Licensed Counselors & Coaches Professional Revenue Agreement

Standard & Procedure Name:	Licensed Counselors & Coaches Professional Revenue Agreement
Scope:	All Staff, Associates, and Volunteers
Revision Date:	September 20, 2024
Last Review Date:	September 20, 2024

Reliant employees who have a counseling practice or coaching practice that is part of their Reliant ministry role and counseling revenue is generated are obligated to submit all income received from their services rendered to Reliant. All revenue of this nature will be assessed an admin fee based on Reliant's normal admin fee structure (in most cases, a 12% admin fee will be applied; however, minimum admin fees are applicable). Checks and other payment methods must be made payable to "Reliant" and clearly labeled/identified as counseling/coaching revenue. A Licensed Counselor Profile Form must be completed to initiate a Counselor/Coaching arrangement with Reliant. This form will be reviewed annually or as needed when changes to the Reliant employee's counseling/coaching practice pricing structure are made. Please email your Program Team Liaison to receive a link to the Licensed Counselor Profile Form and begin this process.

The Reliant employee is then responsible for submitting a log of all revenue submitted to Reliant outlining the following details:

1. Date of the session
2. Revenue received
3. Indication if the revenue received was a discounted rate
4. Type of payment method
5. Any special comments — for example, if someone pays for two sessions at one time, you may put * paid for this session and the last session on X/X/XXXX date.

Professional revenue, as well as the accompanying revenue logs, must be submitted to Reliant for review and processing within a timely manner of when the revenue was received from the client(s). Monthly log submission is required unless submitting logs on an even more frequent basis. Professional revenue logs may be emailed to counselingrec@reliant.org. **Money sent without a reconciled log will not be credited to the MTD account you are responsible for until the log is received*.**

Reliant does not issue receipts to clients for professional services that were rendered by Reliant employees. If a client requests a receipt, the Reliant employee may create their own receipt to provide to the client. Payments by clients for professional services are not eligible for a tax-deduction benefit, as the person received a service in exchange for the money they paid.

Ministry expenses related to a counseling or coaching practice may be eligible for reimbursement based on Reliant's Accountable Reimbursement Plan guidelines. Please see the Reimbursement and Expense Recovery Bonus Standard.

Sample Counselor Log

Calendar Year Reconciliations*

Due to reporting requirements for this type of revenue, reconciliations must be completed on a calendar year basis. Unreconciled revenue cannot carry into a new calendar year.

- **December 31:** This is the date to submit a reconciled revenue log for any money sent in during the calendar year for money to be credited to the MTD account and available for the January paycheck.
- **January 10:** This is the final date to submit a reconciled revenue log for any money sent to Reliant in the prior year. Unreconciled money from the prior year remaining after this date will no longer be available for credit to the MTD account.