October is here and in the past few years I’ve come to realize that this has become my favorite month. Yes, the first two weeks are a mad dash to get extended tax returns completed but the sense of accomplishment when it’s over is exhilarating.

This, coupled with the crisp air, the changing colors of the leaves and, of course, Halloween make for an excellent opportunity to explore the outdoors more.

I recently started taking advantage of Suffolk County’s many parks by going on weekend hikes with my family. I urge everyone to take this calm before the holidays to enjoy life.

October also starts two of our busiest months for our Chapter. With many of the major deadlines behind us, our focus turns to offering our members a bevy of learning and networking opportunities. The pages ahead illustrate the many happenings of the Suffolk Chapter and we want to see our members take advantage of them, too.

Whether its specialized knowledge, ethics, or accounting and auditing, there's a CPE class waiting for your registration.

And be sure to join me and other Suffolk/Nassau Chapter leadership at our Semi Annual Banker/CPA event in October at the Main Event in Farmingdale. The flyer can be found on page 14. This is one of several events covered by our subscription plan, along with our annual Ethics CPE. Attendance at both of these events more than covers the $99 subscription plan cost.

I hope that you’ve had the opportunity to take part in some of activities over the past couple of months as well. Our NextGen Committee has been so hard at work, having held its Supersized Networking Event and Young Professional Golf Outing recently.

(continued...)
President’s Message (cont’d)

But even more than that, they once again took part in one of the many ways the Suffolk Chapter gives back, by showing off their green thumbs and volunteering at the Project Bloom Greenhouse in East Islip. You can read more about it on page 10.

Before I let you go ahead and read the rest of the newsletter, I wanted to congratulate the Suffolk Chapter for winning this summer’s Member-Get-A-Member (MGAM) contest (page 4). By having the most number of new members register during this past summer, our Chapter was rewarded with two tickets to the Yankee Game on September 30th and invited to watch the game in the Audi Club box.

In addition, much to my surprise, I myself was one of three winners of an Apple Watch for helping to sign up the most members in the MGAM contest.

Congratulations for all of our hard efforts and happy Fall!

– Felix Russo
Special Offers from the Suffolk Chapter

SPONSORSHIP PROGRAM
Here’s your chance to make the most of your membership! Sponsor one of our events and get in front of colleagues, referral sources, and potential clients.

Step One: Choose the type of event based on your target audience.
- golf outings
- networking events
- technical workshops
- informational seminars
- charitable events

Step Two: Become a sponsor. At a cost of $1,000 you receive:
- recognition in the Suffolk Chapter newsletter
- logo/recognition in the corresponding event flyer
- opportunity to speak at the event
- booth or table display space

To take advantage of this great offer, contact our Sponsorship Chair:
Thomas S. Pirro: (631) 472-7637; tpirrocpa@optonline.net

2015-16 SUBSCRIPTION PLAN
Become a subscriber and save as much as $300 on meetings! The tremendously discounted price of $99 covers the following chapter meetings:

- October 2015 Banker/CPA Event
- November 2015 Student Night
- November 2015 Managing Partner/Ethics Panel
- November 2015 Accounting & Auditing Event
- March 2016 Banker/CPA Event
- May 2016 To Be Determined

Act now to get the full savings! Contact the Suffolk Chapter Treasurer:
Melissa Hicks, (631) 719-3223, melissa.hicks@bakertilly.com

Please make checks payable to NYSSCPA Suffolk Chapter and mail to:
Melissa Hicks, CPA
Baker Tilly Virchow Krause, LLP
(631) 719-3223
melissa.hicks@bakertilly.com

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(Can be used by any member of the firm)
Suffolk Chapter Wins!

The NYSSCPA held a “Member Get a Member” competition between all of the chapters in the Society beginning on June 5, 2015 and ending on September 7, 2015. The competition was set up to have NYSSCPA chapter members compete to see who can recruit the most new members for their chapter.

In September, the NYSSCPA announced that the Suffolk chapter had recruited the most new members and was the winner!

As a result of winning the contest, the Suffolk chapter was given two free tickets to the NYSSCPA outing to the Yankee vs. Boston Red Sox game at Yankee Stadium on Wednesday, September 30 and two NYSSCPA tee-shirts, which were raffled off to all Suffolk chapter Board Members and Committee Members who wanted to be a part of the raffle. Congratulations to William Huether, CPA, CGMA, Co-Chair of the NextGen Committee, who won the raffle.

