

**Metro Phoenix Chapter
American Payroll Association
Meeting Minutes
November 15, 2005
Radisson Hotel**

President Judie Aranyos called meeting to order at 6:00P.M.

Secretary Cheryl Carstensen read the minutes from October 18, 2005 meeting. President Judie Aranyos asked for any changes to the minutes, there were none. The minutes were approved and seconded by the membership as read.

Treasurer Vivian Hill read the Treasury report. Beginning balance was \$3,004.67 deposits of \$706.00 withdrawals of \$ 460.51; ending balance for October was \$3,250.16. The Treasury report was approved and seconded by the membership as read.

Committee Reports

CPP Study Group:

State Payroll Conference: _____

Government Liaison: IRS now has a link on their web page that allows Account Payable Departments to check the TIN number of their vendors.

National APA: _____

NEW BUSINESS

New Members: Judy Aranyos asked all members who are attending the meeting for the first time to stand up and introduce themselves. Each new member was presented with an APA welcome bag containing information on the location chapter, national APA, CPP & FPC along with information from vendors and a few surprises.

No new members at this meeting

Any new business, announcements, from the membership? none

Job Openings: There are job posting now on the Metro Phoenix APA web site.

Upcoming APA Training:

Audio:

Local Seminars:

Speaker: Dayna Reum, CPP, FPC from PetSmart presented a presentation on Understanding W-2 Form. Dayna covered what the W-2 is, who should get a W-2, the basic W-2 information, when and where should a W-2 be provided, box by box instructions for the W-2. Dayna also covered issues that employers should avoid when issuing the W-2 like avoiding hyphenation, using decimal points, but avoid commas and dollar signs. Dayna covered when to issue a W-2C's and when an employer is required to file the W-2 both to their employees and to the government.

Next Meeting: Next meeting December 13, 2005

There were 25 members in attendance.

Meeting was adjourned at 7:30 P.M.