSA Convention (Continued)

Better than the food at the table was the company of new friends and fellow accountants from Colorado and beyond. The absolute show stopper (from a woman's perspective) of the evening performance was a native Samoan chief named Chief Sielu Avea, fully tattooed and juggling multiple flaming torches high in the air and around his body. What an evening to remember.

Traditional to the last day of the Convention was an awards breakfast, silent and live auctions. The close of the Convention was ushered in with the installation of our new officers, complete with a seven-course Chinese banquet and authentic Chinese lion dance.

The next five days I played tourist on the beautiful island of Oahu. The first day was spent firstly at the weekend art festival at the local park and lastly at the largest flea market I have ever seen at the Aloha Stadium. Now I know why people frequent the flea market with a wagon or rolling suitcase! Many evenings were spent soaking in the various musical ensembles of local and jazz musicians. My father served in the US Navy in WWII, so a reverent visit to the USS Arizona and the Submarine Museum was in store. What must have been the highlight of the trip was our visit to the popular snorkeling site of Hunama Bay. Here, I participated in the never experienced before snorkeling with the great sea turtles and the Hawaii state fish, the humuhumu-nukunuku-a-pua'a. It's pronounced WHO-moo-WHO-moo-NEW-coo-NEW-coo-AH-poo-AH-ah.

Meanwhile, back on our mini ranch a few miles east of Colorado Springs, my husband, Fritz, was diligent in taking care of animals and watering in the midst of the drought. Since my adventure to Hawaii, I now have one cat that I have nicknamed Velcro-cat.

To say that this year's NSA Convention was impressive would be an understatement. I have never seen a more professional organization give such benefits to its members. We are privileged to have this Convention in Salt Lake City next year. This is only 521 miles from Denver. Mark your calendars for August 19-23, 2003 and plan to participate in this extraordinary event. You won't regret it. Please plan to look me up. I'll be there.

NSA STATE DIRECTOR'S REPORT

William Eskew, PA, EA, ABA, Colorado Springs, CO,
NSA Colorado State Director



Fall has quickly disappeared into winter. It is not on the calendar but these weather patterns are not so unusual in Colorado. Now that we have had a taste of winter maybe we will have a warm interlude before the real thing blasts in on us. I hope you have some time to smell the roses in the last few weeks be-

fore you plunge into the year-end planning and the education updates. My wife and I spent the last two weeks in southern Missouri and northern Arkansas visiting friends and family as well as playing tourist. This was very enjoyable, as we were not on a time schedule and had no pressures. Hope you have some time like this also.

I also recently attended a seminar on Financial Statement Fraud, which included a review of the Sarbanes-Oxley Public Accountability Act of 2002 and a review of SSARS 99. Of course, this does not affect privately held companies yet, but it is indicative of the changes that have come to the accounting industry. This may not affect you or your clients, but there will be some trickle down effect in the future. We need to be aware of what is happening and be prepared to adjust our practices accordingly. The best defense is a good offense and each of us has a need to take advantage of the education that is available. This may sound like soap box time but I strongly believe that for those who do not have some type of a credential, there is no better time than now to start the process. If I can be of any assistance please contact me.

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ColoradoAccountant.org

Joanne L. Konrade, PA, EA, Webmaster, Broomfield, CO



search skills each time you practice?

Searching is an art and search engines have many helpful features to give you more power to find your target material. Did you know that <http://google.com> searches nearly 2.5 billion web pages and becomes more accurate each time it is used?

There are hundreds and possibly thousands of search engines on the www. Although google.com is my favorite, it is not the only free search engine service I use. Go to your favorite service and enter the key words “search engine”. When the list of results appears, create a folder in your “Bookmarks” or “Favorites” and place the top ten in it for future reference.

How does a search engine work? The user sets up a string of parameters which can be very simple, such as one word, to very technical using operators, phrases and query types. The search engine then hunts through its vast and ever-changing collection of possibilities, or data base, to give the user a list of matches which most closely fulfill the parameters requested in the order of the best match first.

Go to your favorite search engine and click the link to “Advanced Searches”, “Search Tips”, “Preferences” or similar words to learn how to word a search. Many search engine services have a search “wizard” or template which will ask you what to include, exclude and other criteria to create the most effective search possible.

Where does the search engine get its data base? That varies from service to service. Some have a data base of sites which have been brought to them by web masters who want their pages to be found. They register their sites with the service. Some search engines are “web crawlers”. They go out into the www and look for new and changing web pages, adding what they find to their collection. There are other methods, all of which are beyond my comprehension.