Despite the nasty weather during the day on the east end of Long Island, the weather held out in the Bronx for a great night of baseball between the Yankees and the Boston Red Sox. At 5:00 p.m. on September 30, many NYSSCPA members, family and friends all gathered at Yankee Stadium in the Audi Club out in left field to enjoy a complimentary buffet dinner, network with peers, and watch a great night of baseball as the Yankees fought for their spot in the postseason.

After the Yankees gave up the lead to the Red Sox in the first inning, they battled back and took the lead in the 6th inning and then ultimately gave up another run in the 7th inning allowing Boston to remain tied with the Yankees all the way until the 11th inning. Unfortunately during the 11th inning, the Red Sox were able to score 4 runs and beat the Yankees, 9 to 5.

Despite the Yankees' loss, it was a great night at Yankee Stadium networking with fellow NYSSCPA members and enjoying the buffet, which stayed open for most of the game.

It was also great to see many members showing their NYSSCPA pride by wearing their NYSSCPA tee-shirts at the stadium.

Thanks for your help in getting the win for the Suffolk Chapter!
NYSSCPA Governance Forum

The NYSSCPA held its annual governance forum from October 16–18 in Albany. Chapter and statewide officers and directors from across the state attended the three-day event.

The forum kicked off with a welcome reception on Wednesday evening allowing attendees to catch up with colleagues and make some new contacts.

Thursday included a Chapter Presidents–Elect workshop. Chapter presidents-elect gathered to discussed best practices for running their chapters. Various society leaders and staff offered important information on how to plan now for an effective year as chapter president. There were additional topics discussed such as the NextGen Committee, the Moynihan Fund and the role of the Political Action Committee (PAC).

Also on Thursday was a legislative update and roundtable discussion. Members of the Society's Government Affairs Team lead a roundtable discussion on legislative items the Society will be focusing on in the upcoming years.

A media training workshop ended out the day with the Society's Media Relations Team leading an interactive session on how to best interact with the media and promote the CPA profession. The conference wrapped up with a statewide NYSSCPA board of directors meeting.
Toys for Tots Wrapping Party

It is Toys For Tots season already! For those of you who have not participated over the past 20 years, our collection is the largest single pick up for the USMC stationed in Farmingdale, NY.

If your firm or company has not participated in the past, or if you know of a local business or organization that would like to participate, we would love to have you on board for this year’s event as we can never collect enough toys for needy children during the holiday season.

The boxes are in the process of being collected and we have selected Wednesday, November 4 for our annual “wrap party”. Wrapping will take place from 5-8 p.m. at Sheehan & Company, with pizza being served. We welcome your help for any part of the evening that you are able to join us.

Letters and flyers were mailed to all of the participants from past years. As many of you know, last year we had over 150 boxes out throughout Suffolk, Nassau, and the NYC Metro Area. We have contacted the Marines to confirm the pick-up and they will once again list our collection points on the US Marine Corps website as preferred drop-off locations.

The pick-up, as in the past, will be the second Friday in December (the 11th – details on page 20) at 3 p.m. Hope that you all can donate some time to help out with this great event.

If you are interested in attending the wrapping night, please contact Cynthia Barry, cbarry@sheehancpa.com. Everyone’s time and effort is greatly needed and appreciated.

If you cannot attend, but would still like to participate in dropping off or picking up boxes, please let Cynthia know – there are plenty to distribute.

Boxes will be dropped off from November 5 to 13 and will be picked up the week of December 7 for the Marine pick up on December 11.

Thank you in advance for your help and please pass this along to anyone you think may be interested in lending their time to this year’s toy drive.
Committee Report:
Members in Industry

In August, Janet T. Verneuille arranged a sit down for Rob Busweiler, the Public Affairs Manager at New York State Society of Certified Public Accountants, to meet with Fred Thiele, State Assemblyman at New York State Assembly representing Eastern Long Island. Also joining us were two East End member CPAs, Dee Herzog, partner at Herzog and Little CPAs in Bridgehampton and East Quogue, and Michael Mirras, CPA, practicing out of Wainscott. The meeting familiarized Assemblyman Thiele with the NYSSCPA, and some of the legislation relevant to our profession.

