

Bookkeeping Tips

Monitoring Employee PC abuse

Because AIPB members include chief bookkeepers-managers and freelancers with small-business clients, we periodically offer office management tips in *The General Ledger* (www.aipb.org/general_ledger.html), the monthly technical briefing for members.

Do employees stab at their keyboards when you approach? Do they type away, staring at that confidential interoffice memo? Are giggles unlikely to be caused by A/P on the screen? Rothstein Kass Certified Public Accountants, a top-20 professional services firm (973-994-6666), recommends a formal, written e-mail policy, such as the following:

[Employer] reserves the right to:

- Read messages on its computers.
- Monitor and review employee e-mail at any time.
- Restrict access to and distribution of e-mail.
- Prohibit distribution of e-mail that may violate equal opportunity or other Federal laws
- Restrict personal use of company computers.
- Prohibit sending/forwarding chain e-letters, conducting gambling activities or using computers to create/forward pyramid schemes.
- Prohibit dissemination of confidential information.

Reminder: Unless every PC in your office has automatic virus-protection, include a caution never to open an e-mail attachment before scanning it with virus protection software.

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The American Institute of Professional Bookkeepers (AIPB), is the national association for bookkeepers, currently with 30,000 active members

AIPB was founded in 1987 for the following purposes:

- To recognize bookkeepers as accounting professionals
- To make sure that each member has the latest bookkeeping, accounting and tax information
- To answer members' everyday bookkeeping and accounting questions on the telephone at no charge.
- To provide bookkeepers with low-cost continuing professional education.
- To return the membership fees of any bookkeeper who is dissatisfied with the benefits of membership