How does a web master maximize the chances of becoming a highly rated match to a user’s search? One way is through the use of “meta tags”. Here is what ColoradoAccountant.org uses as its “meta tag”:

<META NAME=”keywords” CONTENT=”940, 941, 1040, 1041,1065, 1120, accountant, accounting, AICPA,

How successful are you at finding what you are searching for on the www? Are you a “super sleuth”, a “frustrated surfer” or improving your

association, attorney, audit, bookkeeper, business, certified, chapter, Colorado, compilation, continuing, convention, corporation, CPA, CPE, deduction, education, enrolled agent, entity, ethic, exemption, expense, fiduciary, fund, H&R Block, heir, income, individual, inherit, Internal Revenue Service, investment, IRS, lawyer, legal, limited liability company, LLC, membership, NASBA, non profit, NPO, offer in compromise, organization, partnership, planner, practice, practitioner, preparer, professional, public, review, scholarship, seminar, society, start up, state, tax, Treasury, trust, will, workshop”>

If you can think of any words which are not in our “meta tag” and should be to enhance the chances of us being found, let me know at Joanne@jobird.com.

Another way to increase the chances of becoming a match is by increasing the frequency a particular word or phrase appears in the text of the web page. If someone were looking for “Elvis Presley”, the web page that repeated that phrase the most times would be considered a better match than another with fewer uses of the phrase.

On google.com, it is possible to search for images of a word or phrase. This summer, a fabulous bull snake came into my yard to lay her eggs. I wanted to be sure she was the species I was told she was. I went to <http://www.google.com> and entered the phrase “bull snake”, then chose the second tab marked “Image”. I was shown page after page of pictures of bull snakes.

Did you know that even after a web page has been moved or dismantled, you may still be able to access its content by clicking on the word “cache” in the match description? Google.com preserves the content of web pages for a period of time after they no longer exist so you can still access the ghost of them.

Here is a link to a good primer on Boolean Logic, the language of www searching: <http://library.albany.edu/internet/boolean.html>. Boolean logic refers to the logical relationship among search terms, and is named for the British mathematician George Boole. Boolean logic consists of three logical operators: “and”, “or” and “not”.

The art of searching comes with practice. Practicing is more fun for me when I’m not under the pressure of really needing to find something fast but rather when searching out of curiosity when I have the time to understand why I’m getting certain results. The www becomes a better resource of information daily and the ability to construct a powerful search query can make the quest for information a joy.



Meet A Member

Linda Ward, PA, EA, Englewood, CO

I have been in the public accounting arena for over 30 years. I worked in my husband's CPA firm until he retired in 1989. I worked for a year for the firm that bought my husband's practice. Then we moved to a small ranch in Elizabeth, Colorado.

I kept my hand in accounting by doing some tax returns. Over the years, the practice kept building and in 1992 I hired Julie on a part-time basis to do some of the computer work. In 2001 Julie became my only full-time employee. My practice grew to include some business in the Denver metro area. In 1997, we moved back to the metro area.

In 1996 I sat for and passed the Enrolled Agents exam. I am a member of the National Society of Accountants, Public Accountants Society of Colorado, National Association of Enrolled Agents, and Colorado Society of Enrolled Agents. I also belong to the National Association of Women Business Owners and have served as Treasurer (1998/1999) and President (1999/2000).

I specialize in small businesses, with emphasis on computer software installation, training, financial statements, tax returns as required and of course individual income taxes (including farm returns). Other areas of my practice consist of bookkeeping services (monthly, quarterly and payroll), working with nonprofit organizations and QuickBooks training. I am a QuickBooks Pro Advisor.

I especially enjoy being a "forensic" accountant. Taking a shoebox or a chaotic set of books and transforming the information into an organized and complete set of records.

I work with several non profit organizations. I have taught classes for MiCasa and CWLC (Colorado Women's Leadership Coalition) as well as seminars for my clients.

Tom and I have been together for 26 years. He is my greatest supporter. We have four grandchildren (ages 2 to 15). **When** I have spare time, I enjoy working on the family genealogies.

Accountants - CPAs

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FINANCIAL BUSINESS SERVICES

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PASC Board Meeting

December 6, 2002

1:00 p.m. -----

Colorado Springs, CO

Location:

Bear Creek Regional Park
21st Street & Rio Grande
Creek Side Meeting Room

For Further directions:

email Matt Lewis

matt-pasc@earthlink.net



Neighbor to Neighbor Public Relations

Larry French, PA, Fort Morgan, CO

One of the most valuable assets you can develop which will instill an unswerving loyalty in your client is to create a public image of yourself as a meticulous and responsible executive.

Your word kept - your appointment met ahead of time - your every promise fulfilled. Here are a number of ways in which you can create this image.

Immediately confirm in writing every appointment. For example: Tuesday you meet a friend and make an appointment for Friday at 4:30 p.m. As soon as you arrive home, send this client a card confirming the place, the time and advising him what to bring. Besides the actual reminder value (which in itself is well worth the effort) you have immediately set yourself forth as a person who is meticulous in every detail.

You promise to have a form or a paper in the mail to a client by tomorrow morning. Try your hardest, even at the expense of great personal inconvenience, to keep your word and to have the item in the mail as promised. More important than the paper or the form is the fact that you are dependable. You must become known and accepted as reliable both in tax knowledge and execution of your promises.

