

| | Year 1 2015 | Year 2 | Year 3 | Year 4 | Year 5 |
|---|-----------------------|--------------------|--------------------|--------|--------|
| Counselor Dave B. LPC | Full on 30+ /wk | Full on 25+ /wk | Full on 25+ /wk | 20 /wk | 20 /wk |
| Counselor 2 | | 10-15 | 15-20 | 25+ | 25+ |
| Non-licensed counseling | 3-5 | 5-10 | 10-20 | 10-20 | 15-20 |
| Non-licensed counseling | xx | xx | 3-5 | 10 | 15 |
| Gross Totals based on averaging the months | 180,000 + (\$6000) | | | | |

| Counselor Combinations | Office 1 Dave B Licensed | Office 2 Neutral Office Shared Space | Office 3 Full-time Licensed |
|-----------------------------------|--------------------------------|--|-----------------------------------|
| Girls, women, eating disorders | | x | |
| *Teens & Family | | | x |
| Adults & Trauma | x | x | x |
| *Kids | | x | |
| Men, men's issues | xx | | |
| *Marriage & Relational | xx | | xx |

*20 clients or more, private office

Contract Points based on going rate in Fairbanks:

50% of gross receipts goes to counselor keep -

Counselor is responsible for personal liability and license

50% of gross receipts goes to agency

\$36,000 per every 5 clients

| | | | | | |
|-----------|--|--|--|--|--|
| Ave. est. | | | | | |
|-----------|--|--|--|--|--|

| | | | | | |
|--|------------------|--------------------|------------------|------------------|------------------|
| Gross receipts | 5 clients | 10 clients | 15 clients | 20 clients | 25 clients |
| Non-licensed Counselor | 12,000 | 24,000 | 36,000 | 48,000 | 60,000 |
| Licensed Counselor | | | | ~ | ~180,000 |
| Payroll SUI, WC, SS, med. nonlicensed | \$6,000 + 594 | \$12,000 + \$1,188 | \$18,000 + 1,782 | \$24,000 + 2,376 | \$30,000 + 2,970 |
| Payroll SUI, WC, SS, med. licensed | \$20,000 + 1,980 | \$35,000 + 3,465 | \$50,000 + 4,950 | \$70,000 + 6,930 | \$87,500 + 8,663 |
| Billing Serv. 8.5% of gross Non-licensed | \$1,020 | \$2,040 | \$3,060 | \$4,080 | \$5,100 |
| Billing Serv. 8.5% of gross Licensed | \$3,400 | \$5,950 | \$8,500 | \$11,900 | \$14,875 |

| Office Space + reception 122 Tenth | Notes | Annual Costs | Average Monthly Cost |
|------------------------------------|--|--------------|----------------------|
| Heat + electric + water + garbage | 5,000 + 1,500 + 500 + 316 | 7,316 | 610 |
| Commercial property insurance | 5,000 | 5,000 | 417 |
| Internet, phones, & fax | 2 lines 5 phones 1,800 | 1,800 | 150 |
| Fax & copier | 1 desk top and possibly 1 small stand up | -2400 | \$200 |
| Liability insurance | 1,300 | 1,300 | 108 |

| | | | |
|-------------------------|------------------------------|--------|-------|
| Office Manager Fulltime | \$20/hr; \$41,600 plus 3,852 | 45,431 | 3,786 |
| Advertising | | 2,500 | 208 |
| Accounting fees | 280 X 12 | 3,360 | 280 |
| Answering service | 225 X 12 | 2,700 | 225 |
| Office Supplies | | 2,400 | 200 |
| Business License | 50 + 324 | 374 | 31 |
| Total | | 72,181 | 6,215 |

Centralize opening of the mail

Log receipts

either spreadsheet or receipt book or

For insurance payments, give kathie copies of all documentation (including check)

(Should be a segregation of duties for: mail, recording, preparing deposits)

2 sets of receipt logs: a manual one for clearwater , and one for FYA?

receipts should be matched against receivables (kathie?)

receipt log check to accounting log (maybe treasurer)

nightly batch the credit cards, (cash, check, credit card, paypal, and direct deposit via insurance)

draft procedures, need your input on this - then test it out - work the bugs out - what do you foresee as being a problem?