On September 9th the Members in Industry Committee welcomed Sam Ruggeri from Advanced Vision Technology Group to speak on “Demystifying the Cloud.” His presentation was followed by Gary Bahadur the CEO of Razient who discussed the relevant data security issues on the cloud. Empire National Bank in Islandia provided a light breakfast to about twenty-five attendees.

Need CPE? A full day NYSSCPA Members in Industry webcast will be hosted by Empire National Bank in Islandia on Friday, October 16. This event covers key topics with eight CPE credits and a complimentary lunch. Topics include:

- **Indecent Exposure**—To close budget gaps, New York is aggressively conducting sales tax and escheatment audits. Get need-to-know facts on these audits, and techniques to mitigate exposure.
- **Bank Negotiation**—Lower payments, improve cash flow, and avoid costly hidden fees.
- **Secure Cybersecurity**—Learn about the issues surrounding this hot button topic and how to protect your company and clients when analyzing governance, risk, and controls in today's high-tech world.

Registration is on line only on the NYSSCPA website. More information [HERE](#).

Looking ahead, on October 21 we welcome back speakers from Nawrocki Smith LLP. Hosted by Empire National Bank in Islandia, this session covers business valuations, led by Ernie Smith, CPA, Senior Partner and John M. Spatola, CPA.

On November 12 the Members in Industry meeting is a joint session with the Nassau CFO committee. Speaker is Chris Brady from HUB for an Affordable Care Act Update. Wells Fargo will be hosting at their Melville office located on the South Service Road of the LIE.

Morning meetings start promptly at 8 a.m. and end promptly at 10. All sessions earn two CPE credits. Please bring $10 payment for joint sessions with the Nassau CFO committee but all other sessions are free!

More info: Janet Verneuille at to [JVerneuille@empirenb.com](mailto:JVerneuille@empirenb.com).
Committee Report:
NextGen

Super-Sized Networking

On Thursday, August 20, the fourth annual “Super-Sized” Networking Event was held at the Crest Hollow Country Club in Woodbury. The Suffolk and Nassau NextGen Committees once again coordinated and hosted the event, along with the Risk Management Association - Young Professionals, New York State Bar Association - Young Lawyers Section, Suffolk/Nassau Bar Association - Young Professionals and the Association of Certified Fraud Examiners - Long Island Chapter. The collaborative efforts of all groups were able to bring in over 130 attendees!

The venue provided a relaxed summer setting for networking and socializing, with professionals from different industries and backgrounds present. A great time was had by all in attendance.

Once again, the NextGen Committee thanks Bridgehampton National Bank for sponsoring this event and all the giveaways they had to offer. The NextGen Committee would also like to recognize the combined efforts from each of the aforementioned groups to make this event possible. With this event attracting more attendees and growing larger with each year, we are looking forward to next year!
Committee Report:
NextGen (cont’d)

20th Annual Young Professionals Golf Outing

On Tuesday, September 1st, the NextGen Committee hosted its 20th Annual Young Professionals Golf Outing. Once again held at the Hamlet Willow Creek Golf Course in Mount Sinai, the approximate 48 golfers in attendance enjoyed a beautiful day on the course.

The outing offered several hole-in-one prizes, the main attraction being an Acura TL lease. Other hole-in-one prizes included travel packages and golf prizes. The outing would not be complete without our infamous "beat-the-hack" competition, as golfers took their chances to beat our “hack,” Suffolk Chapter President-Elect Brian Michels.

The scramble format of the outing allowed for a team effort to compete for lowest score of the day. Awards were given out for lowest team score, longest drive, and closest to the pin. When the golfing was done, all were welcomed in for a buffet and great raffle prizes such as TV’s, an Xbox, a grill, an iPad, golf equipment, and much more. More importantly, the outing was once again able to raise money for our Toys for Tots drive later this year.

The committee extends our thanks to Jeff Leibowitz from Atlantic Agency for providing the insurance sponsorship for our hole-in-one prizes.

Our appreciation and gratitude thanks our event sponsors:

BRONZE SPONSORS
• Albrecht, Viggiano, Zureck & Co., PC
• Empire National Bank
• BankUnited
• Sheehan & Company, CPA, PC

TEE SPONSOR:
• Cohen, Greve & Company, CPA, PC
Committee Report:
NextGen (cont’d)

Project Bloom Greenhouse Volunteer Event

On Saturday, September 19, 2015, the NYSSCPA Suffolk NextGen Committee got together at the Brookwood Hall Project Bloom Greenhouse in East Islip for our annual volunteer event. Brookwood Hall has an expansive history from being an estate to an orphanage; it currently houses the offices for the Town of Islip and the Islip Art Museum. It is nestled on a 35 acre park with a lake, trails, softball fields, tennis courts, picnic areas, and playgrounds.