Be a few minutes early for every appointment. This shows your client that you consider this meeting to be of importance and not a secondary or unimportant affair.

Even if tax work is only a part-time occupation, never allow your work or your attitude to reflect a feeling of unimportance. Remember, if you attach importance and dignity to your work, so will your client.

Although you do business with personal friends, neighbors and acquaintances with whom you can easily meet in comfortable informal or sports clothing, if you desire to project yourself as an experienced professional, it is advisable to dress in business attire and not mix business with pleasure. The place you select in your home as a conference area should be one where the normal household activities do not penetrate. A room set off by itself with instruction to members of your household that during your conference with a client, you are

to receive no messages and are not to be interrupted, will set the tone of a high-level important meeting.

Unimportant as it may seem at the time, how and in what manner you answer a question can have an important effect on your relationship with your clients and hence on the growth and success of your practice. Incidentally, a written memo will certainly help to justify a fee for your consultation or a larger fee at tax return time.

Engagement Letters at the Roundtable

Lori Anderson, CPA, Denver, CO

In a previous newsletter we had discussed starting a roundtable group. Well, enough interest has been generated to start. The roundtable format is for members to meet and discuss items of interest to further enhance our practices. We will provide an agenda and post it on the website. The roundtable is open to all that want to learn as well as those who can share their experiences.

This month we will discuss engagement letters. With all the scrutiny surrounding accountants, we are now even more vulnerable to possible lawsuits. The best way to prevent such actions is to prepare the proper engagement letter for your client. Bring your latest engagement letter(s) to discuss pros and cons. Dee Dollar was recently involved in a controversy with a client and will be discussing what he learned from this experience and how he revised his engagement letter. We'd like your input as well to help all of us.

We will be meeting once a month at the Village Inn at I-225 and Mississippi at 7:00 a.m. on the second Wednesday of each month. The first meeting will be held on December 11th. If you choose, you may have breakfast, coffee or nothing. There will not be any charges to attend, only what food/beverage you order.

Please attend as we have plenty of room. Also, if you have any suggestions of future topics, please contact Lori Anderson at landerson@idcomm.com. We look forward to seeing you.



The Internship Program at CU-Denver Partners in Practical Training

Joanne Wambeke, Assistant Director, Employment Services

For nearly 30 years, the internship program at the University of Colorado at Denver has been committed to responding to the needs of employers in the Denver metropolitan community. By partnering with the CU-Denver Career Center, your organization can join more than 400 corporations, businesses and agencies that are benefiting from employing talented, hard working students.

With an average age (29) greater than that of most post-secondary schools and 43% of the population pursuing graduate degrees, CU-Denver students bring a high level of maturity and experience to your organization. Interns are an excellent resource for assistance with seasonal or special projects, or temporary help for permanent staff members. Internships may be for pay, for credit, or both. Many internship employers have hired their CU-Denver students, thereby saving recruiting costs and tapping into the trained and educated workforce. Accounting Internship positions currently pay about \$10 or more per hour. We are committed to enhancing and expanding this program to meet the needs of our qualified student applicants.

Benefits of Sponsoring an Intern

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- ◆ Fill in for staff on leave
- ◆ Bring fresh perspective and ideas to your organization
- ◆ Build a working relationship between your organization and the university

The Employer's Responsibilities

- ◆ Provide clear job description and expectations
- ◆ Orient intern to the workplace and organizational policies
- ◆ Provide training and opportunities to apply academics
- ◆ Include student in office activities
- ◆ Supervise and evaluate performance, meeting periodically to discuss progress toward objectives
- ◆ Handle payroll for paid interns
- ◆ Communicate with university contacts

Legal Considerations

- ◆ Paid interns must be covered by workman's compensation
- ◆ Equal employment opportunity guidelines apply to the consideration and selection of interns
- ◆ International students with F-1 or J-1 visas may participate in curricular practical training (per INS guidelines)
- ◆ Volunteer interns (for academic credit) are covered by the university's liability insurance
- ◆ Paid interns should be treated as staff with regards to company policies

Play a role in supplementing a CU-Denver student's education. Fan the spark of interest in your industry, organization, or research while helping to shape tomorrow's professionals. Internships benefit everyone involved. Contact the CU-Denver Career Center today to find out how to tailor an internship or internship program specific to your organization's needs.

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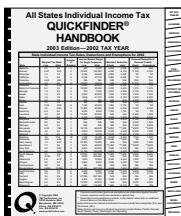
Small Business Quickfinder Handbook



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Book 3
In its second year, Book 3 contains over 500 pages of information in easy-to-find tabbed sections.
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QTY.	1	2-10	11-20	21+
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- IRS Instructions
- IRS Publications
- Adobe Acrobat Reader software

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Public Accountants Society of Colorado

Quickfinder, Inc. will donate \$1.50 to the PASC and \$1.50 to NSA's General Fund for each book and/or CD-ROM ordered.

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