

PREPARATION FOR THE VETPARTNERS PROFITABILITY WORKSHOP

Workshop VetPartners Profitability Workshop
Date Saturday, February 25, 2012
Time 1:30 pm – 5:00 pm
Location Midwest Veterinary Conference

The Profitability Workshop was specifically developed to address the No-Lo PracticeSM problem by educating owners about the condition, by teaching the workshop participants about a new tool that can help diagnose whether his/her practice is a No-Lo Practice, and by providing an introduction to the process of recovering from or preventing the No-Lo Practice scenario. **Please plan on bringing a laptop with you to the workshop to complete the Profitability Estimator worksheet (Excel spreadsheet).**

To gain the most value and benefit from the Workshop and to maximize your Workshop experience, please bring hard copies of the following information/data with you:

- Your most recent Federal Income Tax Return FOR THE PRACTICE (for most, this will be the 2010 return.). Bring the entire return, including all of the supporting documents and schedules.
- Accountant-issued practice Financial Statements for the same year as the tax return. Bring both the Income Statement/Profit and Loss Statement *and* the Balance Sheet.
- Copies of the W-2 form for ALL owners (if you are a corporation). Sole proprietors and partnerships will not have a W-2.
- DVM Production Report (from your practice management software) for the same year as the tax return

EXAMPLES:

Avimark – Period Totals report
Impromed - Employee Commissions report
Cornerstone - Monthly Staff Commission Summary Reports – Gross and Productivity by staff

Also, be prepared to answer the following during the Workshop:

- Value of the practice real estate
If you own the practice real estate, what is the estimated value of the real estate used/occupied by the practice? If you do not own the practice real estate, ignore this. \$ _____
- A list of non-practice expenses paid through the practice
Many owners pay expenses through the practice that are not true practice expenses. Examples of

this include personal automobiles, charitable contributions, employer's contributions to the owner's retirement account, social club memberships, spousal expenses to CE meetings, home repairs/maintenance, home computers, personal artwork, etc. Bring a list of the personal expenses, if any, reflected in the practice's Financial Statements/Tax Return.

- Family members on the practice payroll
Many practices employ family members. Sometimes these family members are paid at levels greater than or less than fair-market value. Does your practice employ any family members who do work for the practice but who were overpaid or underpaid for that work (compared to what you would pay a non-family employee for that same work)? If so, bring an estimate of the amount of over-payment or under-payment to the family members during the year.

- Non-recurring expenses and/or income
Did your practice incur expenses or income that were unusual or non-recurring? Examples of non-recurring expenses include the replacement of a radiographic machine's tube head, or the construction of a handicap entry. An example of a non-recurring income would be the funds associated with an insurance reimbursement.

Additional items to bring to the Workshop

- Pencil and an eraser
- Hand held calculator**

Procedure on the day of the Workshop

Arrive to the Workshop 10 minutes early, so you can get seated and organize your materials.

When you arrive, you will be directed to sit according to the type of tax return you file. Sole proprietors will be grouped together, partnerships will be grouped together, etc. This will help the Workshop run smoothly and efficiently.

We look forward to your participation in the VetPartners Profitability Workshop. Should you have questions not covered by this summary, please contact:

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