



Successfully Integrate Your Front and Back Office

Rick Gilman, CPA, CITP; Partner, Virchow Krause and Company
Saturday, 4 – 5 p.m.

1. Introduction

a. Credentials

CPA

CITP

ASID Industry Partner

b. Experience in the industry

Have working with residential and commercial residential for over 30 years

c. Involvement in the industry

DIFFA/Chicago board member 16 years

2. You graduate school with a design degree, now what?

Major = Interior Design

Minor = Accounting degree/communications?

3. Communications is the key word!

a. You have two individual personalities in your office: Designer (creative – front office) and accounting/administrative/support (strategic - back office). They need to speak the same language!

b. Cross communications and understanding terminology is a key factor.

c. A team is more successful than two separate entities!

d. Happier and healthier environment.

4. Computers as part of our lives, how does that affect my operations?

You learned CAD and how to browse the internet for items needed, but did they teach you how to do the accounting from your

design efforts? Client deposit requests? Retainers? WIP, Insurance liability, how to understand the financial statements? Sales tax?

Software that can make your lives much simpler:

Studio I.T. (www.studiotothetrade.com)

Design Manager (www.designmanager.com)

QuickBooks (www.quickbooks.com)

5. Understanding the basic financial statements and support schedules:

Balance Sheet

Income Statement - a/ka/ Profit and Loss Statement

Budgeting/Forecast – analyze how we are doing

Break-even analysis – how much do I need to sell?

Labor Rate Analysis – am I charging the correct hourly rate?

6. Open discussions, war stories.