Project Bloom plants thousands of seeds every spring for the Town of Islip Greenhouse. They provide lessons on gardening to local residents and donate the flowers and plants to beautify Islip Township.

The NextGen Committee spent the morning laying wood chips, edging, and planting flowers. Kathy, the coordinator, was extremely appreciative of the hard work from everyone. We want to thank everyone who joined us to give back to our local community!

Mark Your Calendar...

**OCTOBER 21, 2015**
Members in Industry meeting: Business Valuations. Details on page 12.

**OCTOBER 22, 2015**

**OCTOBER 22, 2015**

**NOVEMBER 4, 2015**
Toys for Tots wrapping party. Details on page 6.

**NOVEMBER 5, 2015**
Real Estate and Construction Committee meeting: Sales Tax for Contractors and Homebuilders. Details on page 15.

**NOVEMBER 7, 2015**
Annual Accounting & Auditing Update. Details on page 16.

**NOVEMBER 10, 2015**
NYSSCPA Suffolk Town Hall Meeting and Ethics Update. Details on page 17.

**NOVEMBER 10, 2015**
Forensic and Valuation Committee meeting. 8 a.m. at Nawrocki Smith LLP, Melville.

**NOVEMBER 12, 2015**
Members in Industry meeting. Details TBA.

**NOVEMBER 17, 2015**
Employee Benefits committee meeting: Outsourcing Human Resources. Details on page 18.

**NOVEMBER 19, 2015**
Forensic & Valuation Services committee meeting: Predictive Analysis. Details on page 19.

**DECEMBER 1, 2015**
Forensic and Valuation Committee meeting. 8 a.m. at Nawrocki Smith LLP, Melville.

**DECEMBER 11, 2015**
21st Anniversary Toys for Tots Drive. Details on page 20.

**DECEMBER 12, 2015**
Suffolk Chapter Annual Tax Conference. Details on page 21.

**DECEMBER 16, 2015**
Members in Industry meeting. Details TBA.

For up-to-the-minute chapter activities:
[www.nysscpa.org](http://www.nysscpa.org)

Search for the Suffolk Chapter under “Membership”

Committee Chairs!
Make sure to get all future meeting dates (including committee meetings) to Amanda Sexton at asexton@avz.com.
Info on Valuations...

The NYSSCPA Suffolk Chapter Members in Industry Committee invites you to learn more about

Business Valuations

Wednesday, October 21, 2015
8 to 10 a.m.

at Empire National Bank,
1707 Veterans Highway, Suite 8, Islandia

Speakers:
Ernie Smith CPA, and John M. Spatola, CPA
Nawrocki Smith LLP

Light breakfast will be served.

Free! 2 CPE credits (specialized knowledge)

For more information:
Janet T. Verneuille, jverneuille@empirenb.com
Are You Using Excel Incorrectly?

The NYSSCPA Suffolk Chapter NextGen Committee invites you to

Excel Made Easy

Thursday, October 22, 2015
8:30 a.m. to 12:30 p.m. (8:00 a.m. breakfast & registration)
at Marcum LLP, 10 Melville Park Road, Melville

$15 per person

- Why people use Excel the wrong way!
- Life or death shortcuts and navigation tricks
- Filters, tables, sorting methods for large datasets
- Essential functions (SUM, SUMIF, COUNT, COUNTIF, VLOOKUP, IF, SUMIF, etc.)
- When to use and not use the mouse
- Understanding relative vs. absolute formulas
- How to format sheets to look perfectly
- Getting sheets to print correctly
- Charts (3D, bar, line, pie, etc.)
- The all-powerful pivot table
- Understanding the big picture and how to think about spreadsheet design

Speaker: Michael Zumchak, Director of Training – Easy Excel Classes

For all users of Excel no matter what skill level; Microsoft Excel version 2007 and later. Seating is limited and pre-registration is required.

4 CPE Credits (Course code: 28508629)

For more information:
William Huether – (631) 665-7040 ext. 365; whuether@sheehancpa.com

Register online HERE or call (800) 537-3635
Are You Ready for Some... Networking?

Don’t Fumble...
Score a Networking Touchdown!
Thursday, October 22, 2015 | 6 to 9 p.m.

Join the Cooperation with Bankers Committee, Suffolk & Nassau Chapters, at the

Fall 2015 Banker/CPA Networking Event
at The Main Event
1815 Broad Hollow Rd, Farmingdale

Sponsored by Bethpage

$60 per person, advance registration | $70 at the door
Includes open-bar and appetizers | dinner | dessert

RSVP by October 15 to dgerstner@bethpagefcu.com

Name: __________________________________________ Firm: _________________________________________
Address: ________________________________________ City, State, Zip: _________________________________
Telephone: ______________________________________ E-mail*: _____________________________________

I am a member of the ___ Suffolk ___ Nassau Chapter Subscription Program (check not enclosed).

PAYING BY CREDIT CARD: Click HERE to register online.

PAYING BY CHECK, payable to NYSSCPA Suffolk Chapter, to:
Debbie Gerstner| Bethpage Federal Credit Union
899 S. Oyster Bay Road, Bethpage, NY 11714
(516) 349-6886, DGerstner@bethpagefcu.com
Financials for Contractors...

The NYSSCPA Suffolk Real Estate and Construction Committee invites you to
SAVE THE DATE:

Sales Tax for
Contractors and Homebuilders

Thursday, November 5, 2015
8:00 – 10:00 a.m.

Free! 2 CPE credits  |  Seating limited.

To register: bmichels@sheehancpa.com

For more information:
Brian Michels, (631) 665-7040 ext. 317
It’s Time Again...

The Suffolk and Nassau Chapters of the NYSSCPA are working together to present to you

The 15th Annual Accounting and Auditing Update

Saturday, November 7, 2015
8:30 a.m. – 4:45 p.m.
(registration and networking breakfast at 7:30)

at Upsky Long Island Hotel
110 Motor Parkway, Hauppauge

$175 for members | $250 for non-members

Together with the Nassau chapter, the Suffolk Accounting and Auditing Committee is planning a full day of CPE, which will include topics such as:

• Construction accounting refresher
• Best practices in auditing and SSARS engagements
• GAAP/GAAS update
• Banker panel discussion
• Not-for-Profit update
• And more!

TO REGISTER ONLINE: Click HERE

PAYING BY CHECK, payable to FAE, to:
Michael Joy, CPA | Raich Ende Malter & Co. LLP
90 Merrick Avenue, Suite 802, East Meadow, NY 11554
(516) 228-9000, mjoy@rem-co.com
Annual Town Hall Meeting...

The NYSSCPA Suffolk Accounting & Auditing Committee invites you to

NYSSCPA
Town Hall Meeting and Ethics Update

Tuesday, November 10, 2015
at Stonebridge Country Club, Smithtown

5:30 p.m. cocktail reception/dinner
6:30 p.m. annual visitation of NYSSCPA officers
7:00 p.m. ethics update

Please join us for our annual Town Meeting at which we will have the opportunity to hear from NYSSCPA officers about the Society and its current policies.

Following this will be a free 2-hour ethics CPE session.

2 CPE Credits in Ethics

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City, State, Zip: ___________________________________
Telephone: ________________________________________
E-mail: ________________________________________

_____ I am a member of the Suffolk Chapter Subscription Program (check not enclosed).

Please make checks payable to NYSSCPA Suffolk Chapter and mail to:

Felix Russo, CPA
Charles A. Barragato & Co., LLP
700 Veterans Memorial Hwy. Suite 215
Hauppauge, NY 11788
Tel: (631) 724-7900
Fax: (631) 724-7975
frusso@cabcpa.com
The NYSSCPA Suffolk Employee Benefits Committee invites you to

Outsourcing Human Resources

Tuesday, November 17
8:30 to 11:30 a.m.
(Registration at 8:00 a.m.)

at the Paradise Diner
579 Veterans Memorial Highway, Hauppauge

Topics:

WHEN TO RECOMMEND ALTERNATIVE STAFF ARRANGEMENTS
Speaker: Al Anastasi, Director of Business Development, Alcott HR
- PEO overview
- Industry regulation
- Wage & hour/payroll compliance
- Employee life cycle issues

THE HIGH COST OF EMPLOYMENT LAW NONCOMPLIANCE
Speaker: Dawn Davidson Drantch, Esq., Corporate General Counsel, Alcott HR
- Noncompliance in the news
- Spotting the signs
- Wage & hour best practices
- How a compliance partner lowers risk

Free breakfast, compliments of:

Free! 3 CPE credits (specialized knowledge)
Course code: 29085610

For more info, contact Felicia Paura
(631) 665-7040, fpaura@sheehancpa.com

Register online HERE.
A Primer on Predictive Analysis...

The NYSSCPA Suffolk Forensic and Valuation Services Committee presents

**Data Mining Through Microsoft Excel**

**Part 2! Predictive Analysis**

Thursday, November 19, 2015
6:00 – 9:00 p.m.

at the Bank of America Building (Corner of 495 W. & Rte. 110 S.)
300 Broad Hollow Rd., Melville

Join us for an intermediate/advanced training on predictive analysis (extracting information from existing data) using Microsoft Excel.

**Presenter:** Dimitris Bantileskas, CPA/CFF/CITP, CFE, Nawrocki Smith LLP

$25 per person. Networking! Refreshments!

2 CPE credits (Course Code 29085612)

Register online HERE
or contact John Spatola, jspatola@nsllcpa.com, (631) 543-1333
Planning Ahead for the Holidays...

The Young CPAs Committee proudly announces the

21st Anniversary
TOYS FOR TOTS Toy Drive

to benefit the U.S. Marine Corps’
Toys for Tots Program

The holidays are just around the corner! Please help us share the magic of the holiday season with the needy children of Long Island by participating in this year’s drive.

Promotional materials and drop-off boxes will be available in the beginning of November.

The ceremonial pick up of the toys by the USMC is scheduled for FRIDAY, DECEMBER 11TH at the offices of Sheehan & Company, CPA PC.

For more information regarding this wonderful event, please contact:

Cynthia Finn Barry, CPA
Sheehan & Company CPA PC
165 Orinoco Drive, Brightwaters, NY 11718
Telephone: (631) 665-7040; Fax: (631) 665-7014
Email: cbarry@sheehancpa.com
Save the Date...

Suffolk Chapter Annual Tax Conference

Saturday, December 12, 2015
8:30 a.m. – 4:30 p.m. (Check in at 8:00 a.m.)
at Islandia Marriott Long Island
3635 Express Drive North, Islandia

Topics:
Federal and state updates
Tangible property regs
FIRPTA
Affordable Care Act
Qualified plans in succession planning
And much more....

8 CPE credits

SAVE THE DATE!
For more info, contact Elizabeth Vuozzo
(631) 870-3906, evuozzo@fuoco.com
Suffolk Chapter Board & Committees

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MANAGEMENT OF AN ACCOUNTING PRACTICE
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(631) 543-1333 | esmith@nsllpcpa.com

Janet T. Verneuille, CPA
Empire National Bank
(631) 881-5380 | jverneuille@empirenb.com

EXPRESSLY INCLUDED: Members-at-large, Life Members, and No-board Dues Pillars
Fun and Games – Sudoku

SOURCE: Web Sudoku

Flip over for the ANSWERS...
Get Involved with NYSSCPA Suffolk and Help Make a Difference

COMMITTEE SERVICE APPLICATION

Thank you in advance for getting involved and ensuring the success of this chapter. Please rank the top 3 committees in which you have an interest:

1. Accounting & Auditing
2. Community Affairs
3. Construction Contractors
4. Cooperation with Attorneys
5. Cooperation with Bankers and Other Credit Grantors
6. Cooperation with Educational Institutions
7. CPE/Professional Development
8. Emerging Technologies
9. Employee Benefits
10. Estate/Financial Planning
11. Forensic and Valuation Services
12. General Taxation
13. Golf Outing
14. Management of Accounting Practice
15. Members in Industry
16. Membership Recruitment
17. NextGen (Young CPAs)
18. Not-for-Profit & Government
19. Public Relations
20. Real Estate & Construction
21. Small Business

Name: ___________________________________________________________________________________
Firm: __________________________________________________________________________________
Address: _________________________________________________________________________________
City, State, Zip: ____________________________________________________________________________
Telephone: _______________________________________________________________________________
E-mail: ________________________________________________________________________________

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The Suffolk Chapter newsletter is published monthly (bi-monthly January through August) by the Suffolk Chapter of the New York State Society of CPAs.